

Setting Up My BYOD Laptop

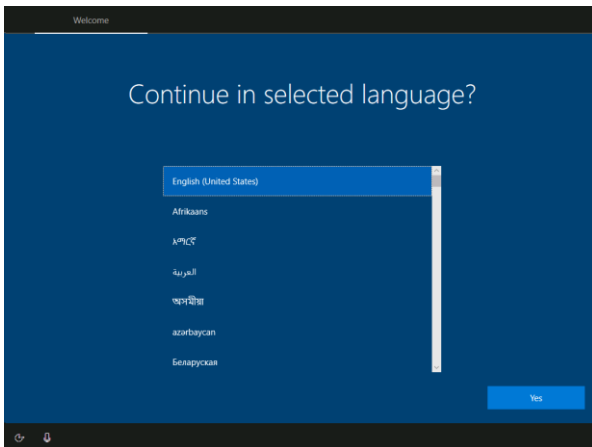
This process assumes **neither the parent nor the student** currently have @outlook.com accounts setup with Microsoft, although an existing account may be used if preferred.

Highdown recommend **creating a parental account first** during the initial setup.

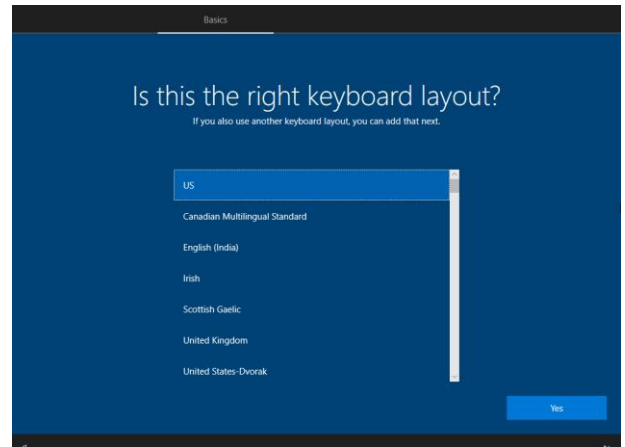
This serves two purposes: It provides admin rights to the parent and allows parental controls to be applied to the device, and it ensures that two accounts are present on the device in the case of forgotten passwords or account corruptions.

Stage 1 – Initial Setup & Parental Account Creation.

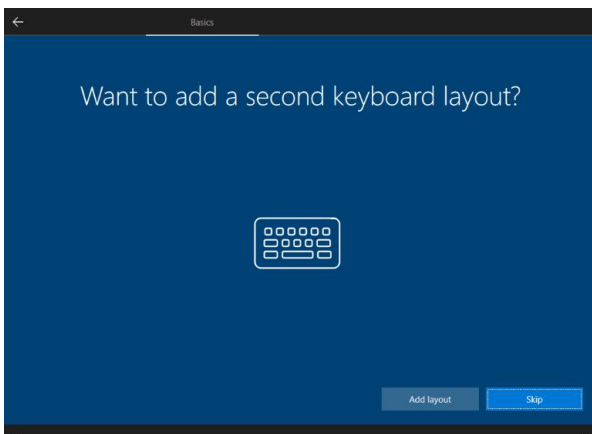
1 - Region Settings - Select United Kingdom.



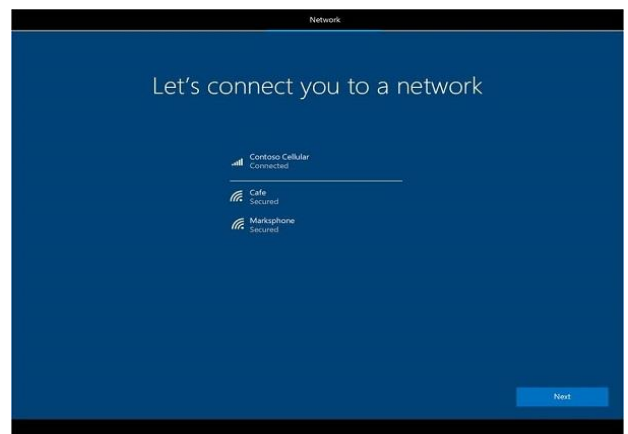
2 - Choose the keyboard layout - Select United Kingdom.



