MAC SETUP STEPS

Table of contents

WELCOME TO WINONA STATE UNIVERSITY

BEFORE YOU START

- **Ensure the power cord is plugged into one of the USB-C ports on the right side of the laptop.**

- **Open the lid.**

- **Please follow the instructions on the next pages step-by-step to set up your laptop.**

YOUR MAC SPECS
STUDENTS

720p HD Webcam & microphone

13.3-inch (diagonal) display

TouchBar

Fingerprint reader

8GB RAM (internal)

Apple M1 chip (internal)

256GB SSD (internal)

Backlit Magic Keyboard

Force-touch trackpad

Headphone jack

2 - Thunderbolt 3 (USB-C) ports
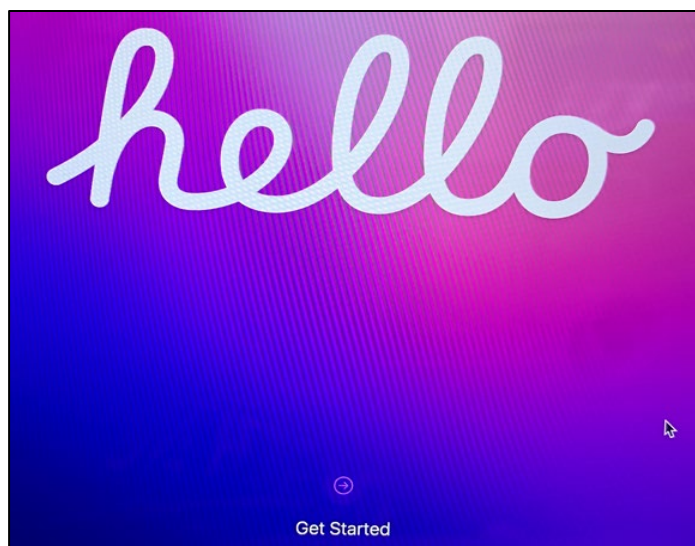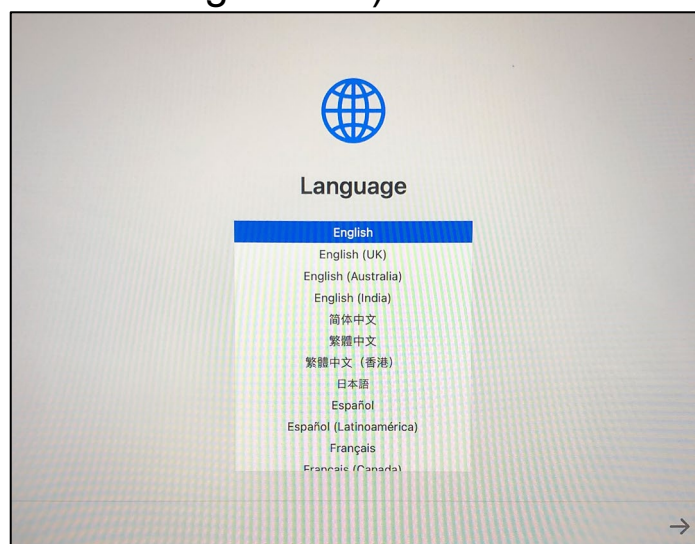
1. Power on your laptop by pressing the **power button (Touch ID button)** at the top-right of the keyboard. If your laptop (Siri) is speaking, you can mute it by using the speaker icons on the Touch Bar.

2. Click the **trackpad** to get started.

3. Click **English** (this can be changed later) then **click the arrow** at the **bottom-right**.
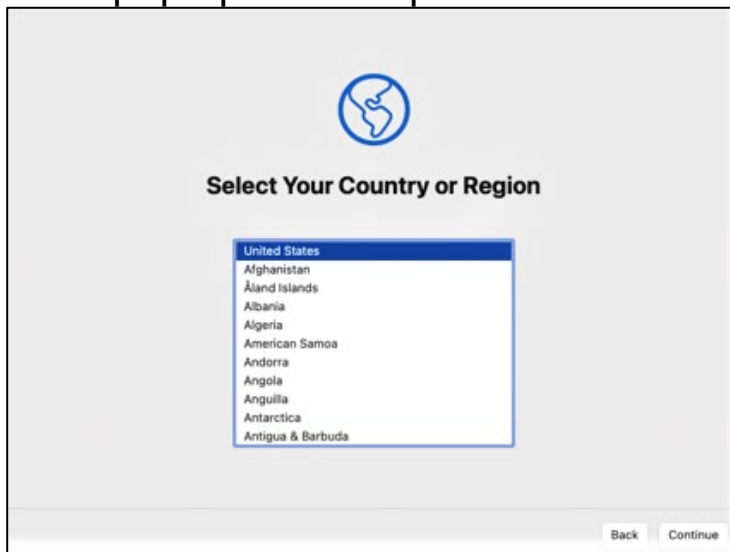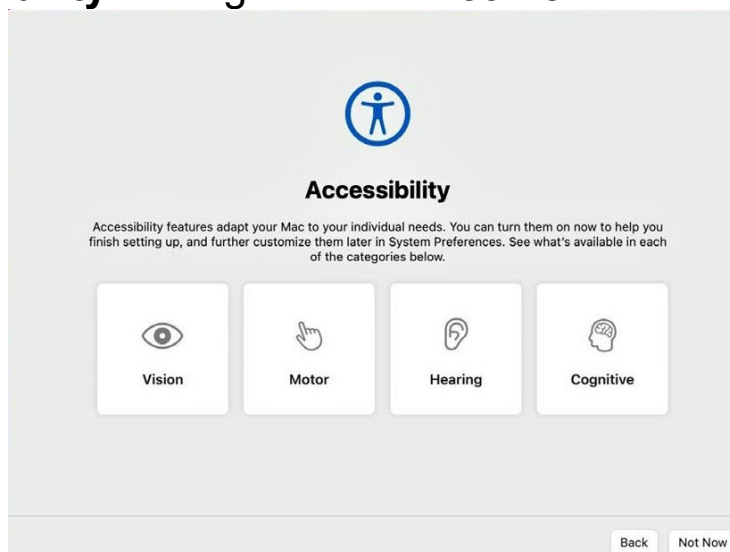
4. Wait for **United States** to pop up to the top of the list then click **Continue** at the bottom-right.

5. Review the **Accessibility** settings or click **Not Now** to set them up later**.**

6. Select **warrior**, type your **StarID** & **StarID password**, then click **Continue** and **Continue** again to verify the certificate.

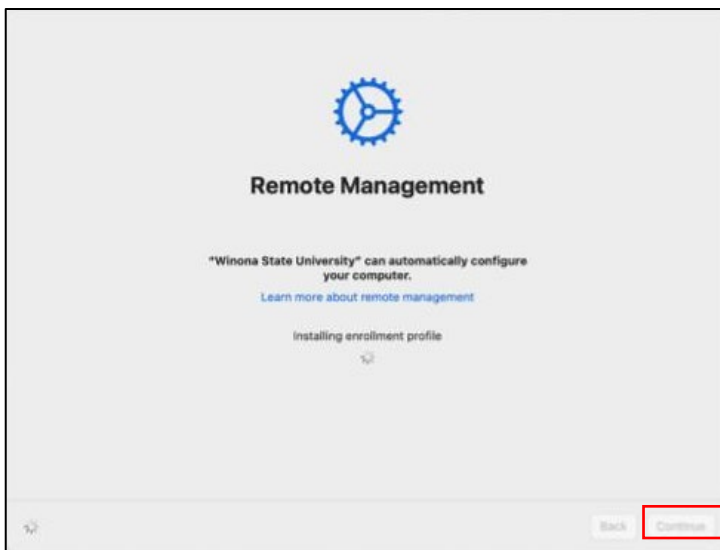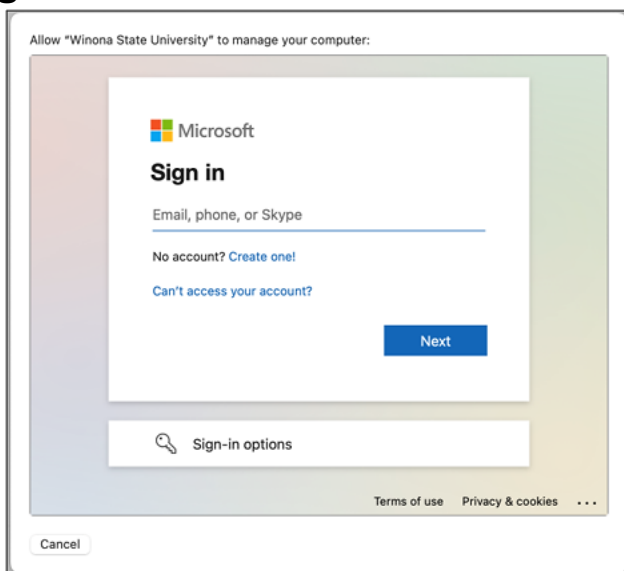**NOTE:** If you are off campus, connect to a known and trusted network.

