



Mac Set-Up Instructions for Required Digital Device (2018-19)

Read This First

Successful device set-up is required prior to the start of school in late August. When setting up your device, it is important to follow these directions exactly in the order listed. Set-up should require approximately 1 to 2 hours, depending on your Internet connection speed.

Username & password distribution for incoming students

For incoming students, families will be postal-mailed their Holy Names Academy user name and password by mid-June. Students' user names consist of first initial, last name, and last two-digits of their graduation year (E.g., hnames19@holynames-sea.org). Note: passwords are pre-assigned and students can only change them from a school computer. The pre-assigned user name and password will allow users access to Office 365, e-mail, and the ability to install the Microsoft Office 365 Suite at no charge on personal devices (directions below.)

Password Reset Requests

From home or anywhere outside the HNA building, e-mail your reset request to tech@holynames-sea.org with current user name and the desired password (must be a minimum of 8 characters.) Requests are typically processed within one business day.

Back-Up

Each student is responsible for backing up data stored on her device or on Office 365. The best practice is to back up the student's data to an external drive (such as a thumb drive or USB drive). Two back-up copies are recommended.

Wi-Fi Access

Students will receive instructions on how to access HNA Wi-Fi.

Best Practices to Protect Your Device from Viruses and Malware

1. Always keep antivirus software updated to the latest edition.
2. Perform regular updates for all software on your device (in addition to updates for MacOS, install the latest updates for applications such as Office and Java).

Helpful Web Links:

Sign in to HNA Office 365:

<http://mail.holynames-sea.org>

PowerSchool login:

<https://sms.holynames-sea.org/public>

HNA Website:

<http://www.holynames-sea.org>

3. Never download illegal software (from, for instance, music or video file-sharing sites, free screen savers, or any software from foreign websites on which you cannot understand the language).
4. Research the providing company before downloading software.
- ➡ 5. Avoid phishing scams: don't click on links embedded in e-mails from unsolicited sources.
- ➡ 6. Use caution when opening e-mail attachments.
7. Don't use peer-to-peer file-sharing sites, such as Limewire, Bearshare, Gnutella, Morpheus, or Torrents.

CHECKLIST FOR MAC COMPUTERS (The following process will take 1 to 2 hours on a high-speed connection.)

- Update your Mac Software (best practice is to run the latest version. Conduct a web search to identify the latest version.)
 - ✓ Click the Apple logo in the upper left corner.
 - ✓ Click "About this Mac."
 - ✓ Click "Software Update" box.
 - ✓ Click "Update All" button.
- Configure OS for automatic updating.
 - ✓ Open "System Preferences."
 - ✓ Click "App Store"
 - ✓ Be sure the following boxes are checked:
 - "Automatically check for updates."
 - "Download newly available updates in the background."
 - "Install app updates."
 - "Install macOS updates."
 - "Install system data files and security updates."
- Install secondary browser
 - ✓ Browse to <https://www.mozilla.org/en-US/firefox/new> for Firefox or <https://www.google.com/chrome/index.html> for Google Chrome
 - ✓ Click appropriate box to download software if needed.
 - ✓ Go to downloads folder and click "Firefox download or GoogleChrome download."
 - ✓ In the pop-up window, drag the Firefox logo or Google Chrome logo to the applications folder.

- Download and install wireless-network certificate (required for wireless access while in the HNA building).

Install wireless-network certificate for Safari or Chrome:

- ✓ Open Safari or Chrome.
- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Open your Downloads folder.
- ✓ Double click the file “pancert.crt”. This will open an “Add Certificates” window.
- ✓ On “Keychain” dropdown, choose “System”.
- ✓ Click “Add”.
- ✓ When prompted, enter your password.
- ✓ In the “Keychain Access” window that opens, click “System” from the menu on the left.
- ✓ In the file list that opens, find the [hna-pan.holynames-sea.org](http://www.holynames-sea.org/pancert.crt) certificate and double-click it.
- ✓ In the window that opens, click arrow to left of “Trust” to expand options.
- ✓ In the “When using this certificate” box, use the arrows to select “Always Trust.”
- ✓ When closing window.
- ✓ Enter password if prompted.

Download and install the following third-party applications needed to access websites for the classroom (there is no charge for these applications):

Install wireless-network certificate for Firefox (if you chose Firefox as your secondary browser):

- ✓ Open Firefox
- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Check “Trust this CA to identify websites.”
- ✓ Click OK.

Download and install Adobe Reader.

