



PC Set-Up Instructions for Required Digital Device (2024-25)

Read This First

Please set up your device prior to the start of school. Setup should take approximately one hour.

Username & Password Distribution for Incoming Students

For incoming students, families will be mailed their Holy Names Academy username and password in mid-June. Students' usernames consist of first initial, last name, and last two-digits of their graduation year (e.g., hnames28@holynames-sea.org). Note: Passwords are pre-assigned to allow for first-time login. The pre-assigned username and password will allow users access to Office 365, email, and the ability to install the Microsoft Office 365 Apps at no charge on personal devices (directions below).

Password Reset Requests

Students can perform password resets at the Office 365 login screen by clicking on the "Forgot My Password" link and following the prompts (directions included later in this document). If this does not work, please contact tech@holynames-sea.org.

Back-Up

Students are responsible for backing up data stored on their 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 at school.

Helpful Web Links:

Sign in to HNA Office 365:

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

PowerSchool login:

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

HNA Website:

www.holynames-sea.org

Virus Protection**Best Practices to Protect Your Device from Viruses and Malware**

1. Always keep antivirus software updated to the latest edition. While Windows 10 and 11 include Microsoft's virus protection software, some families may wish to research and purchase additional virus-protection software.
2. Perform regular updates for all software on your device (in addition to updates for Windows, install the latest updates for applications such as Office).
3. Never download illegal software (from, for instance, music or video file-sharing sites, unlicensed streaming services).
4. Research the providing company before downloading software.
- ➔ 5. **Avoid phishing scams**: Do not click on links embedded in emails from unsolicited sources.
- ➔ 6. **Use caution when opening email attachments**.
7. Do not use peer-to-peer file-sharing sites.

CHECKLIST FOR WINDOWS PC COMPUTERS (The following process may take one hour on a high-speed connection.)

Update Windows 10 or 11

Automatic updates are enabled by default; however, you need to do the following:

- ✓ Go to "**Settings**."
 - ✓ Click "**Update and Security**" or "**Windows Update**."
 - ✓ Toggle to "**ON**" the switch labeled: "Get the latest updates as soon as they're available."
 - ✓ Click "**Advanced Options**."
 - ✓ Toggle to "**ON**" the switch labeled: "Give me updates for other Microsoft products when I update Windows."
 - ✓ Toggle to "**ON**" the switch labeled: "Get me up to date."
 - ✓ **Check for updates** until all updates have been installed.
- Download and install the wireless-network certificate (required for wireless access while in the HNA building)

Step 1: Install wireless-network certificate for Microsoft Edge and Chrome.

- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Click "**Open file**." (bottom left)
- ✓ Click "**Open**" for a second time.
- ✓ Click "**Install Certificate**."

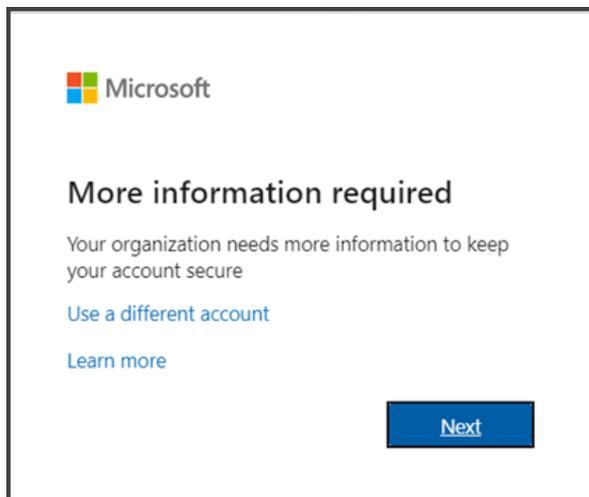
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- ✓ Click “**Local Machine.**”
- ✓ Click “**Next.**”
- ✓ Click “**Yes**” if prompted.
- ✓ Click “**Place all certificates in the following store.**”
- ✓ Click “**Browse.**”
- ✓ Select “**Trusted Root Certification Authorities.**”
- ✓ Click “**OK.**”
- ✓ Click “**Next.**”
- ✓ Click “**Finish.**”

□ Set Up Multi factor Authentication for your Holy Names Academy Account

By setting up MFA, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you first enter your password and, when prompted, you also type a dynamically-generated verification code provided by an authenticator app or sent to your phone.