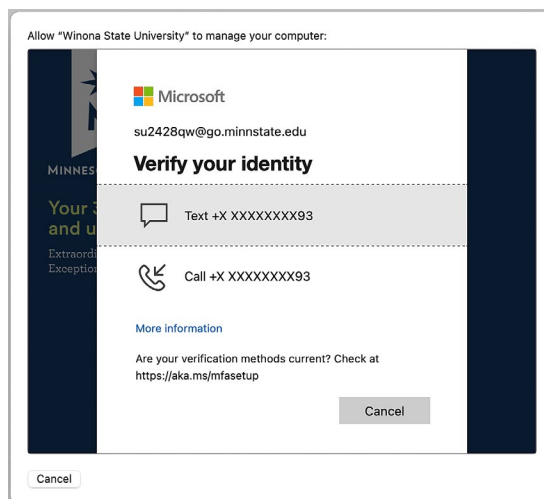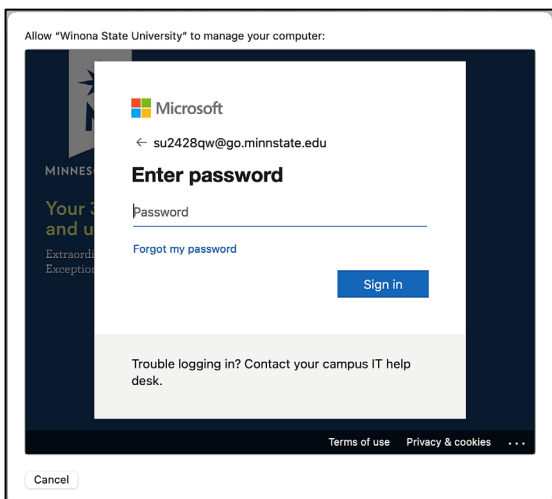**7.** Click **Continue** at the bottom-right of the **Remote Management** screen.

NOTE: If you don't see the **Remote Management** screen, please stop and immediately contact a WSU support technician.

Remote Management

"Winona State University" can automatically configure your computer.

Learn more about remote management

Installing enrollment profile

Back   Continue

8. Type in your **StarID@go.MinnState.edu**. This is not case-sensitive. Then click **Next**.

Allow "Winona State University" to manage your computer:

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Next

Sign-in options

Terms of use   Privacy & cookies   ...

Cancel

9. Enter your **StarID password** then complete the multi-factor authentication (MFA) challenge when prompted. Click on **Verify**.

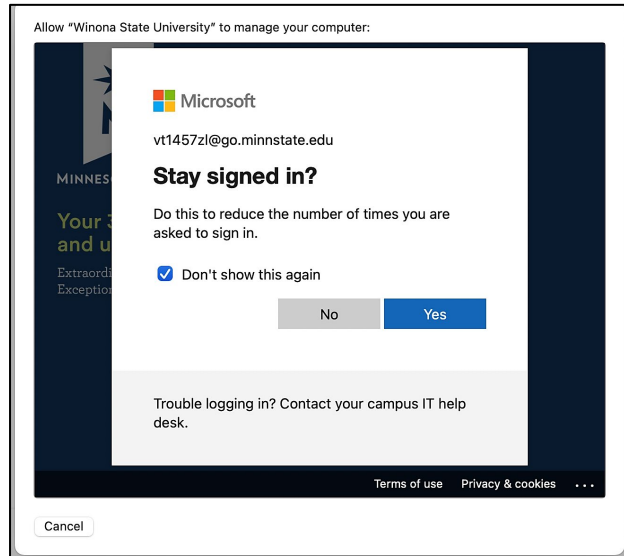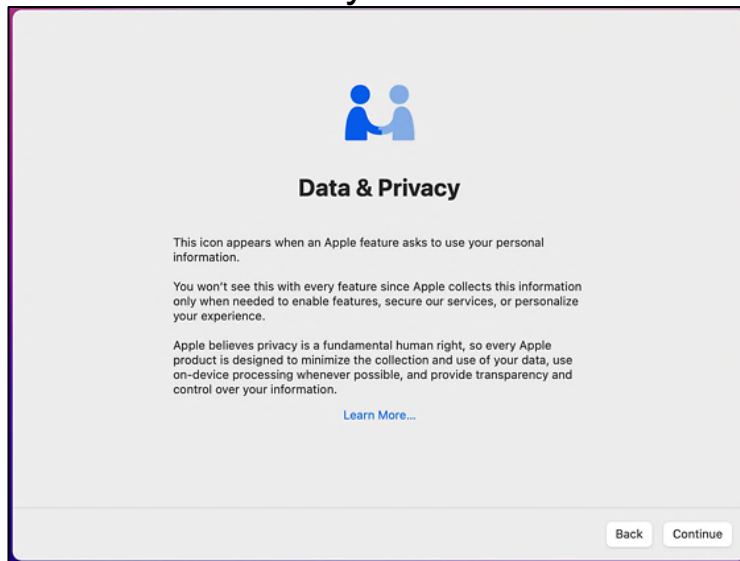Allow "Winona State University" to manage your computer:

Microsoft

← su2428qw@go.minnstate.edu

Enter password

Password

Forgot my password

Sign in

Trouble logging in? Contact your campus IT help desk.

Terms of use   Privacy & cookies   ...

Cancel

Allow "Winona State University" to manage your computer:

Microsoft

su2428qw@go.minnstate.edu

Verify your identity

Text +X XXXXXXXX93

Call +X XXXXXXXX93

More information

Are your verification methods current? Check at https://aka.ms/mfasetup
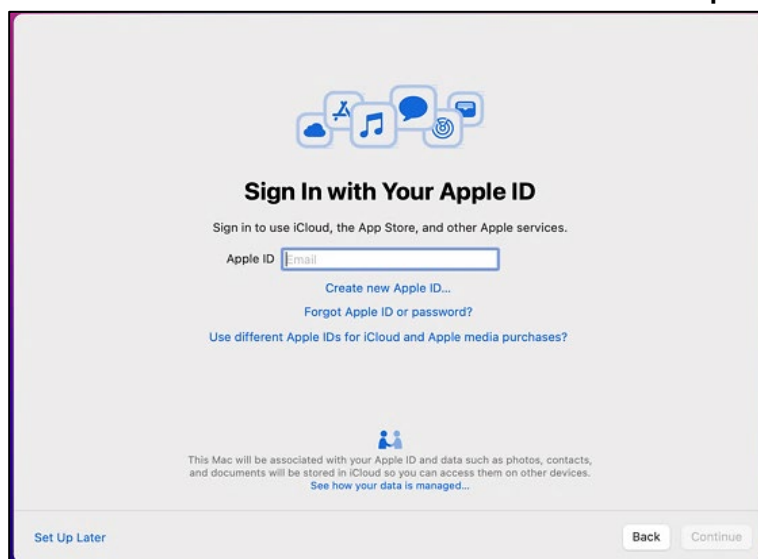
Cancel

Cancel

10. Check the box then click **Yes**.

11. Click **Continue** on the Data & Privacy screen.

12. Click **Set Up Later** at the bottom left. You can set this up later.

13. Enter your full name. (your preferred name or your legal name.)
- It will **automatically** fill in the **Account Name** field, **do not edit the Account Name field!**
- Enter **winona** as the password that you will use for the initial setup. **Note: you will change the device password in a later step**

Create a Computer Account

Fill out the following information to create your computer account.

Full name: your name
Account name: yourname
This will be the name of your home folder.
Password: ●●●●●●●●●   ●●●●●●●●●
Hint: optional

Back   Continue

14. Check the box to enable location services, then click **Continue.** This can be changed later.

Enable Location Services

Location Services allows apps like Maps and services like Spotlight Suggestions to gather and use data including your approximate location.

