PC Set-Up Instructions for Required Digital Device (2025-26)

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 on the first day of school.

IMPORTANT FOR NEW DEVICES: Please set up your Windows PC for personal use before continuing with the HNA instructions, and when doing so, you may:

1. Skip "Enjoy your phone's photos on your PC."
2. Decline offer to receive free trial of Microsoft 365 Apps.
3. Decline offer to purchase Cloud Storage with Microsoft 365 Basic.

These are all included with your holynames-sea.org account.

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

☐ **Update Windows 11** (Windows 10 will enter end of life on October 14, 2025.)

Automatic updates are enabled by default; however, you need to do the following:
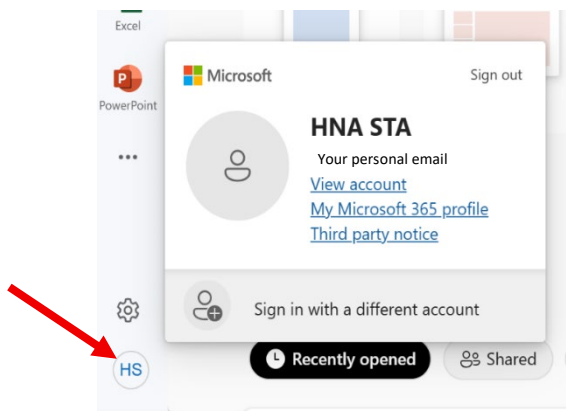
- ✓ Go to "**Settings**."
- ✓ Click "**Update and Security**."
- ✓ Click "**Advanced Options**."
- ✓ Toggle to "**ON**" the switch labeled: "Receive updates for other Microsoft products when you update Windows."
- ✓ Toggle to "**ON**" the switch labeled: "Show a notification when your PC requires a restart to finish update."
- ✓ **Check for updates** until all updates have been installed.

☐ Download and install the wireless-network certificate (to access the HNA Wi-Fi)

- ✓ Go to http://www.holynames-sea.org/pancert.crt
- ✓ Click "**Open file**."
- ✓ Click "**Open.**"
- ✓ 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**."
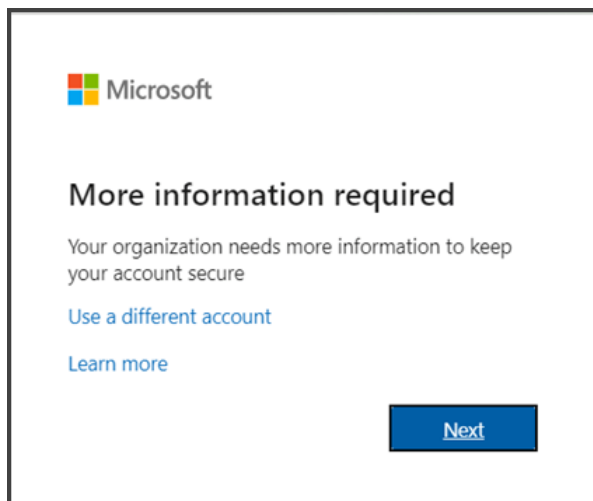- ✓ Click "**OK.**"
- ✓ Click "**Next.**"
- ✓ Click "**Finish.**"

☐ Set up multi-factor authentication for your Holy Names Academy Account.

1. Go to https://m365.cloud.microsoft/. Click your profile icon in the lower left corner.

2. Click "Sign in with a different account."
3. Enter your Holy Names Academy email address and password.
4. Choose **Next**.

5. 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. (It is important that this is set up on a phone the student will be able to access throughout the school day. Students without a cell phone should reach out to tech@holynames-sea.org for help with an alternate solution.)

6. 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 verification code provided by your authenticator app.

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.
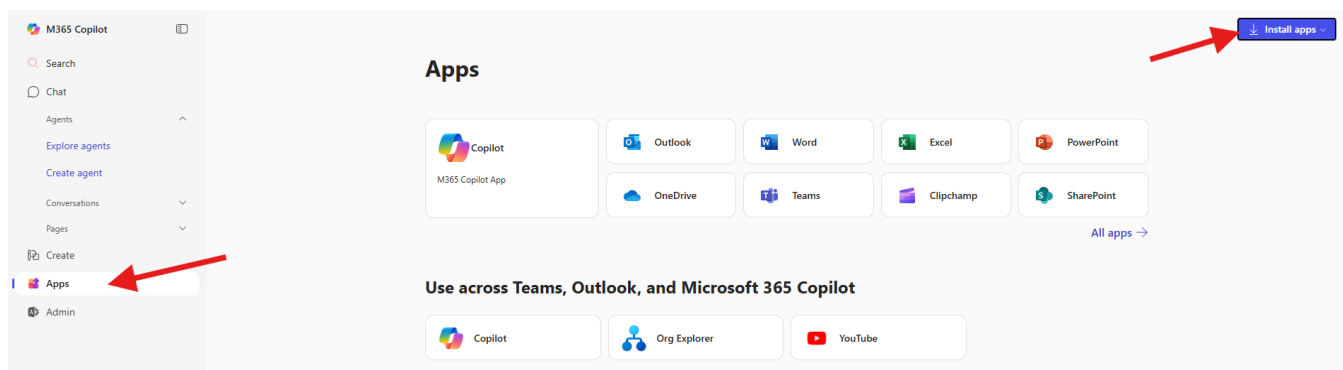
☐ **Change your HNA account password** by logging into https://mail.holynames-sea.org and follow the directions below.