3 - Adding a second Keyboard – Select “Skip”



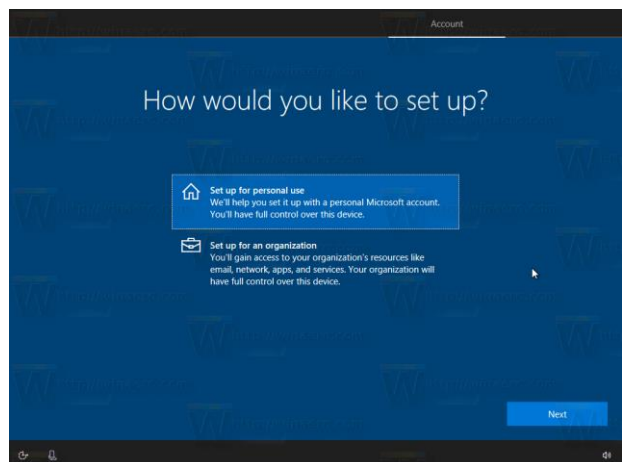
4 - Connect Wi-Fi process (**Using home Wi-Fi – Not school**). Once connected it will process Windows Updates which may take some time to complete.



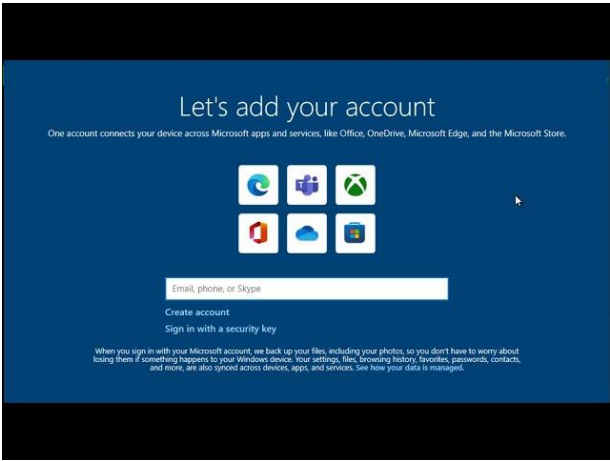
5 - Read the Microsoft license agreement. Click on the “Accept” to continue.



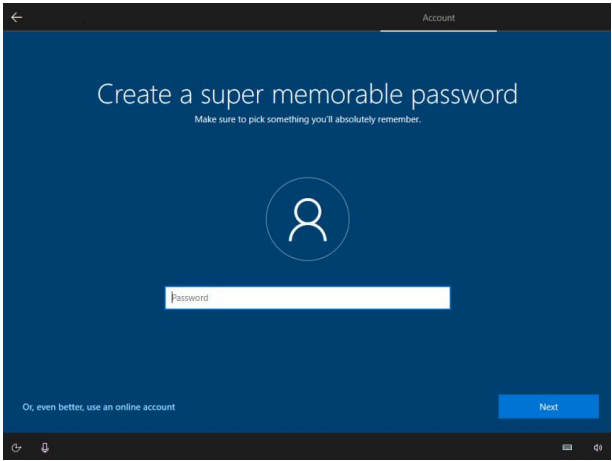
6 - How would you like to setup – select “Personal Use”



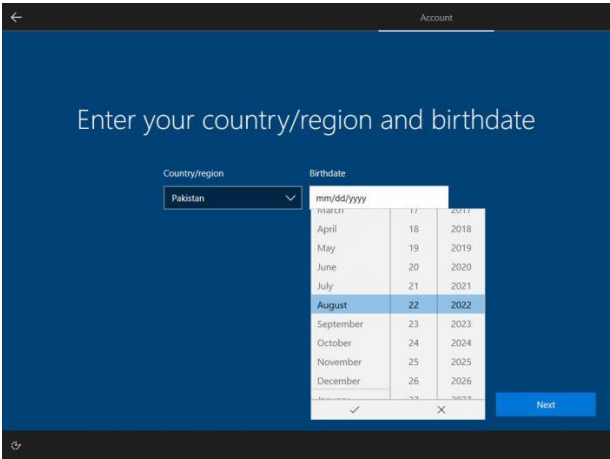
7 - Sign In with MS Account – Select Create Account (this is the Parent Admin Account– ****@Outlook.com”) Or use an existing account.