☑ Enable Location Services on this Mac
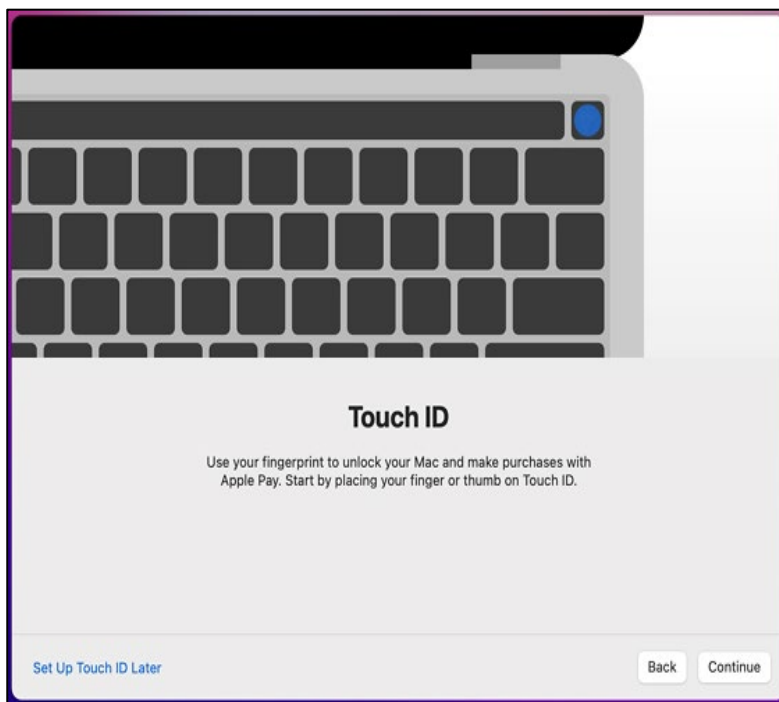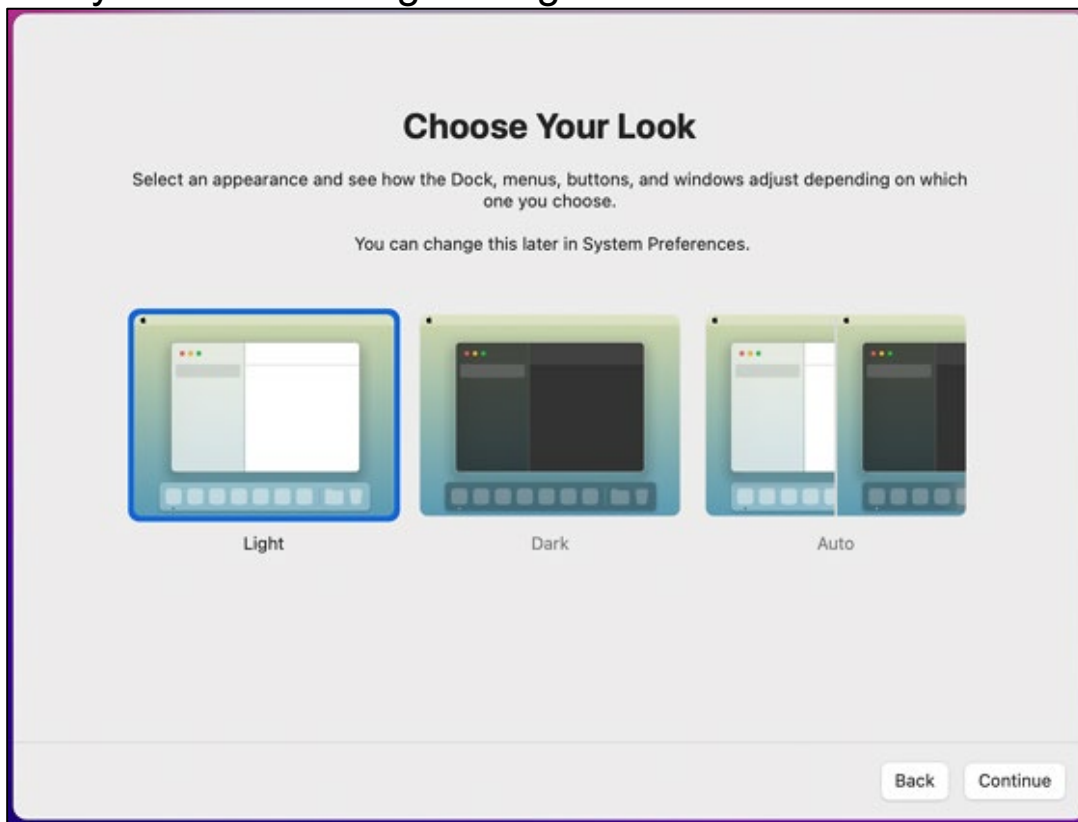
About Location Services...

Back   Continue

15. Set up **Touch ID** to see fewer password prompts or click **Set Up Touch ID Later**.

- The **Touch ID sensor** is at the **top-right** of your keyboard, above the **delete** key. Click **Continue** when finished setting up **Touch ID**.

16. Choose your look between **Light mode, Dark mode,** or **Auto mode** which is light during the day and dark during the night.
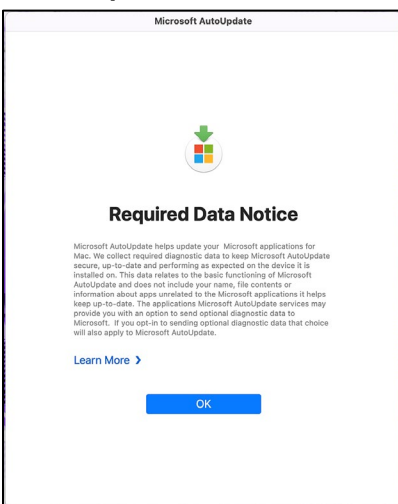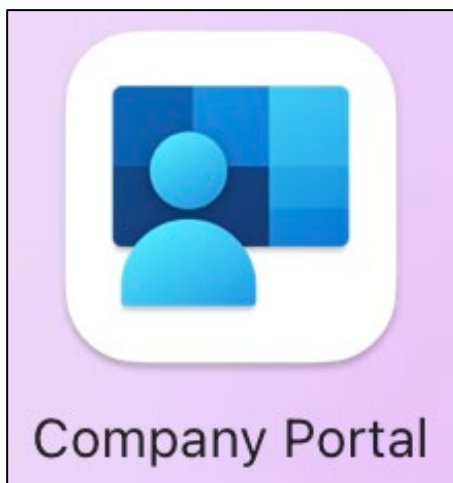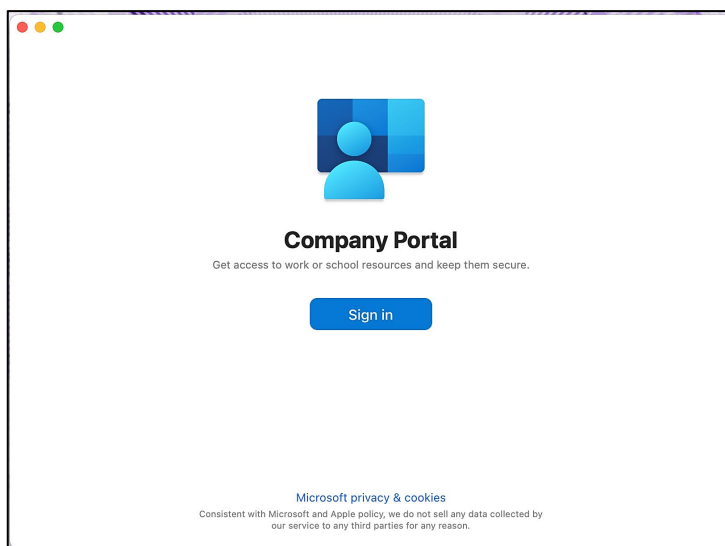
17. It may take a couple minutes for all the notifications to appear. Please be patient. Click **OK** on Microsoft's "Required Data Notice."

18. Open the blue **Applications** folder at the lower-right side of the screen and click on the blue **Company Portal** app.

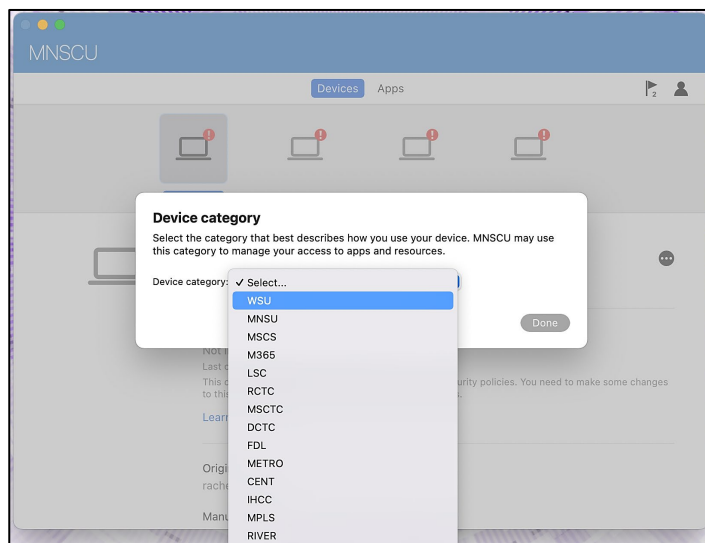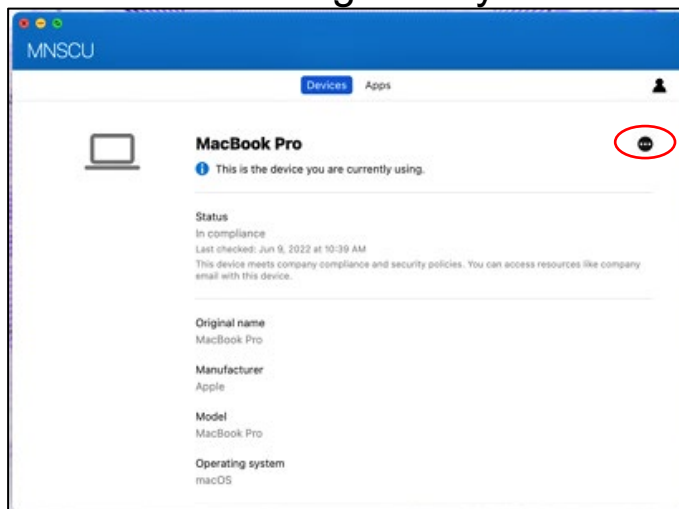**19.** Click the blue **Sign In** button in the Company Portal app.

