

# How to set up your new Lenovo 10W

## What you'll need

- **Power:** Keep the device plugged in and switched on while you complete these steps.
- **Time:** The device updates may take a while; we recommend setting aside 1 hour.
- **Internet connection:** Stay connected to the internet while the set up completes.
- **A Personal Microsoft account:** If you do not have one you can create one during the set up.

## Steps to get set up

1. Plug in the device and switch it on – the on/off button is on the top right edge.
2. Follow the on screen instructions to select your **language preference**, the **country or region**, and your preferred **keyboard layout**.
3. Connect to the internet.
  - a. If on campus select 'Newcastle University' and enter your university log in username (eg c3456789) and password.
  - b. If in any other location, select the appropriate network and enter the required password.  
Once connected select **Next**.
4. The device will now check for updates. This may take a few minutes and the device will restart once the updates have completed.
5. Once the device has restarted read the license agreement and select **Accept**.
6. You may be asked to name the device, or **Skip**.
7. **IMPORTANT:** Select '**Set up for personal use**'.
8. Add a personal Microsoft account. If you do not have one follow the instructions to create one.
9. You will be asked to create a **PIN** for device access.
10. You will be presented with a series of options. preferences can be changed later. Select '**learn more**' next to each option to find out more.
11. Select **Next** to 'back up your files with OneDrive'. This is recommended.
12. **IMPORTANT: Decline the free trial of Microsoft 365** – whilst a student at Newcastle you can log in and use Microsoft 365 apps using your University username (eg [c3456789@newcastle.ac.uk](mailto:c3456789@newcastle.ac.uk)) and password.
13. We recommend you decline the offer for 100GB more cloud storage; students have 5TB of storage on their OneDrive.
14. Select **Skip** for now if you do not wish to join GAME PASS.
15. Select 'Protect your device' or **Skip**.
16. The device will now update to the latest version of Windows 11. This may take about 30 minutes.
17. Swipe up the screen to enter the **PIN** you set in Step 10. A few final updates will run which may take a few minutes. The device set up is now complete.

## Technical issues?

If you have any problems during the set up please visit the Service Bar in the Old Library Building - <https://www.ncl.ac.uk/itservice/support/clusteritservicedesks/>

## Tips for after set up

- When using a Microsoft app, ensure you are logged into it using your University log in details. For MS Office add your University IT account (<https://tinyurl.com/4kekfc5d>). Open Word and use this guide <https://tinyurl.com/ms8mxhup> to switch from your personal account to your University one. Once switched, you can then Sign Out from Office on your personal account.
- Sign into OneDrive with your University account for easy access to your files (<https://tinyurl.com/45tu9xsa>).
- See the Lenovo 10W guide at [https://download.lenovo.com/pccbbs/mobiles\\_pdf/10w\\_ug\\_en.pdf](https://download.lenovo.com/pccbbs/mobiles_pdf/10w_ug_en.pdf) for more information and advice about your new device.