

LET'S GET
STARTED!

WELCOME MANUAL
FOR YOUR NEW
COMPUTER



CONGRATULATIONS ON YOUR NEW COMPUTER!

Before you get started, you will need to do a few things. Inside this user manual you will find the following instructions:

- I. How to create a new user account in Windows 10**
- II. How to enter product key and activate Windows 10**
- III. How to create a Google account and save documents to Google Drive (offline)**

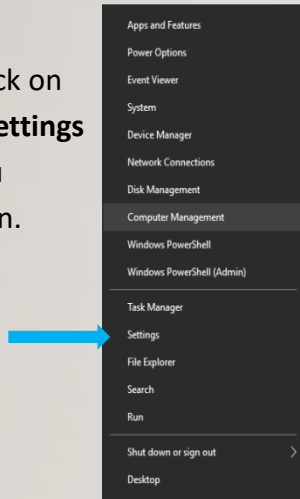
I. HOW TO CREATE A NEW USER ACCOUNT IN WINDOWS 10

First log into the Administrator account. The username is **admin**. The password is: **admin**.
Once you have done that, follow the instructions below:

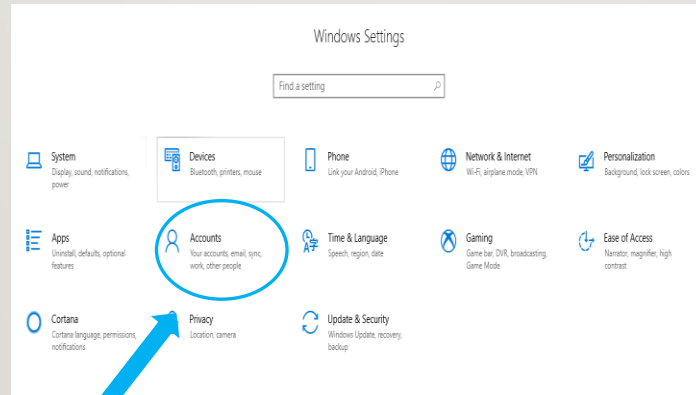
1) Right-click on the Start button. There is an icon in the lower left corner of your screen that has a Windows flag on it.



2) Click on the **Settings** menu option.

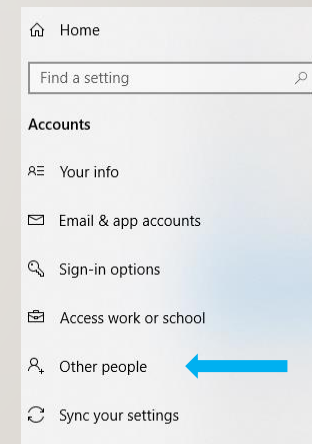


3) When **Settings** opens you will see a screen shown below.

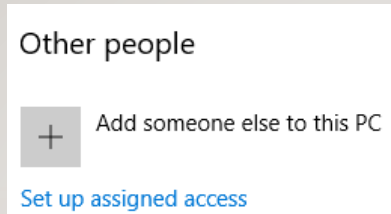


4) Click on the **Accounts** option

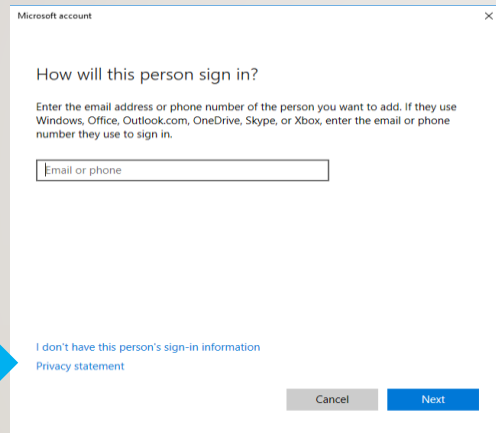
5) Select **Other People**



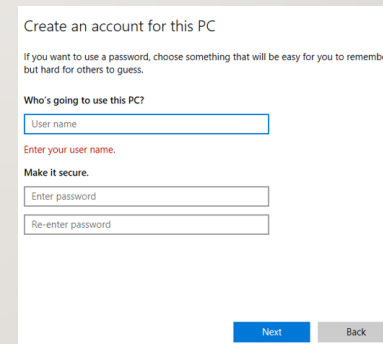
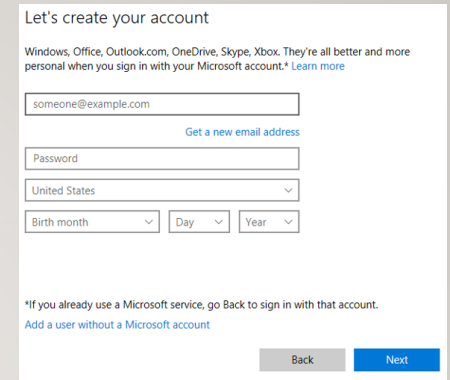
6) Look under Other users and click on the “+” (plus sign) next to Add someone else to this PC to create a new account on your machine.