20. Sign in with your **StarID@go.Minnstate.edu** & your **StarID password, authenticate**.
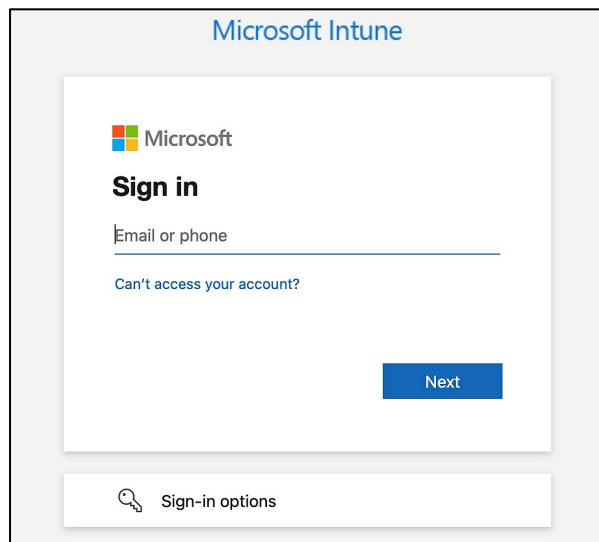
21. Select the dropdown box, Select **WSU**, and **Done.**

22. On the next screen click the three dots on the right then click **Check Status**. Give it a few minutes to check in. You can disregard any errors.
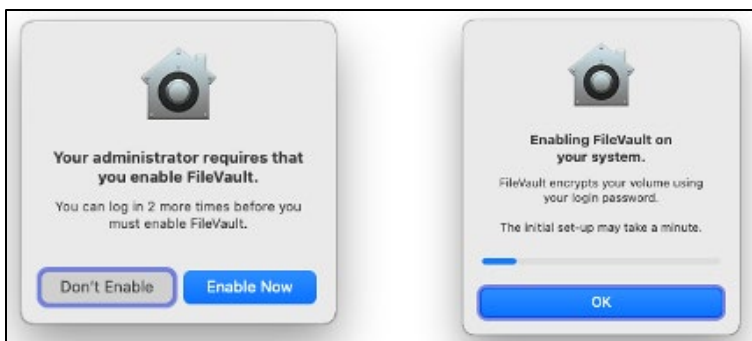
23. Once the blue loading bar disappears from Company Portal, click the **Apple icon** at the top-left of the screen then click **Restart.**
You might be asked for your FileVault password. If it doesn't accept your password right now, that is ok. It will just ask again later.
If so, click **Enable Now**, then **OK**.

24. After the Restart, **The computer should ask you to create a new password. This password can be a different password than your Starid password. Let's explain the difference…**

Device password (computer password) - This is the password you will use to change settings on your computer. If you setup Touch ID, you will type your device password less often.

Account password (StarID password) - This is the password that will get you into account services such as your email, OneDrive, and campus Wi-Fi. If you use the Microsoft Authenticator app, you will type your account password less often.

25. At the log in screen, enter **winona** (you set this in step 13) in the "Enter Password Field**." Then, **click Return on your keyboard.**
Type a new password that you would like to use to log into this laptop.

You can use your StarID password or a different password. It must meet the password requirements listed.

Reset Password
You must enter a new password before you can log in to this account.

New password:
Verify password:
Password hint:
(recommended)

Cancel   Reset Password

Password requirements:
- Enter a password that is four characters or more or leave the password field blank.
- Contain at least one non-alphanumeric character, such as '.'! @#$%^&*_-+=`|(){}[]:;/<>,.?/'.
- Contain at least 8 characters.
- Contain at least one number and one alphabetic character.
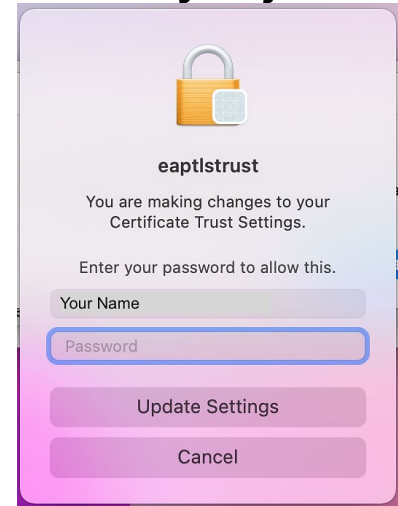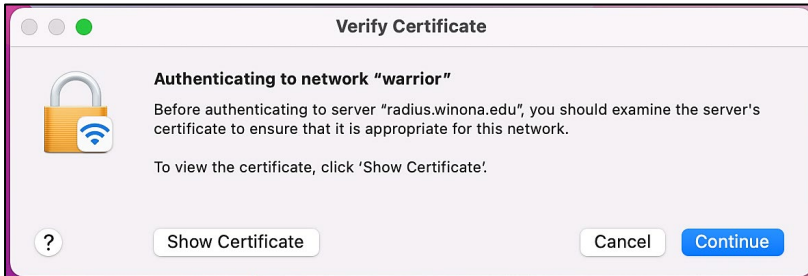- Not be the same as the previous 24 passwords.

26. If you are on campus, you'll be asked to re-authenticate to the **warrior** Wi-Fi network. Select **Continue.** Enter your **computer password that you just set** or use **Touch ID.**
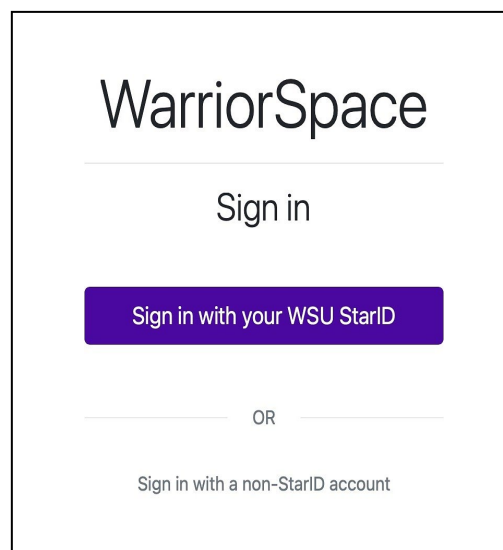
27. Click the **purple W** icon at the bottom of the screen. It may take a few minutes to appear. Clicking it will open the eWarrior Technology Agreement website.

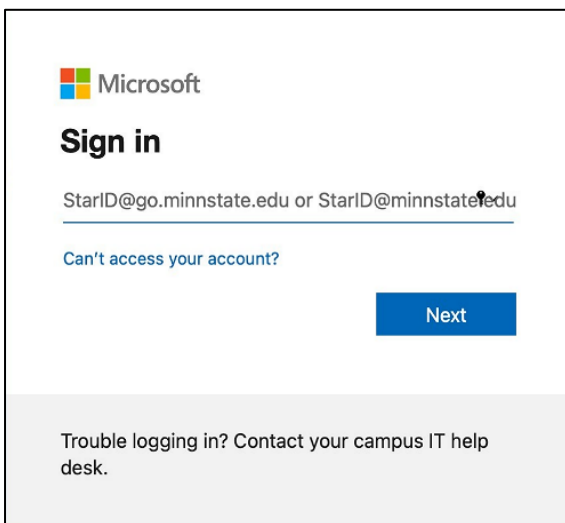Click the link that is circled in the picture on the right.

eWarrior Technology Agreement
Agree to terms and conditions of the eWarrior Technology Agreement.

28. Select **Sign in with your WSU StarID.**

WarriorSpace

Sign in

Sign in with your WSU StarID

OR

Sign in with a non-StarID account

29. Type your **StarID@go.minnstate.edu** and then Type your **StarID password.**
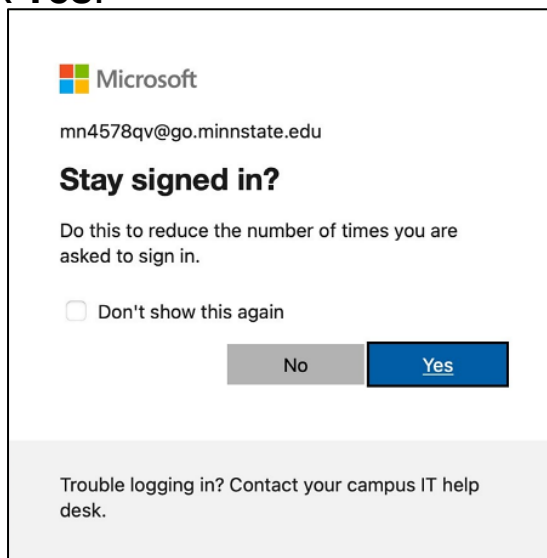
30. Check the box then click **Yes**.

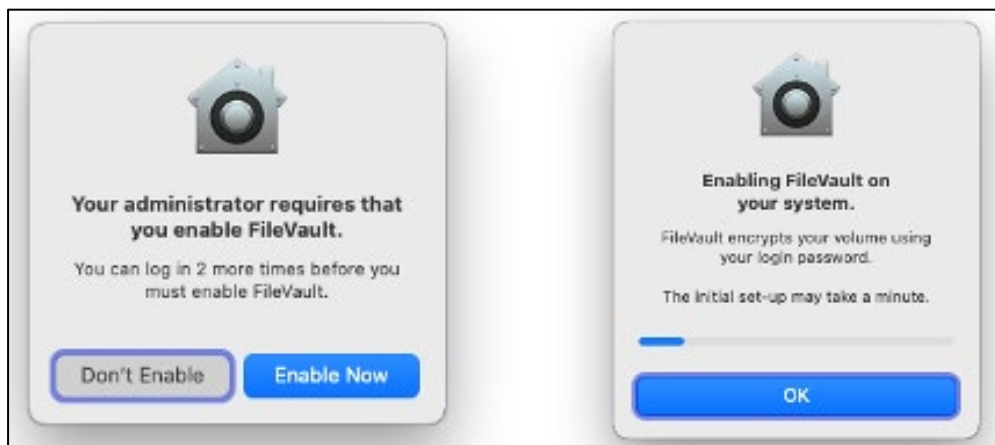**31.** Once you have read the agreement, scroll to the bottom of the page, click the box, then click **Submit**.