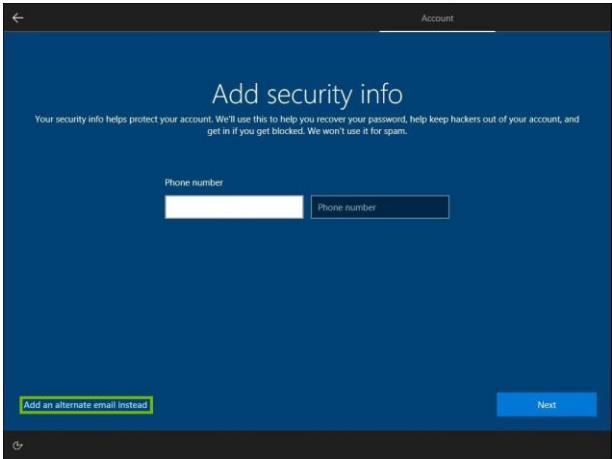
8 - Please set a memorable password (for Parental Account).



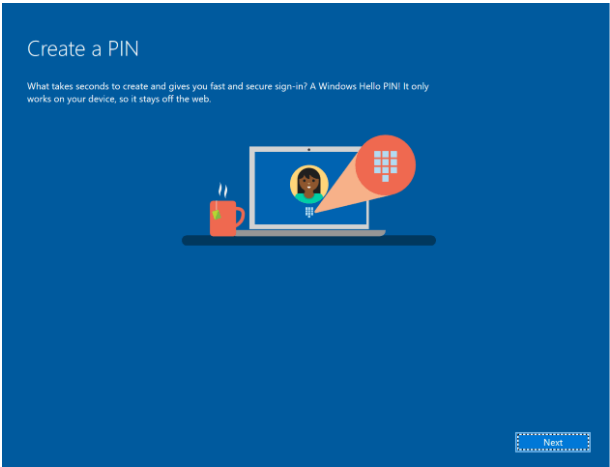
9 - Country/Region & Enter DOB



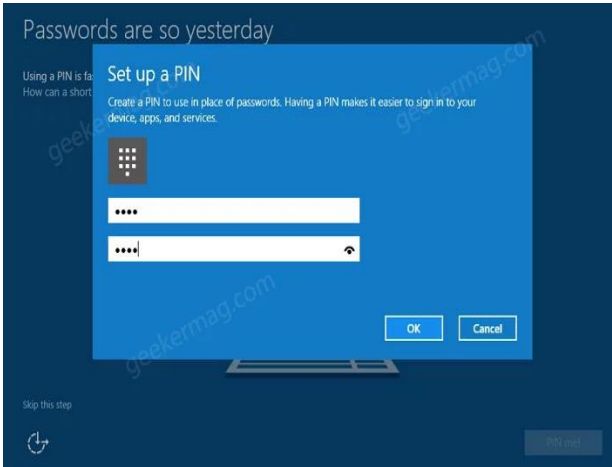
10 - Add Security Information – Phone or Email (in the event the password is forgotten).



