Clemson Windows Laptop Setup Workshop
*(not purchased through Clemson)*Plug in power cord before beginning. It is also recommended to use an Ethernet cable if possible, although this is not required.

1. **Wireless**. Click on the wireless icon in the taskbar and select “eduroam”. When prompted to log in, use your **username@clemson.edu** (do NOT use g.clemson.edu), and your Clemson password.
2. **Remove and Microsoft Office**. Go to Settings (click on the Windows button in the lower left corner and click the Gear Icon, then Apps. Remove MS Works and any old MS Office programs (2010, 2013, student versions, trial versions). Do not remove any other Microsoft applications, just Office. If you have **Office 365 or 2016** you may keep them. Restart your computer after removing software.
3. **Download CCIT Software Center**.
* Open a web browser and go to **download.clemson.edu** and click on **here** and download the CCIT Software Center installer for Windows.
* You will then be prompted to log in on a Clemson login page using your Clemson username and password.
* On the next page your download of the CCIT Software Center installer will automatically begin.
* Depending on your browser, you may see an option to run the installer from the browser window. Click to run the installer. If you do not have that option, navigate to your downloads folder on your computer and double click **CCIT Software Center.exe** to launch the installer.
* You will see a green progress bar load quickly and then an orange bar with “Install” under it. Click on **Install**.
* Click **Yes** on the Terms and Conditions.
* The orange bar will gradually turn purple as the install progresses. When it is finished (orange bar turns completely purple), you may click **Close**.
1. **Open the CCIT Software Center:** by double clicking the icon on your desktop. When asked if you would like to let this application make changes to your computer, click **yes**. You will then see another orange progress bar. This one will take longer than the first one, but will load much more quickly when you open the CCIT Software Center in the future.
2. **Google Drive File Stream:** Go to drive.google.com and sign in with your username@g.clemson.edu and your g.clemson.edu password (separate from your main Clemson password). If you do not know this password, ask for assistance. Click the gear in the upper right, and click Get File Stream for Windows. Once this has finished installing in your File Explorer you will see Google Drive File Stream as a drive on your computer. Everything you save under this drive is automatically backed up to Google Drive. A lot of people save all of their files in here
3. **Clemson Home Directory**: Add network location by going to Windows File Explorer, click on This PC, Computer (top bar), Add Network Location (also top bar), Next, Choose custom network connection, Next, type in [\\home.clemson.edu\homes](file:///%5C%5Chome.clemson.edu%5Chomes), Next (there may be a slight pause here. If you get an error, try again). On this screen do not log in with username@clemson.edu. Instead, under enter network connection, click more choices, use a different account and log in with just your user name and password, click OK, type in Clemson Home Directory, next, finish.
4. **Connect to WiFi and install Gmail and my.Clemson on your phone**: You will log in to WiFi the same as on your computer. Download my.Clemson from the Apple/Google Play Store. The Gmail app is likely already on your phone if you have an Android. You can download the app from the Apple app store for iOS. Sign in with your username@g.clemson.edu and your g.clemson.edu password (separate from your main Clemson password). If you do not know this password, email ithelp@clemson.edu, call 864-656-3494, visit support.clemson.edu, or click the orange wrench icon on your desktop for assistance.
5. **Software to Install:** Once Software Center opens, install **Microsoft Office 365** (this does not need to be installed if you already have Office 365 or 2016), **Paw Prints** (access to printers on campus), **Cisco Anyconnect** (for VPN), and **Citrix Workspace**. Office will take the longest to install and if you see a black screen for a while, that is normal, it is installing in the background. Also, if Cisco AnyConnect says that it failed, search for and try to open it anyway. Usually, it actually did not fail. To save time on this portion, perform steps 9-11 as they become available while other software is installing.
6. **Open Citrix Workspace:** If asked to add account, use username@clemson.edu. Sign in with your username (not @clemson.edu) and Clemson Password. If asked for a passcode, use “push” (to get a push notification to your mobile device) or a Duo passcode on your mobile device
7. **Open Microsoft Word:** Go to Start screen and open Word. (If it is not a tile, type in “Word” and search for it and then click on it.) Once it opens you will be prompted to login. Login using your Clemson

username@clemson.edu and your Clemson password.

1. **PawPrints:** While Word is open, Go to File -> Print and choose to print to CCIT Lab Printers. Click Print and put in a name for the job and your Clemson username, then your password and click Print. This will not charge you for the print job unless you release it.

**Additional Resources:**

https://ccit.clemson.edu

https://clemson.edu/laptopsetup

For help, email: ITHELP@clemson.edu *8/15/2019*