32. Restart your computer one final time. If you see the FileVault window again, type your new password. If you don't see the FileVault window, then just sign in like normal.

You are now done with the initial setup, but you aren't done with setting up this laptop.

Log in with your newly set Password.

If you don't see any more pop-ups or prompts, then continue with this packet to set up Microsoft Office applications, OneDrive, & Zoom!

SETUP YOUR PRIMARY EMAIL ADDRESS

1. Double click the **Google Chrome** browser to open it. Type **StarID.minnstate.edu** in the address bar and press enter.
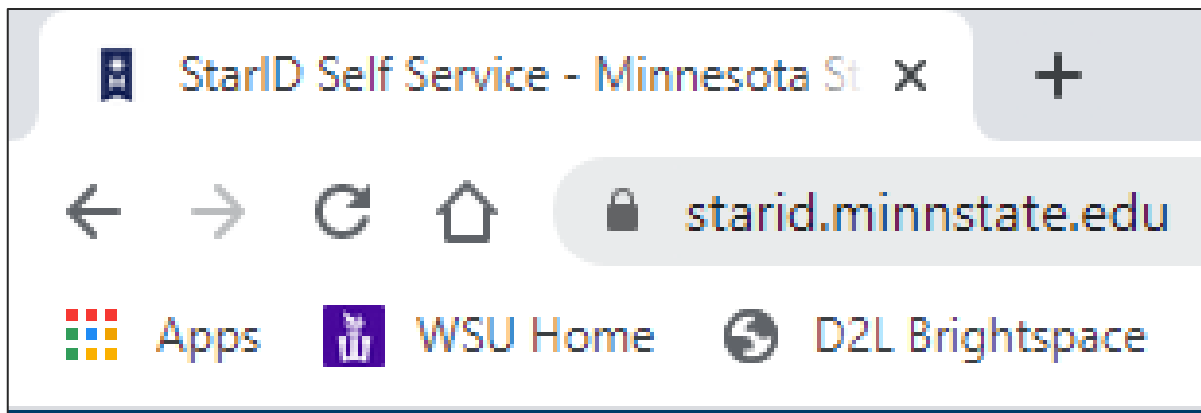
2. Click on **Sign in to Profile**.
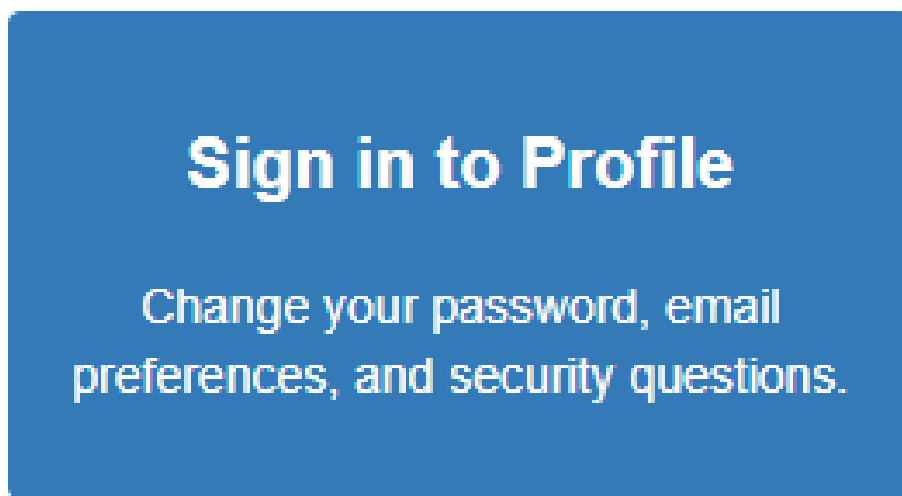
3. Type in your **StarID** and **password**.

SETUP YOUR PRIMARY EMAIL ADDRESS

4. At the top of the page click **Office 365 Contact.**

| StarID Profile | **Office 365 Contact** | Security Questions |
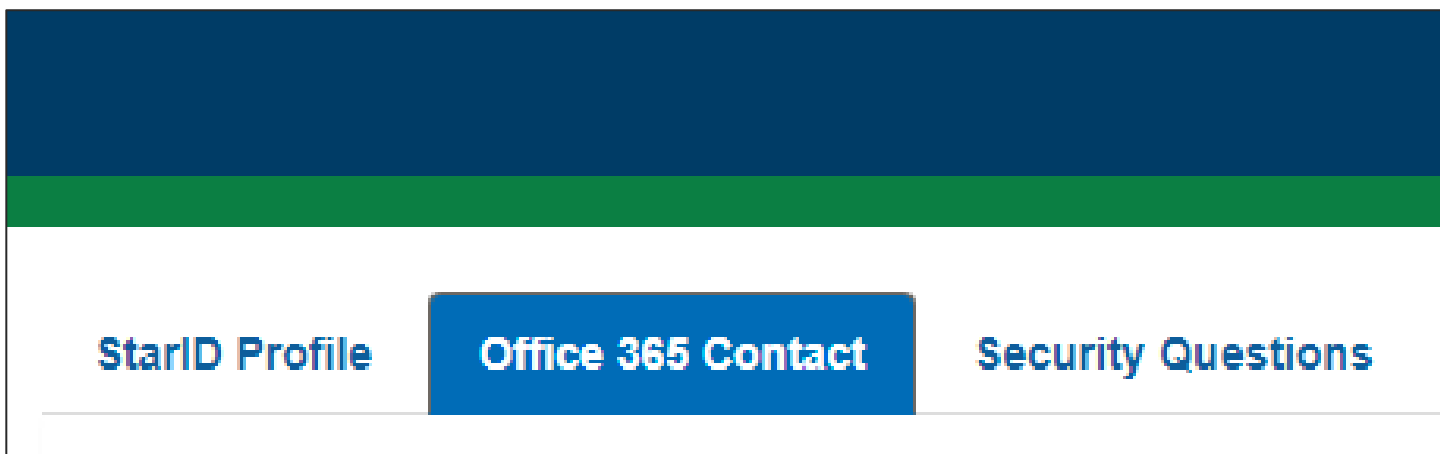
5. Ensure your primary email address is either:

FirstName.LastName@**go.winona.edu**
-----OR-----
UserName@**winona.edu**

Student Contact

Winona State University

Primary email: **tori.wick@go.winona.edu**
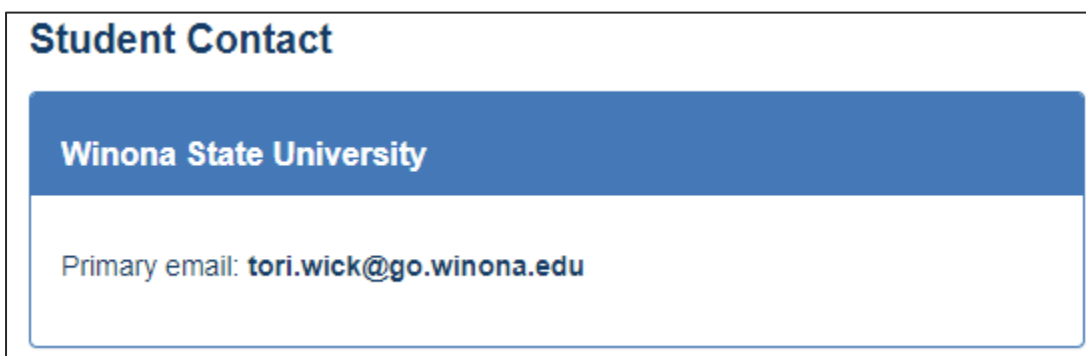
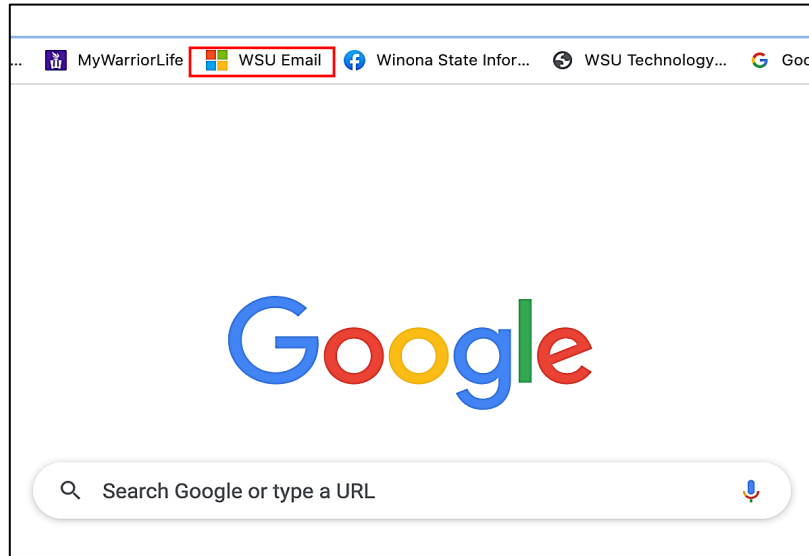6. If you need to change your primary email address click **Select New Student Contact Card**, then click the **winona.edu** email address