7) Enter the information being asked or skip by clicking on **I don't have this person's sign-in information**



8) If you chose to skip, you will be prompted to create an account. If you want to skip this step, then click on **Add a user without a Microsoft Account**



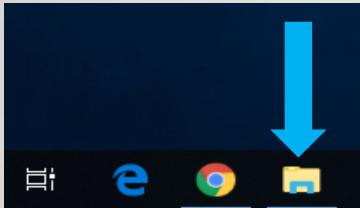
9) If you chose to skip again then you will be required to make an account, the old-fashioned way.

ENJOY!

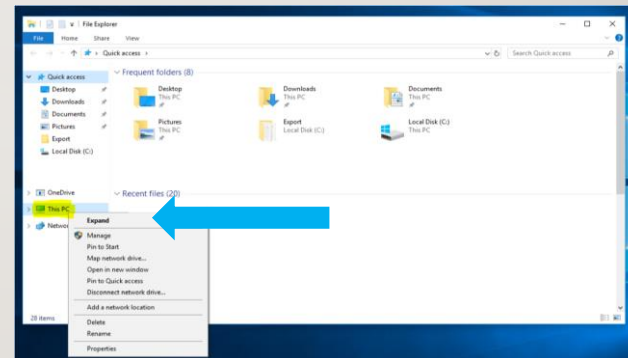
II. HOW TO ENTER PRODUCT KEY AND ACTIVATE WINDOWS 10

Note: some units may already be activated and this step can be skipped

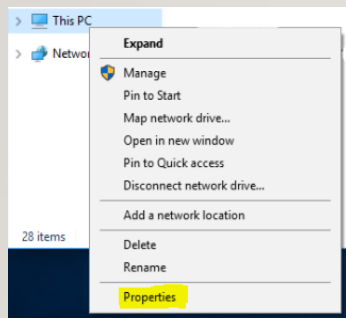
1) From the Desktop click on **File Explorer**



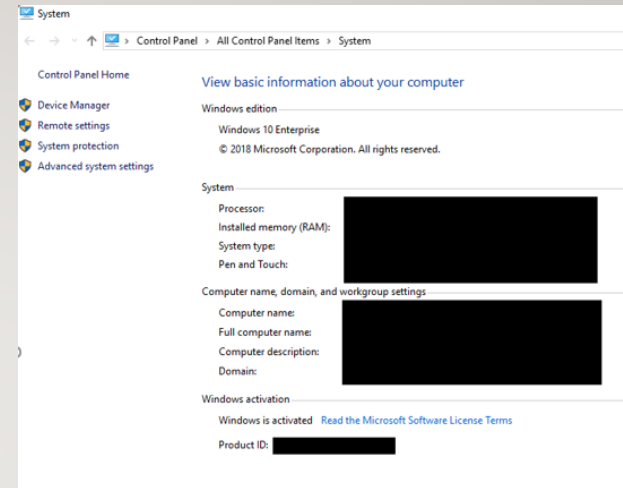
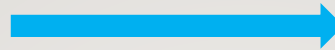
2) Within **File Explorer**, right-click **This PC**



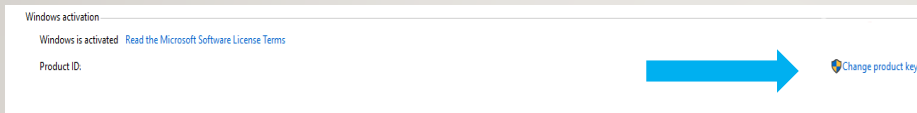
3) After right-clicking on **This PC**, click on **Properties**.



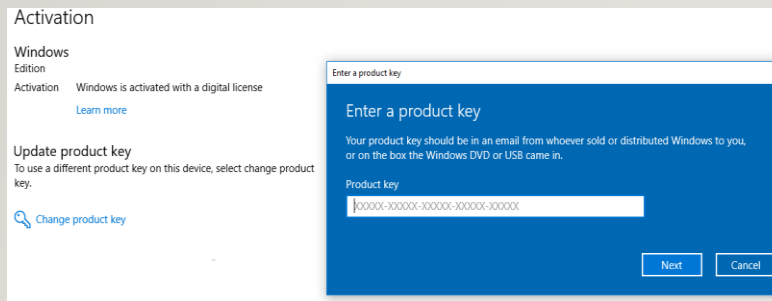
4) This is what you should see after clicking **Properties** from right-clicking **This PC**, without the black markings, of course.