- ✓ Go to www.Adobe.com.
- ✓ Click Adobe Reader DC at the bottom of the page (small text, white font).
- ✓ Click “Download now.”
- ✓ After download is complete, open your downloads folder
- ✓ Click the file “AcroRdrDC.....dmg” (name may vary due to version).
- ✓ Click installer.
- ✓ Follow prompts to install.

Download and install Adobe AIR.

- ✓ Go to www.Adobe.com.
- ✓ Click Adobe AIR at the bottom of the page (small text, white font).
- ✓ Click "Download now."
- ✓ After download is complete, open your downloads folder
- ✓ Click the file "AdobeAIR.dmg" (name may vary due to version).
- ✓ Click installer.
- ✓ Follow prompts to install.

Install wireless-network certificate for Firefox (if you chose Firefox as your secondary browser):

- ✓ Open Firefox
- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Check "Trust this CA to identify websites."
- ✓ Click OK.

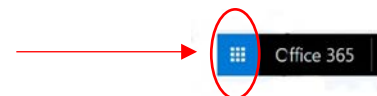
- Download and install Microsoft Office Desktop Application from Office 365 (the following instructions assume you are using Firefox):


- ✓ Go to <http://mail.holynames-sea.org>
- ✓ Use your assigned Holy Names Academy username and password to log in (example: hnames19@holynames-sea.org).
- ✓ Click "Office 365" text in the upper left corner of your browser.
- ✓ Click "Install Office 2016" button.
- ✓ After download is complete, open your Downloads folder.
- ✓ Click the file "Microsoft-Office-2016....-installer.pkg" (name may vary due to version).
- ✓ Click installer.
- ✓ Follow prompts to complete the install.

- ✓ Note: If you are prompted to select the type of account you are using, your Holy Names Academy e-mail is considered a "work or school account."

- Set up OneDrive for Business

- ✓ Log into Office 365 using HNA credentials
- ✓ Open the waffle upper left corner of the browser.
- ✓ Click on "OneDrive" in left side window.
- ✓ Click on "Sync."
- ✓ Enter your username when prompted.



- ✓ Select “work school.”
 - ✓ Enter your password when prompted.
 - ✓ Click “Next.”
 - ✓ Select files to sync. (“All” is the default.)
- Download Microsoft Teams (web version will not work in Safari)
- ✓ Download Microsoft Teams from Office 365
 - ✓ Log into Office 365 using HNA credentials
 - ✓ Open the waffle upper left corner of the browser.  A screenshot of the Office 365 waffle icon, which is a blue square with a white grid pattern. A red circle highlights the icon, and a red arrow points from the text 'Open the waffle upper left corner of the browser.' to the icon.
 - ✓ Click Teams app.
 - ✓ Download the installer.
 - ✓ Click installer.
 - ✓ Follow prompts to install.
 - ✓ Open Teams and logon with your school info.
- (Optional) Set-up Outlook (full featured e-mail client) to access your HNA e-mail
- ✓ Open Outlook.
 - ✓ Sign in if prompted, using HNA account
 - ✓ Follow prompts.
 - ✓ Click “Get Started” button.
 - ✓ Click “Start Using Outlook” button.
 - ✓ Click “Add Account” button.
(Account button can also be accessed by clicking “Outlook” on the menu bar, click “Preferences”, then click “Accounts”)
 - ✓ Click “Exchange or Office 365” button.
 - ✓ Enter your full HNA e-mail address.
 - ✓ Do not change authentication method (should be set to User Name and Password).
 - ✓ Enter your full HNA e-mail address in the User Name box.
 - ✓ Enter your HNA password.
 - ✓ Be sure “Configure Automatically” box is checked.
 - ✓ Click “Add Account.”
 - ✓ Check “Always use my response for this server” box.
 - ✓ Click “Allow” button to allow this server to configure your Outlook.
- (Optional) Download Skype for Business (video conferencing software).
- ✓ Download Skype for Business at <https://www.microsoft.com/en-us/download/details.aspx?id=54108>
 - ✓ Click “Download now.”

- ✓ After download is complete, open your Downloads folder.
- ✓ Click the file “SkypeForBusiness.....dmg” (name may vary due to version).
- ✓ Click installer.
- ✓ Follow prompts to install.



Purchase and install virus protection. **Important: we have seen an increase in the number of Mac devices infected with viruses. Best practice is to install virus protection on any computer.**

- ✓ It is required that all devices have current virus protection software.

LAST UPDATED July 25, 2018