✏️ Select New Student Contact Card

Winona State University

ci6965ka@winona.edu

tyler.cyert@go.winona.edu
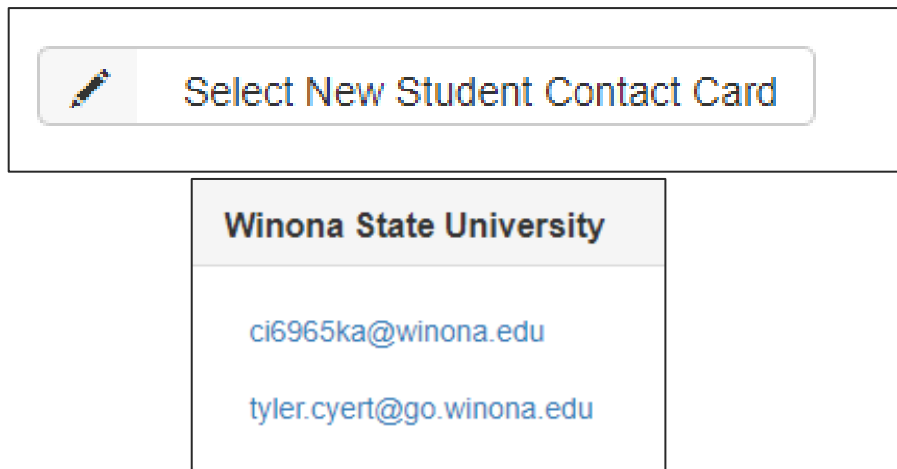
ACCESS YOUR WSU
EMAIL & ONEDRIVE - ONLINE

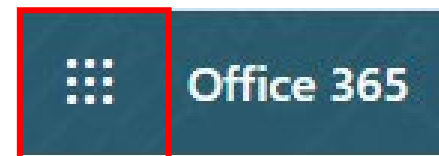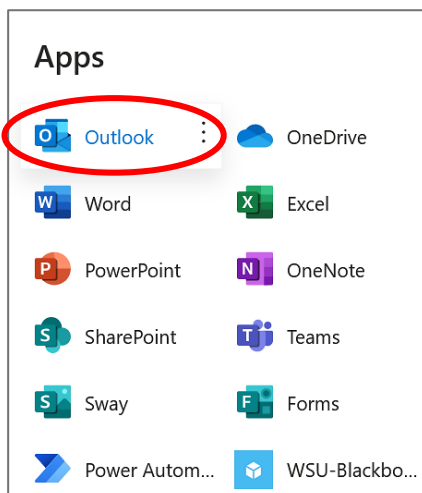**1.** Open **Chrome** Browser. Click the **WSU Email** bookmark**.**

2. Type your **StarID@go.minnstate.edu** and select **Next**. Type your **StarID password** and select **Sign in** and authenticate.
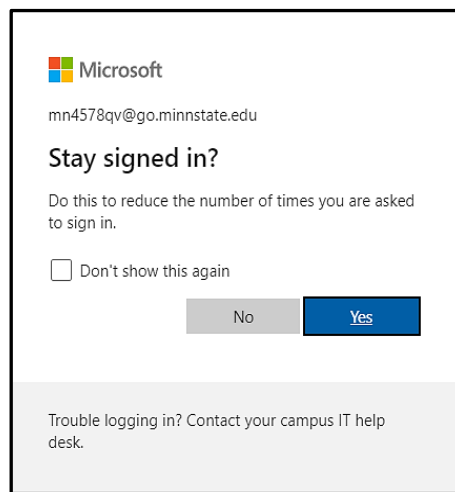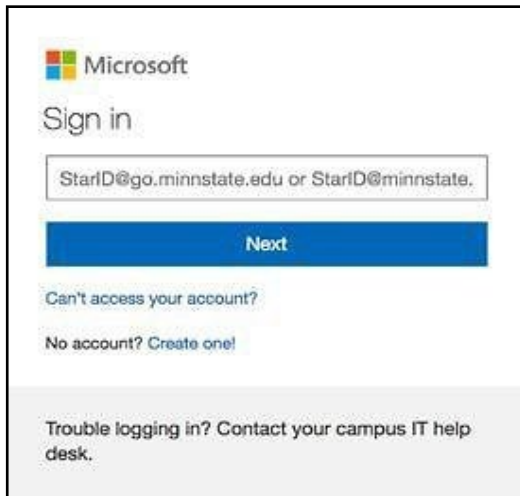
Check the box for **Don't show this again** and select **Yes** if you want to stay signed in.

3. Click the app launcher icon to go to Applications.
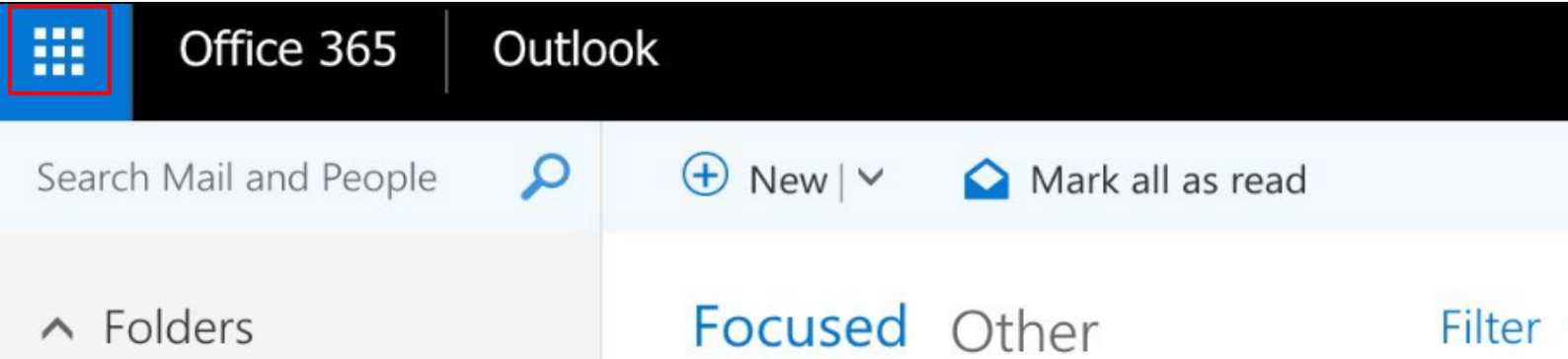

Now you are logged into your Office 365 account. To access your email, click **Outlook.**

Please send an email to your WSU email address and make sure you receive it.
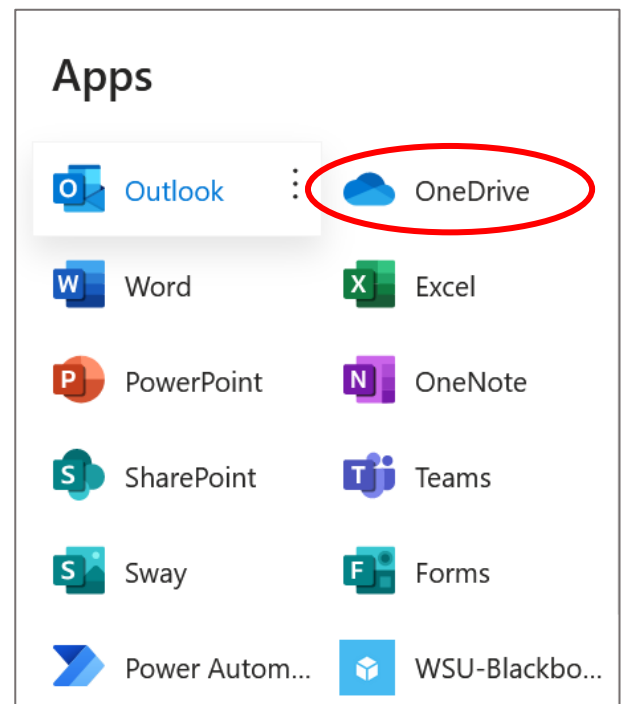
4. To get back to Office 365 click the square blue app launcher icon.

5. To access your OneDrive account click on the **blue OneDrive cloud icon**. If you can't see that tile right away it will appear within the next 24 hours.

This is where you can store and share files, pictures and videos. You have 1 TB (1,000 GB) of cloud storage space in OneDrive.