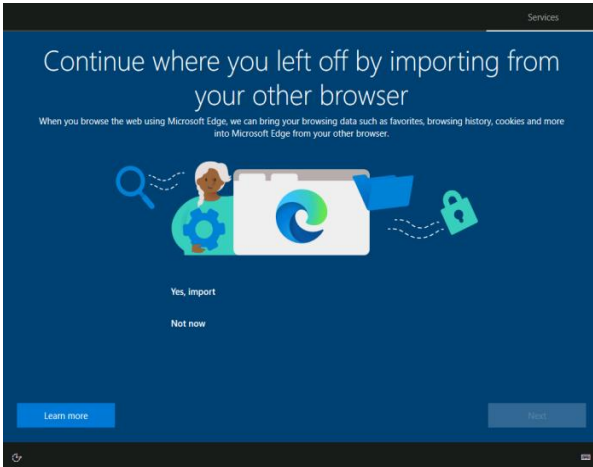
11- Create a PIN



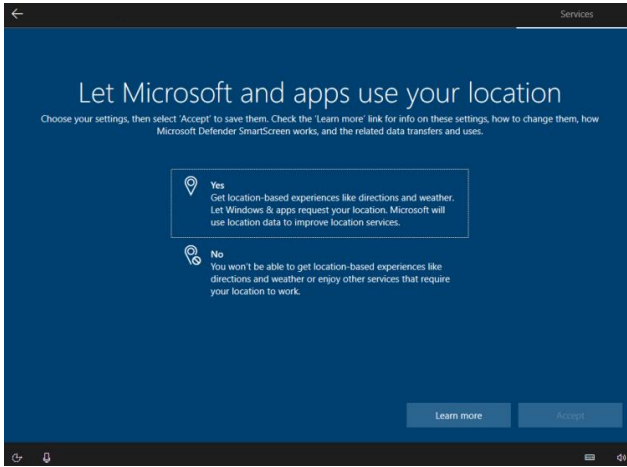
12- Enter PIN – 123567 (example)



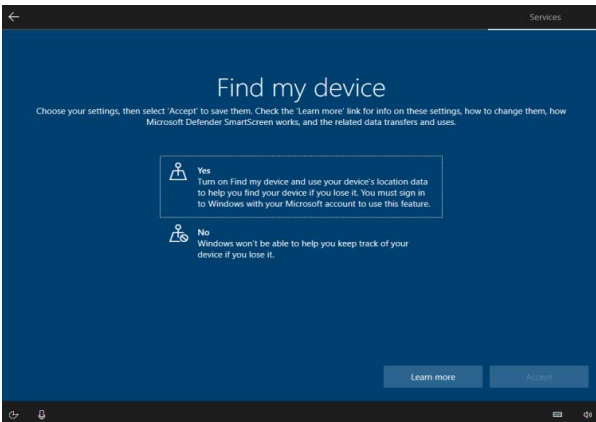
13 - Options to import Browser settings: (only applies when transferring from another device)



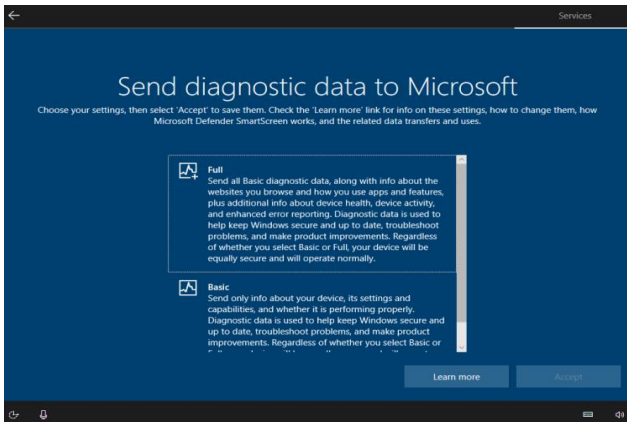
14 - Let Microsoft and Apps use your location – Yes/No choice: (Either is fine)



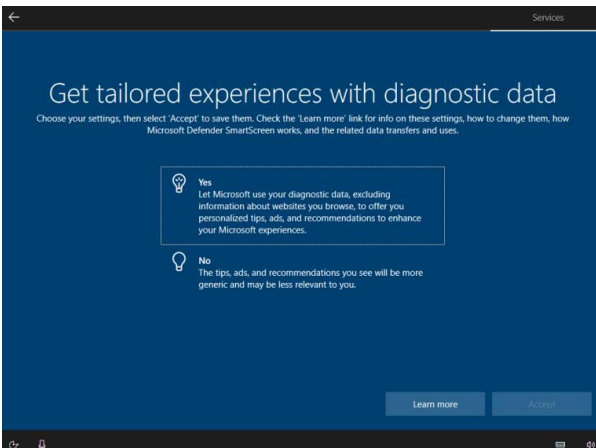
15 - Find my device – Yes/No choice: (Recommended Yes)



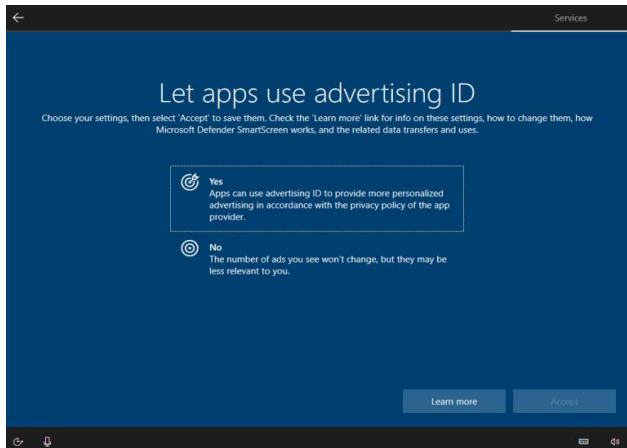
16 -Send Diagnostic data to Microsoft – Yes/No choice: (Either is fine)



