



## PC Set-Up Instructions for Required Digital Device (2020-21)

### **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 hour, 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-May. Students' user names consist of first initial, last name, and last two-digits of their graduation year (E.g., hnames24@holynames-sea.org). Note: passwords are pre-assigned to allow for first time login. 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).

### **Setting up Multi-Factor Authentication (MFA)**

New students will be required to set up MFA the first time they login to Office 365. Please see directions included later in this document.

### **Password Reset Requests**

Students can perform password resets at the password screen by clicking on the Forgot My Password link and following the prompts. If this does not work, please contact [tech@holynames-sea.org](mailto:tech@holynames-sea.org).

### **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.

#### **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](http://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 8 and 10 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 and Java).
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** by not clicking on links embedded in e-mails from unsolicited sources.
- ➡ 6. **Use caution when opening e-mail attachments.**  
Don't use peer-to-peer file-sharing sites, such as Limewire, Bearshare, Ares, Kazaa, or Torrents.

**. For security reasons, we recommend running the most current version of Windows—Windows 10 Version 1909—with the latest feature pack and all updates installed.**

To verify which version of Windows is installed on your device,

1. Type **about** in the search box on your taskbar, and then select **About Your PC**.
2. Look under **Windows specifications** for **Edition and Version** to find which version of Windows 10 your PC is running.

➡ **IMPORTANT: For Windows 10, you must create a Microsoft account,**

which can be done by clicking on the following link:

<https://account.microsoft.com>

**CHECKLIST FOR WINDOWS PC COMPUTERS** (The following process may take 1 hour on a high-speed connection.)

**Windows 10**

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

- ✓ Go to “Settings.”
  - ✓ Click “Update and Security.”
  - ✓ Click “Advanced Options.”
  - ✓ Toggle to “ON” the switch labeled: “Give me updates for other Microsoft products when I update Windows.”
- Check for updates until all updates have been installed.

Install secondary browser.

- ✓ Browse to [www.mozilla.org](http://www.mozilla.org) for Firefox or <https://www.google.com/chrome/> for Google Chrome.
- ✓ Click the appropriate box to download if needed.
- ✓ Click “Run”.
- ✓ Follow prompts to complete the install.

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

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

- ✓ Go to <http://www.holynames-sea.org/pancert.crt>
- ✓ Click “Open”.
- ✓ Click “Open” for a second time.
- ✓ Click “Install Certificate.”
- ✓ 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”.

Step 2: Install wireless-network certificate for Firefox (if you chose Firefox as your secondary browser):

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- ✓ Open Firefox.
  - ✓ Go to <http://www.holynames-sea.org/pancert.crt>
  - ✓ Check the box "Trust this CA to identify websites."
  - ✓ Click OK.
- Download and install Adobe Reader:
- ✓ Go to [www.Adobe.com](http://www.Adobe.com)
  - ✓ Click "Adobe Acrobat Reader DC" at the bottom of the page (small text, white font).
  - ✓ Uncheck optional offers.
  - ✓ Click "Install now."
  - ✓ Click "Run".
  - ✓ Follow prompts to complete the installation.
- Download and install Adobe AIR:
- ✓ Go to [www.Adobe.com](http://www.Adobe.com)
  - ✓ Click "Adobe AIR" at the bottom of the page (small text, white font).
  - ✓ Click "Download Now."
  - ✓ Click "Run"
  - ✓ Follow prompts to complete the installation.
- **New student first time sign on with multi-factor authentication (MFA)**

### **Why do we use multi-factor authentication MFA?**

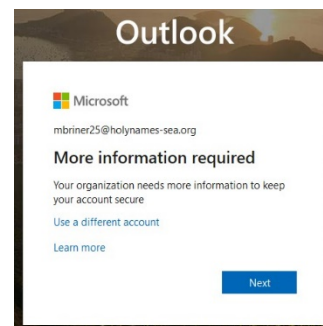
If you only use a password to authenticate a user, it leaves an insecure vector for attack. If the password is weak or has been exposed elsewhere, is it really the user signing in with the username and password, or is it an attacker? Requiring a second form of authentication increases security, as this additional factor isn't something easy for an attacker to obtain or duplicate. In addition, it will allow us to turn on the password-reset feature which enables you to reset your password when needed.

If you receive a verification request that you did not initiate, please notify [tech@holynames-sea.org](mailto:tech@holynames-sea.org) as this may be a sign someone is attempting to access your account.