1. Sign in to <http://mail.holynames-sea.org> with your issued Holy Names Academy email (Example hnames28@holynames-sea.org) and password. After you choose **Sign in**, you will be prompted for more information.
2. Choose **Next**.



3. The default authentication method is to use the free Microsoft Authenticator app. If you have it installed on your mobile device, select **Next** and follow the prompts to add this account. If you do not have it installed, there is a link provided to download it.

If you would rather use SMS messages sent to your phone instead, select “**I want to set up a different method.**” Microsoft 365 will ask for your mobile number, then send you an SMS message containing a 6-digit code to verify your device.

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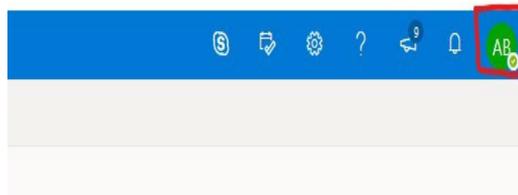
Tip: For a faster, and more secure, experience, we recommend using an authenticator app rather than SMS verification.

4. Once you complete the instructions to specify your additional verification method, the next time you sign in to Microsoft 365, you will be prompted to provide the additional verification information or action, such as typing the verification code provided by your authenticator app or sent to you by text message.

Note: Generally, you will need the additional verification method only the first time you sign into a new app or device, or after you have changed your password. You probably will not be asked for the additional verification code on a daily basis, unless your organization requires it.

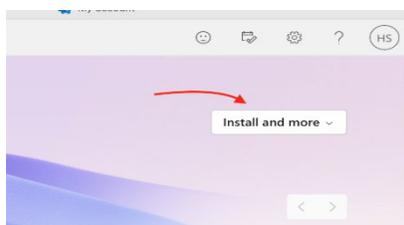
- **Change your HNA account password** by logging into <https://mail.holynames-sea.org> and follow the directions below. If you forget your password, select “**Forgot password**” or select “**Can’t access your account**” on the login screen and follow the prompts to reset your account.

- ✓ Click **circle** in upper right corner.
- ✓ Click **View account**.
- ✓ Click **Change Password**.
 - Enter current password in the “Old password” box.
 - Enter new password in the “Create new password” box.
 - Enter your new password in the “Confirm new password” box.
- ✓ Click **Submit**.
- ✓ **Note: You may need to close and re-open your browser for the change to take effect**



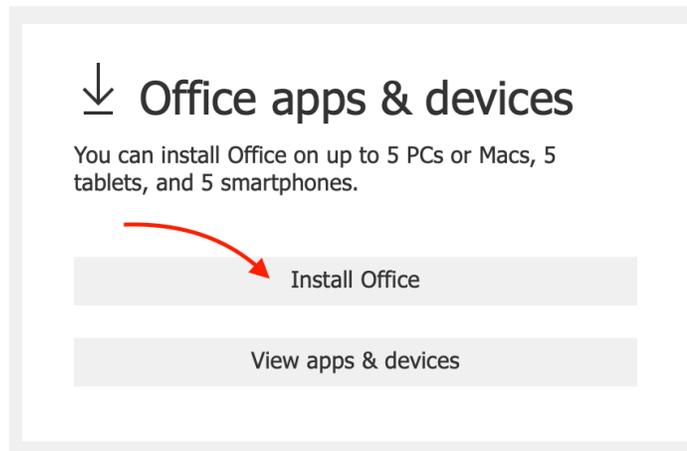
- Download and install Microsoft Office Desktop Applications:

1. Go to <http://mail.holynames-sea.org> and confirm you are signed in with your Holy Names Academy account (If you are not already signed in, select **Sign in** and enter your Holy Names Academy email.)
 - a. From the Microsoft 365 home page select **Install and more**.