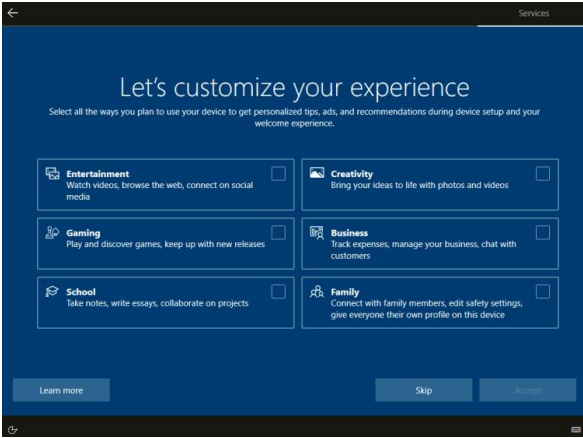
17 - Tailored experiences with diagnostic data – Yes/No choice: (Either is fine)



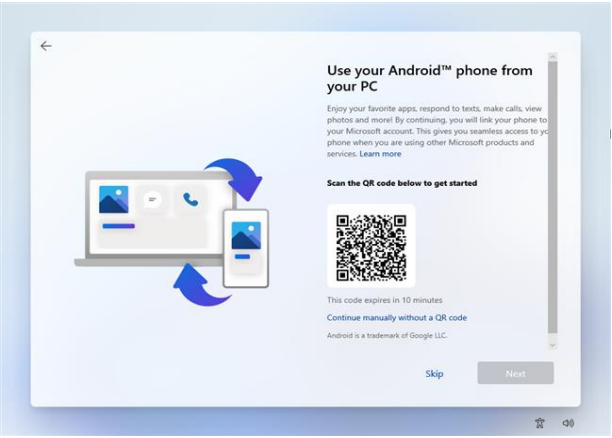
18 - Let Apps use advertising ID – Yes/No choice: (Either is fine)



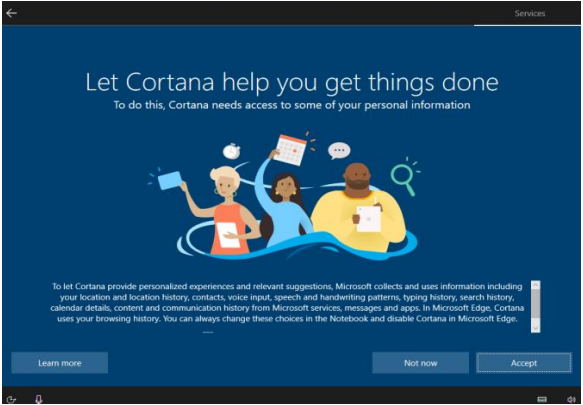
19 - Customize your experience options – Link to walk you through the options.



20 - Link Android Phone to your PC options



21. Cortana setup page – Not Now / Accept:
(Either is fine)



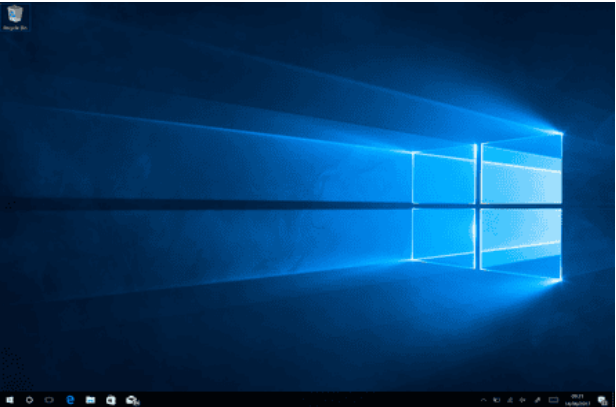
22 - This is an Acer Device registration page. (NOTE: New BYOD devices are ASUS not ACERS so may view slightly differently).