1. Click the **Microsoft Word (blue W icon)** in the dock at the bottom of the screen.

2. Click **Sign in or create account**.

3. Type your **StarID@go.minnstate.edu** and select **Next.**

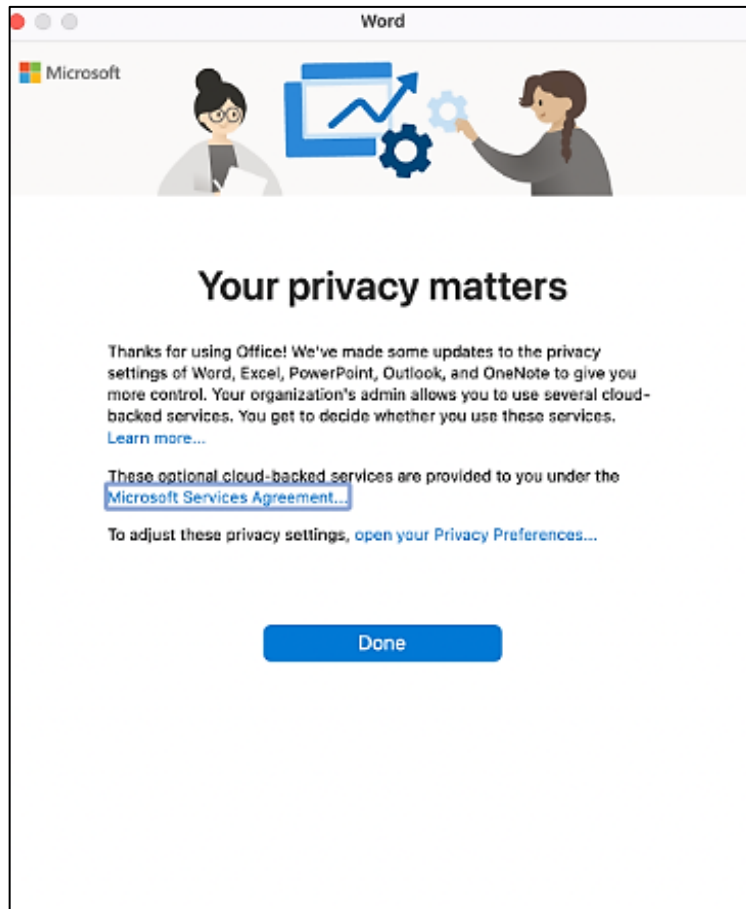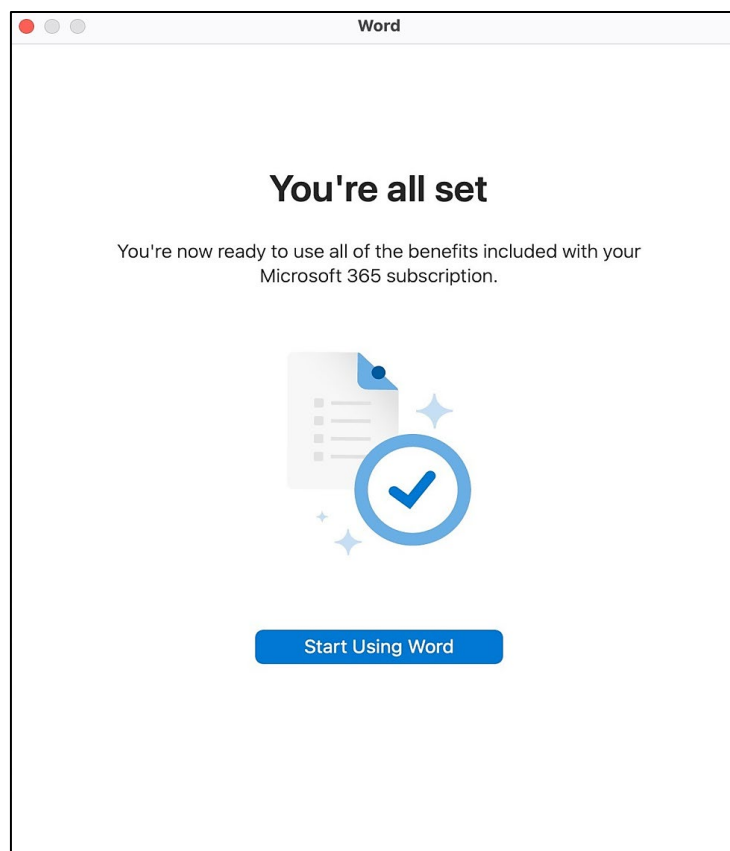You may be asked to type your **StarID password** and authenticate MFA.
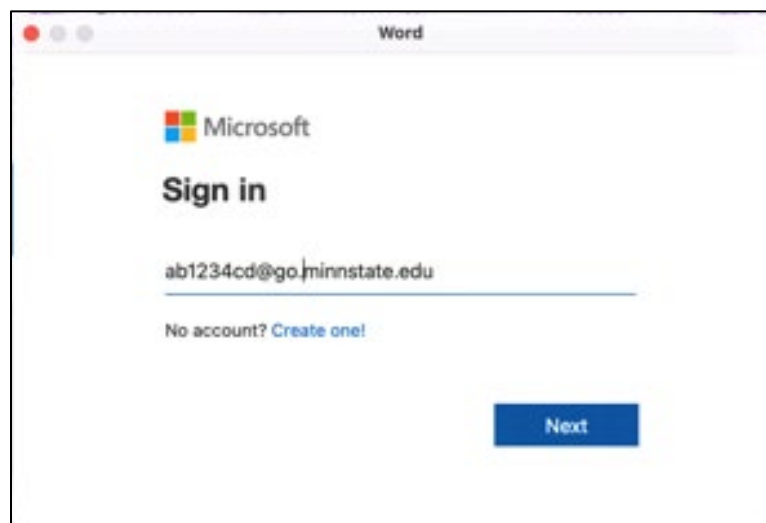
4. Click **Done.**

5. Click **Start Using Word.**

SETUP OUTLOOK DESKTOP APP - MAC

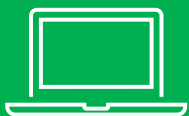**1**. Click **Outlook (blue O icon)** in the dock at the bottom of the screen.

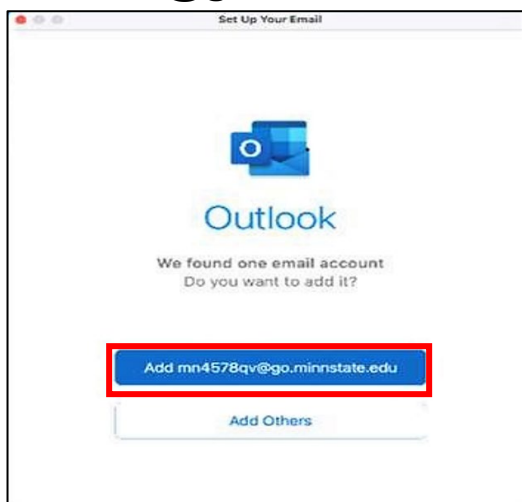**2.** Click **Get started.**
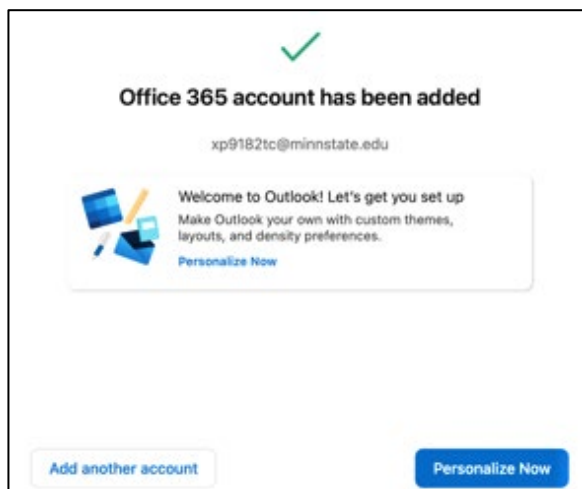

3. Click **Start Using Outlook.**

4. If you've already set up Office 365 you should see your account here. Select the blue box **Add your starid@go.minnstate.edu**.
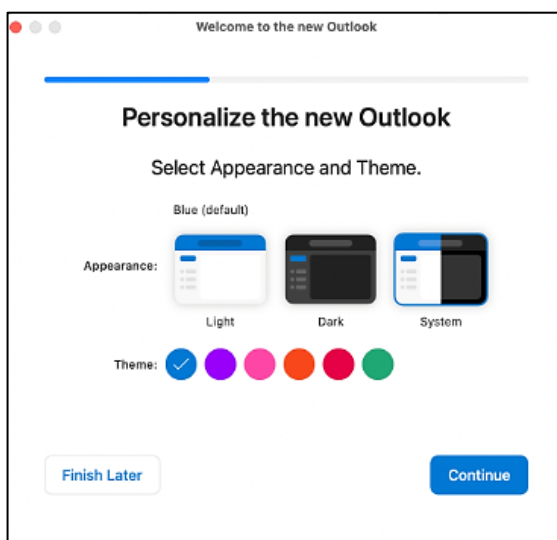
If prompted type your **StarID@go.minnstate.edu**

5. Here you can add any other account(s) you would like to access from the Outlook app. When you are finished, click **Personalize Now.**