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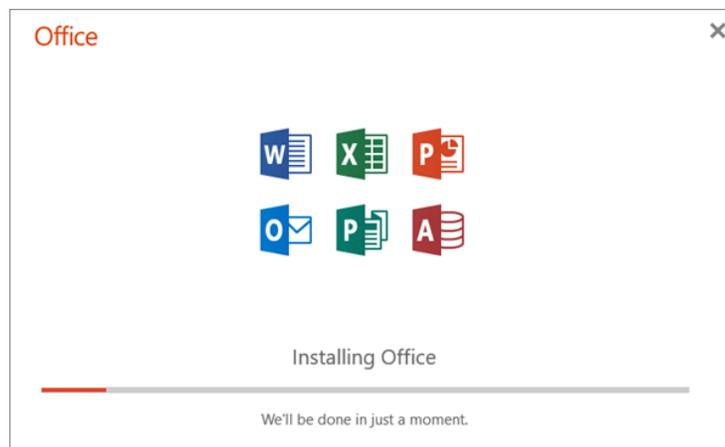
- From the home page select **Install Office** (If you do not see that option, go to aka.ms/office-install.)



- Click **Open**.

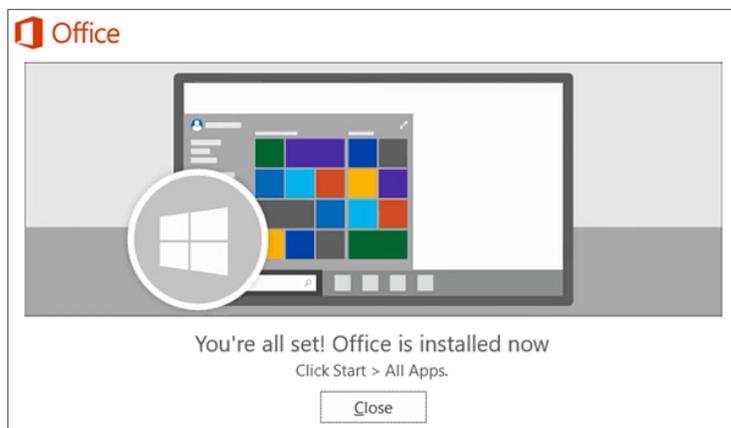
If you see the User Account Control prompt that says, **Do you want to allow this app to make changes to your device?** select **Yes**.

The install begins.



- Your install is finished when you see the phrase, **"You're all set! Office is installed now,"** and an animation plays to show you where to find Microsoft 365 applications on your computer. Select **Close**.

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- Activate Microsoft 365 or Office
 1. To open an app, select the **Start** button (lower-left corner of your screen) and type the name of an app, like **Word**.
 2. To open the app, select its icon in the search results.
 3. When the app opens, you may need to sign in with your HNA email and then accept the license agreement.

- Set up OneDrive for Business
 - ✓ Right-click on the One Drive Cloud Icon in the lower-right taskbar.
 - ✓ Click **“Settings.”**
 - ✓ Click **“Add an Account.”**
 - ✓ Sign in with your **Holy Names Academy account**, selecting “work or school” if prompted.
 - ✓ Follow prompts to complete the installation.

- Download Microsoft Teams (if it does not auto install)
 - ✓ Log into Office 365 using HNA credentials.
 - ✓ Open the **waffle** in the upper-left corner of the browser. → 
 - ✓ Click on **Teams**
 - ✓ Click the **“...”** in the upper top right corner next to the username.
 - ✓ Click **“Download desktop app.”**
 - ✓ Download the installer.
 - ✓ Click **installer**.
 - ✓ Follow prompts to install.
 - ✓ Open Teams and log on with your school info.

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□ Update apps using the Microsoft Store

- ✓ Open Microsoft Store app.
- ✓ Click on the library icon located in the lower left menu bar.
- ✓ Click get Updates.



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