23 - Acer Device registration continued

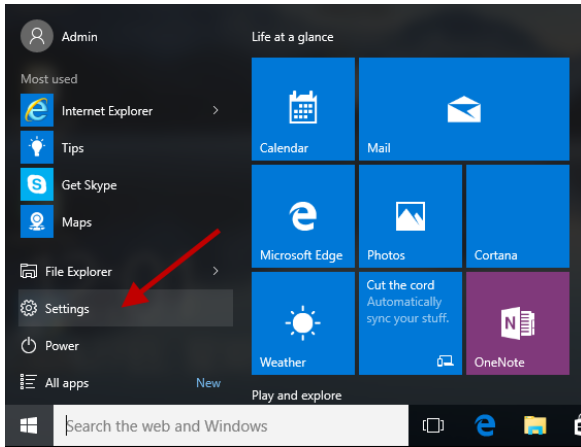


24 - Setup Complete - showing ****@outlook.com Parental account Desktop

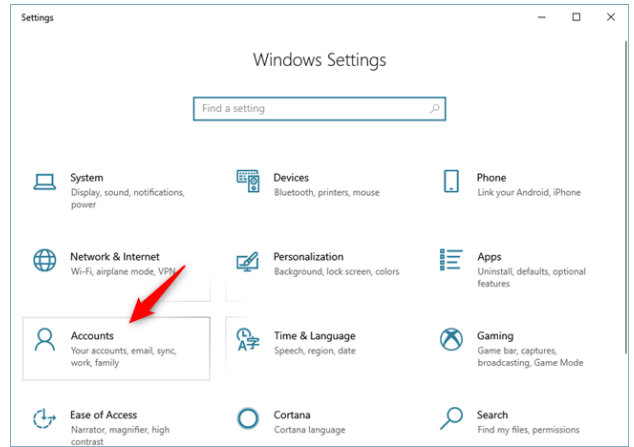


Stage 2 – Student Account Creation

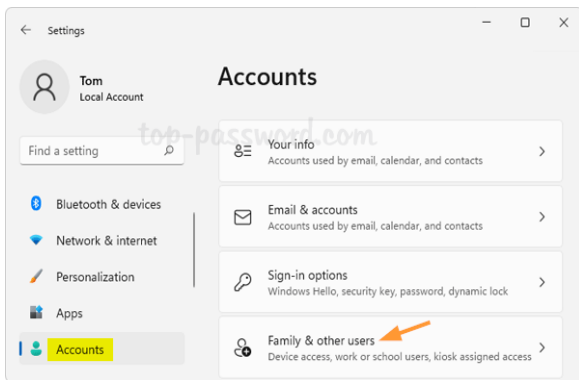
25 - Finding “Settings” on your start menu



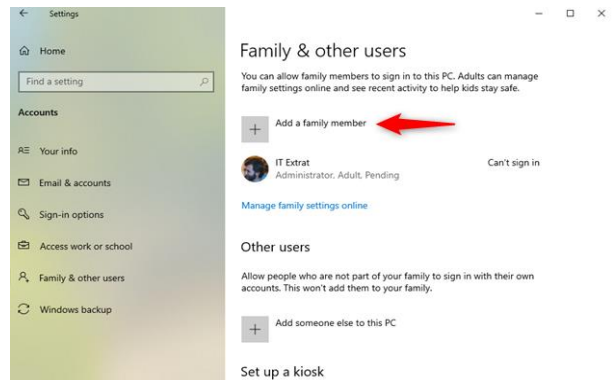
26 - Settings Screen – Select “Accounts”



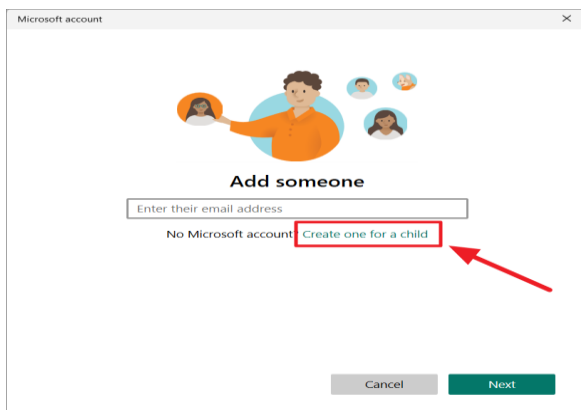
27 - Accounts Page – Select “Family & other users”