   ✓ Click the **profile icon** in the lower left corner.
   ✓ Click **View account.**
   ✓ On the password tile, click **Change Password.**
       o Enter current password in the "Old password" field.
       o Enter new password in the "New password" field.
       o Enter your new password in the "Confirm new password" field.
   ✓ Click **Submit.**

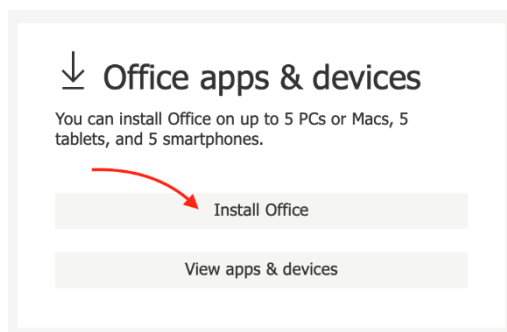Note: We strongly encourage the use of the "Passwords" app on the iPhone or the "Password Manager" on the Android phone.

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☐ 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, click on the Apps icon from the menu on the left, and then click on "Install apps" in the top right corner.

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

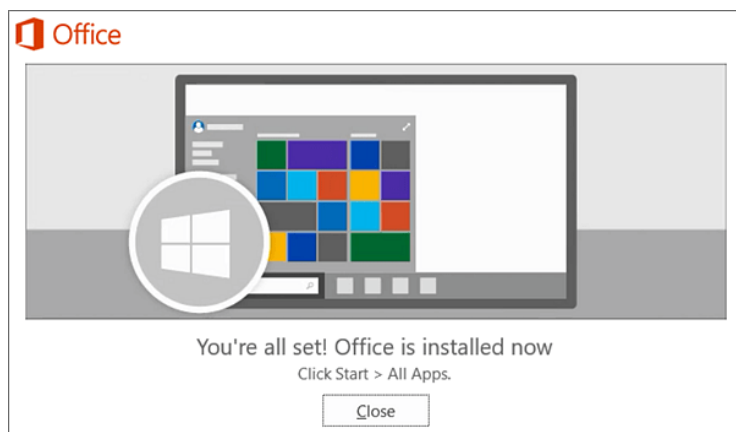3. Click **Open File**.

    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**.
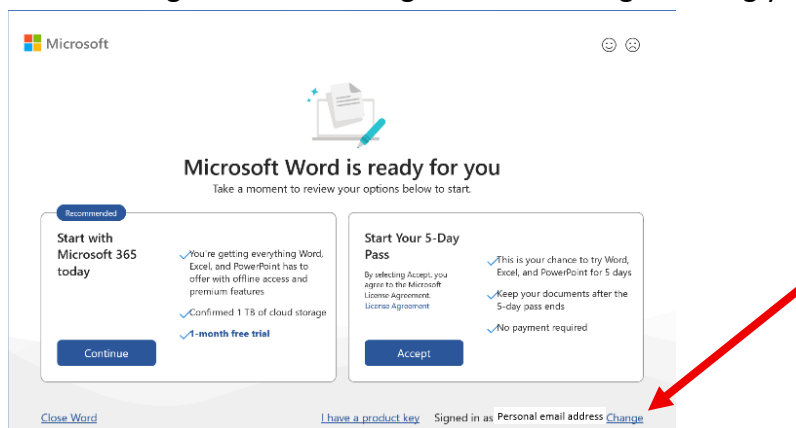
    The install begins.

4. 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**.

☐ Activate Microsoft 365 or Office

1. To open an app, select the **Start** button 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 will receive an activation page.
4. Click "change" in the lower right corner and sign in using your HNA credentials.

5. Click "Yes, all apps" when asked "Automatically sign in to all desktop apps and websites on this device?"
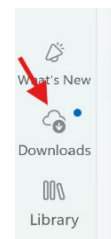
☐ Set up OneDrive for Business

✓ Right-click on the One Drive Cloud Icon in the lower-right taskbar.
✓ Click "**Settings.**"
✓ Click "Account" from the menu on the left.

- ✓ Click "+ **Add an Account.**"
- ✓ Sign in with your **Holy Names Academy account**, selecting "work or school" if prompted.
- ✓ Follow prompts to complete the installation.

☐ Update apps using the Microsoft Store

- ✓ Open Microsoft Store app.
- ✓ Click on the "Downloads" icon located in the lower left menu bar.
- ✓ Click "Check for updates."

☐ How to access additional optional resources

- ✓ Canva
  - Access provided through "Apps" in Office 365
  - Either search "Canva" or scroll down to "other apps"
- ✓ Adobe Creative Cloud
  - [Click here](#).
  - Click "Sign in" and then "View more," and select "Continue With Microsoft." Sign in with your Holy Names Academy credentials.

Virus Protection

Best Practices to Protect Your Device from Viruses and Malware

1. Always keep antivirus software updated to the latest edition. While Windows 11 includes 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.

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