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### □ First time login and MFA setup

- ✓ Go to the following website <http://mail.holynames-sea.org>
- ✓ Enter your username (ex: msmith24@holynames-sea.org)
- ✓ Enter your password (ex: Password22)
- ✓ More information required popup, click **Next**



- ✓ Select **Authentication Phone**
- ✓ Select **United States**
- ✓ Enter **cell phone number; include area code**
- ✓ Select method (text message recommended)
- ✓ Select **Next**

 A screenshot of the "Additional security verification" screen, Step 1: "How should we contact you?". It prompts the user to secure their account by adding phone verification. There are dropdown menus for "Authentication phone" (set to "United States (+1)") and a text input for the phone number "2065555555". Under "Method", there are radio buttons for "Send me a code by text message" (selected) and "Call me". A blue "Next" button is on the right. A note at the bottom states: "Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply."

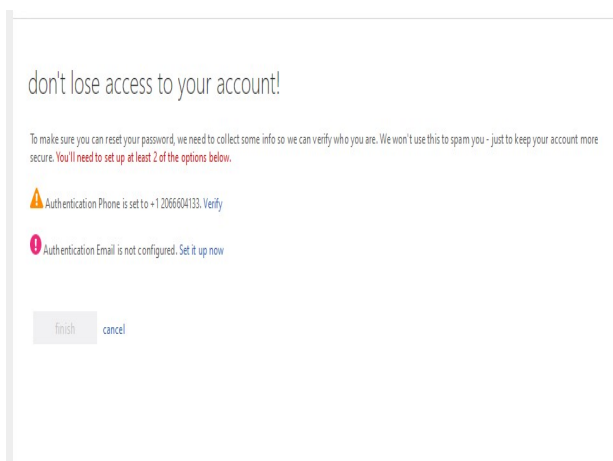
- ✓ Enter code sent to your phone
- ✓ Click **Verify**
- ✓ Click **Done**
- ✓ You will be required to sign into your account again using multi-factor authentication. Enter your password when prompted and then verify with the code Microsoft provides

 A screenshot of the "Additional security verification" screen, Step 2: "We've sent a text message to your phone at +1 2066604133". It prompts the user to enter the verification code received. There is a text input field containing "142617". There are "Cancel" and "Verify" buttons at the bottom right.

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### □ **Verify multi-factor authentication for your account**

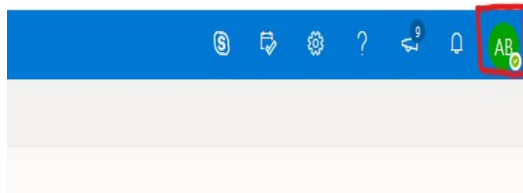
- ✓ Click **Verify** next to Authentication Phone
- ✓ Choose how you would like to receive your code
- ✓ Enter the code you receive
- ✓ Click **Set it up now** next to Authentication E-mail
- ✓ Enter a recovery e-mail address (cannot be your Holy Names e-mail) and click **e-mail me**
- ✓ Enter the code you received in an e-mail to the account you entered and click **Verify**
- ✓ Click **Finish**



### □ **Change your HNA account password**

Passwords **can't contain the user name** or parts of the user's full name, such as her first name. Passwords must use lowercase letters, uppercase letters, numbers, and symbols.

- ✓ Click **circle** in upper-right corner
- ✓ Click **My account**
- ✓ Click **Security and privacy**
- ✓ Click **Password**
  - Enter current password in the Old password box
  - Enter your 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**

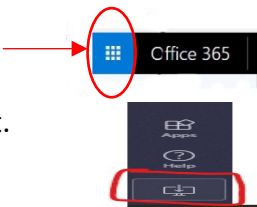


### □ **Download and install Microsoft Office Desktop Application from Office 365:**


- ✓ Go to <http://mail.holynames-sea.org>
- ✓ Use your assigned Holy Names Academy username and password to log in (e.g., hnames24@holynames-sea.org).
- ✓ Click the "Office 365" button in the upper-left corner.
- ✓ Click "Install Office" button.
- ✓ Select "Office 365 Apps"
- ✓ Click "Run".
- ✓ Follow prompts to complete the installation.

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."

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- Set up OneDrive for Business
  - ✓ Right-click on the One Drive Cloud Icon in the lower-right taskbar.
  - ✓ Click “More”.
  - ✓ 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
  - ✓ Download Microsoft Teams from Office 365
  - ✓ Log into Office 365 using HNA credentials
  - ✓ Open the waffle in the upper-left corner of the browser. 
  - ✓ Click on Teams
  - ✓ Click “Download desktop app” from the menu on the left.
  - ✓ 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.
  - ✓ If this is the first Office 365 app you have opened, read and accept the Terms & Conditions.
  - ✓ Enter your full HNA e-mail address.
  - ✓ Follow prompts to complete the installation.

**Important:**

-  □ **PC users should NOT install Apple’s QuickTime Player.** Apple is no longer updating this software for PC users, and there are multiple known vulnerabilities. As an alternative, you can use the VLC Player, which can be found in the Windows App Store.

*LAST UPDATED April 14, 2020*