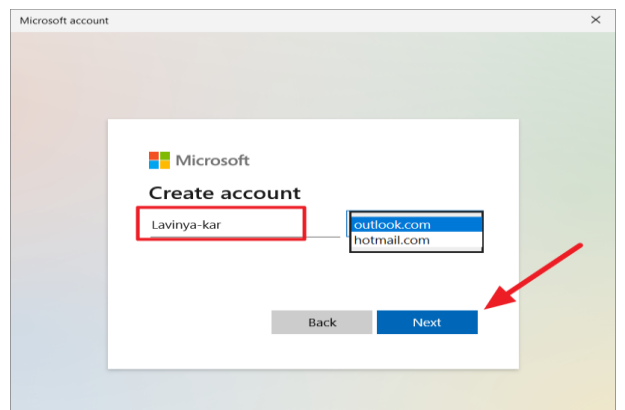
28 - Family & other users – Select “Add a family member”



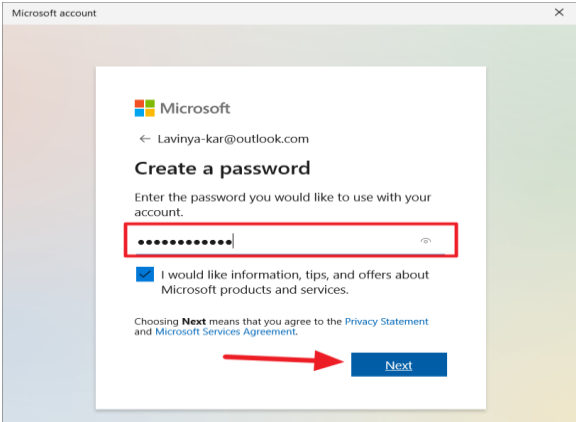
29 - Add someone popup – Select “Create one for a child” (This will be a new ***@outlook.com **NOT** the Students School Account)



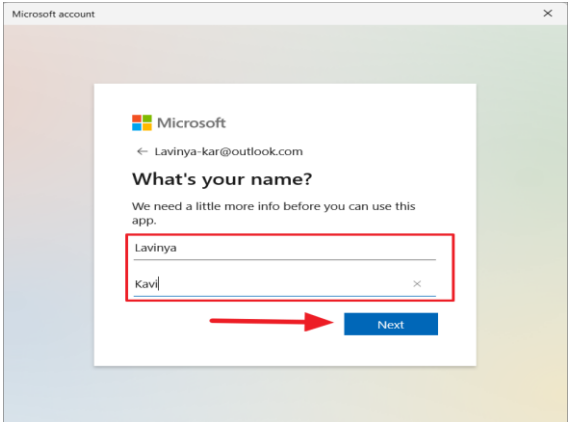
30 - Create Account popup - ***@Outlook.com



