# How to setup a new Windows computer ("Autopilot Reset")

All Windows computers just need to be logged into with your email address and Microsoft password. Most computer setup will be done automatically.

**Important note: You must be connected to the Internet for the computer to allow you to login to your account.**

## Instructions - Concise text version:

- Turn on your computer and enter your preferred language and keyboard settings.
- Login with your Microsoft username and password. You should have received this already. If not, do not proceed until you have this information.
- Continue with Windows setup by setting up your Windows Hello and PIN.

## Instructions - Detailed version with screenshots:

- Boot the computer
- Select the region, language, and keyboard you wish to use. You can skip the second keyboard layout.
- If you are in the office, connect to the "EFC Personal" Wifi connection with the password "UseRubex1!". If you are at home, connect to your preferred Wifi connection.

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- After you connect to Wifi you may be taken to an Internet agreement. Click on the "Continue to the Internet" button.

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- Agree to the Windows License agreement

- Sign in with your email address and Microsoft password. If this is the first time using your password, it will have you create a new password. Make sure you set a password with 10 characters, an uppercase letter, a lowercase letter, and at least one number or symbol.

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- When it asks you to choose your privacy settings you can customize the settings or keep the defaults.

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- Setup your fingerprint if it gives you the option and create your Windows Hello PIN.
- After you have setup and verified your credentials, Windows will setup your user and show you a screen as shown below.
- Your computer will start installing software in the background such as Chrome, Slack, Zoom, and Company Portal. This process usually takes 5-10 minutes.
- Once Chrome is installed you can login to Chrome using your email address and Google password (generally the same as your Microsoft password unless you set something different).
- Once Company Portal is installed you can login and install additional software if needed.

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- Please navigate to [training.efilecabinet.com](http://training.efilecabinet.com) to start the "New Hire Onboarding - IT Information" training course.  Login using your Microsoft credentials
  - Click on "Start course" to start the course
  - This course is required and will help you setup software on your computer.
- If you have any questions or concerns, you can submit a ticket to IT by going to ithelp.efilecabinet.com or sending an email to ithelp@efilecabinet.com

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