5) On the last section, **Windows activation**, click on **Change product key**

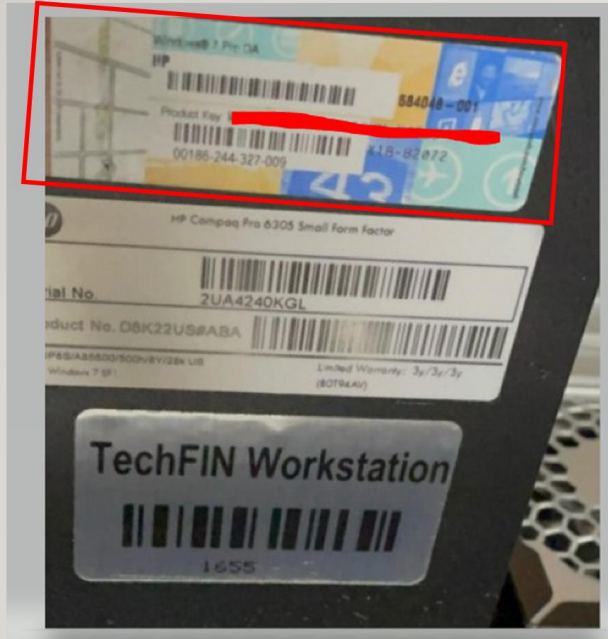


6) Once that's done, you should be prompted to enter a product key



7) Enter the product key on the found on Product Key Sticker and after that your Windows is activated.

Product Key



ENJOY!

III. HOW TO CREATE A GOOGLE ACCOUNT AND SAVE DOCUMENTS TO GOOGLE DRIVE (OFFLINE)

- Section 1 – Creating a Google account

If you already have a Google account, then just sign in regularly and skip to Section 2

1) Click on any of these three icons from your desktop to be sent straight to the Google Sign in page



2) Once the **Google Sign in** page pops up, click on **Create account**

3) Follow the process of creating your Google account

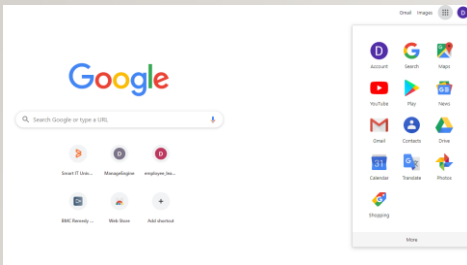
4) After creating a Google account and/or signing in, you will be able to have access to Google Docs, Spreadsheets, and Slides

III. HOW TO CREATE A GOOGLE ACCOUNT AND SAVE DOCUMENTS TO GOOGLE DRIVE (OFFLINE)

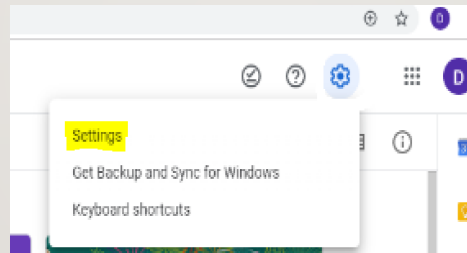
• Section 2 - Using Google Drive Offline

1) Now that you have a Google account you will be able to utilize Google Drives, Docs, Spreadsheets, and Slides

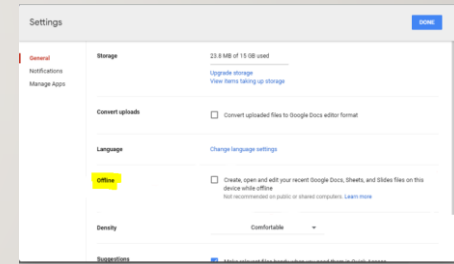
2) From any page within www.Google.com, click on the 3x3 grid on the top right and then click on **Drive**



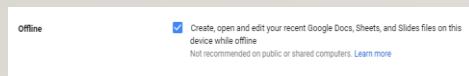
3) When you're in Google Drive click on the cog on the top right then click on **Settings**



4) Inside **Settings**, check the box for the **Offline** section



5) Once you check the box in the **Offline** section you will be able to work on Google Docs, Sheets, and Slides offline



6) The following link is a basic tutorial of the Google Apps:
<https://youtu.be/jMWrsRNveSI>

ENJOY!