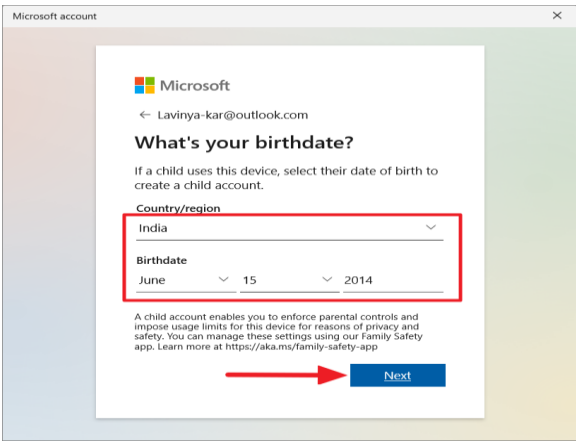
31 - Create a Password



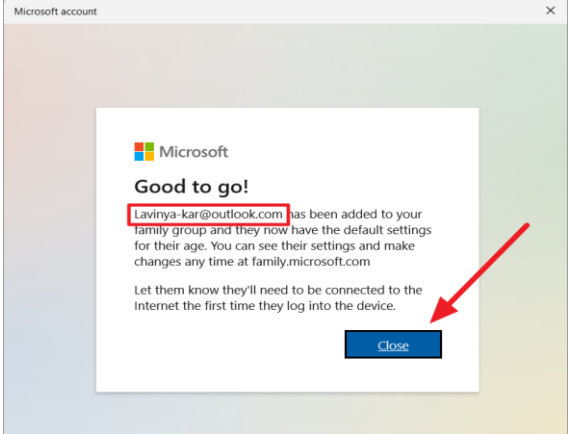
32 - Enter Name



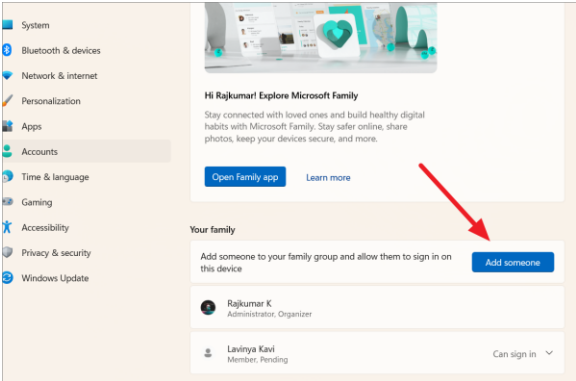
33 - DOB details



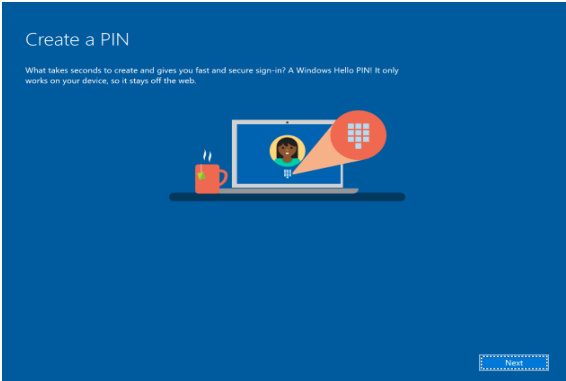
34 - Confirmation of added Student account – Good to Go!



35 - Screenshot showing Student account within Your Family section:



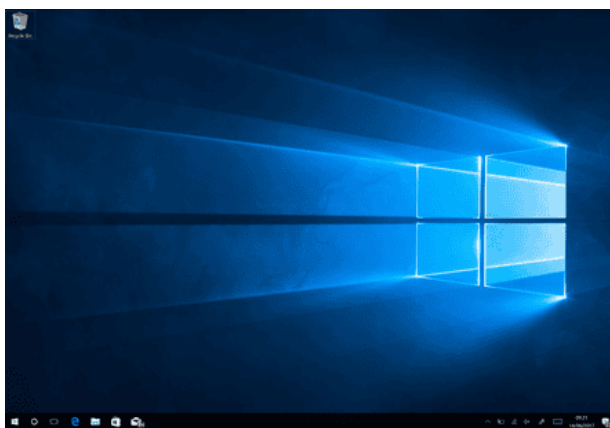
36. Now sign out as the parent and sign in as the new student account. It will ask you to setup an account pin:



37 - Setup a Pin



38- Setup Complete - showing ****@outlook.com account Desktop



For adding additional accounts, please repeat the same steps in **Part 2 – Student Account Creation.**

Additional Notes:

Whilst every effort has been made to ensure these instructions are accurate, it is impossible to create notes which will exactly match every make of laptop on the market. These instructions were created using a Acer Device so some screen options may vary when run on other hardware such as HP, Dell, Lenovo etc.

These instructions were created when setting up a Windows 10 device as predominantly these are the devices currently in service with students at Highdown School. Screen shots may vary slightly when followed using a Windows 11 device.

Windows 11 Upgrade – Microsoft are ending security updates and software patches for Windows 10 at the end of **October 2025**. The upgrade to Windows 11 is **FREE**, instructions for this process are on the Highdown Website.

Everyone using a Windows PC or Laptop have experienced the inevitable slow down after extended periods of time as files build up on devices over a few years. Whilst your Windows 10 device may have the option to simply migrate to Windows 11, we ask you consider taking this opportunity to refresh your child's device using the Factory Reset instructions *before* completing the update to Windows 11. This will leave the device running faster and increase its longevity for the coming years.