6. Then click **Finish Later.**

Let's test Outlook by sending an email to yourself. Select **New Message**. **Type your name** (first and then last) in the **To** field. As you type your name, you will see people populate on the list. If you see yourself, note the email address (**firstname.lastname@go.winona.edu**) and select yourself. In the subject field, type a positive message to yourself and select Send. If you receive the email from yourself, it is working.
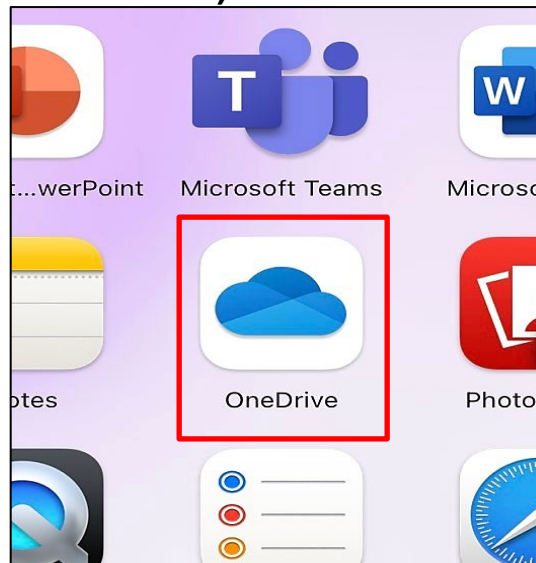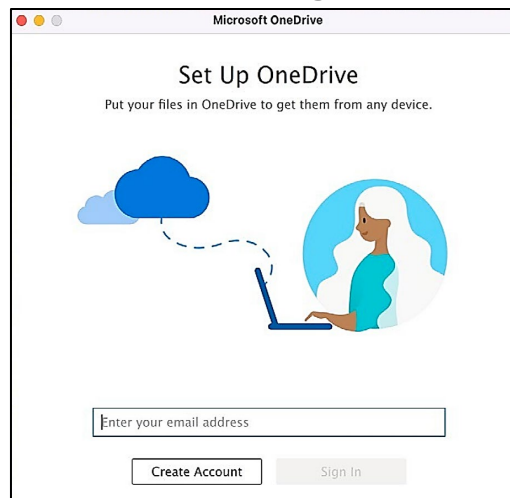
1. Click on **Applications (blue folder icon)** on the dock at the bottom of the screen.
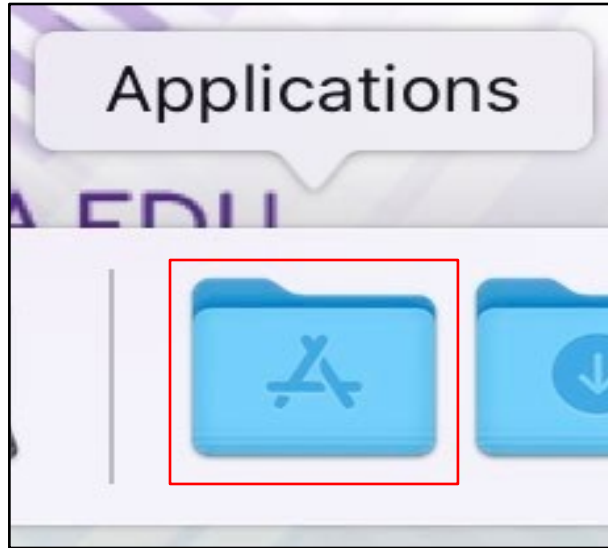
2. Click on **OneDrive (blue cloud icon).**

3. You may need to wait a minute or two for the pop-up to appear. When it does, type your **StarID@go.minnstate.edu** and click **Sign In**.
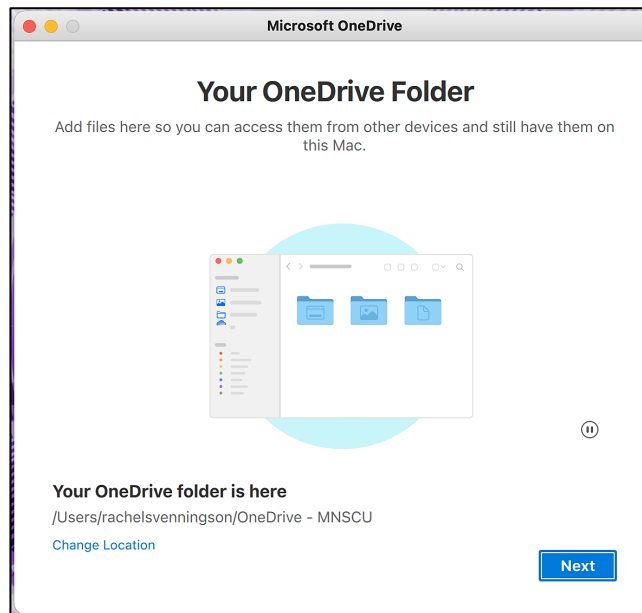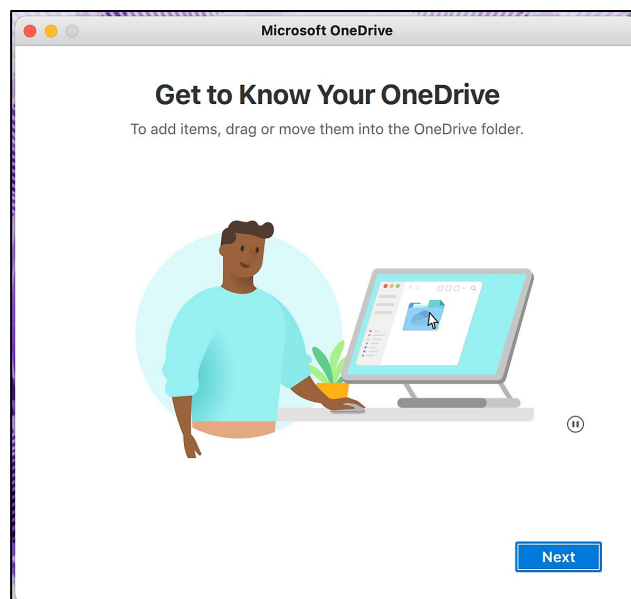
4. Click **Next.**
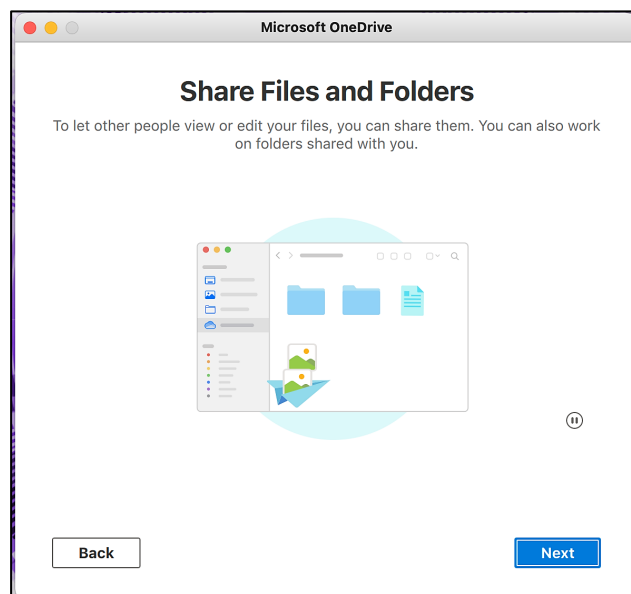
Microsoft OneDrive

Your OneDrive Folder

Add files here so you can access them from other devices and still have them on this Mac.

Your OneDrive folder is here
/Users/rachelsvenningson/OneDrive – MNSCU

Change Location

Next

5. Click **Next**.

Microsoft OneDrive

Get to Know Your OneDrive

To add items, drag or move them into the OneDrive folder.

Next

6. Click **Next.**

Microsoft OneDrive

Share Files and Folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back   Next

7. Click **Next.**

Microsoft OneDrive

Plan for when you go offline

If you need to work on a file, download it before you go offline.

Download your file or folder

Right click the file in your OneDrive folder, and set it to **Always Keep on This Device**.

Look for the check mark

You'll see this icon next to items that are always available, even when you don't have internet access.

Back   Next

8. You can also download the OneDrive mobile app to access your files directly from your phone, otherwise click **Later.**

Microsoft OneDrive

Get the Mobile App

To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

Back   Get the Mobile App   Later
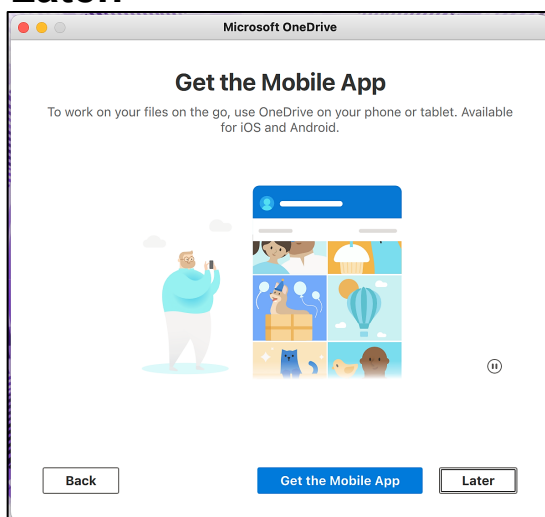
9. Your OneDrive is ready! To open your OneDrive click **Open OneDrive folder.** Otherwise click the red button on the upper left corner to exit.
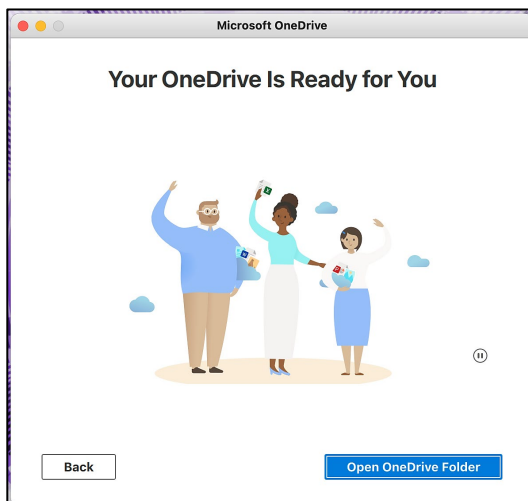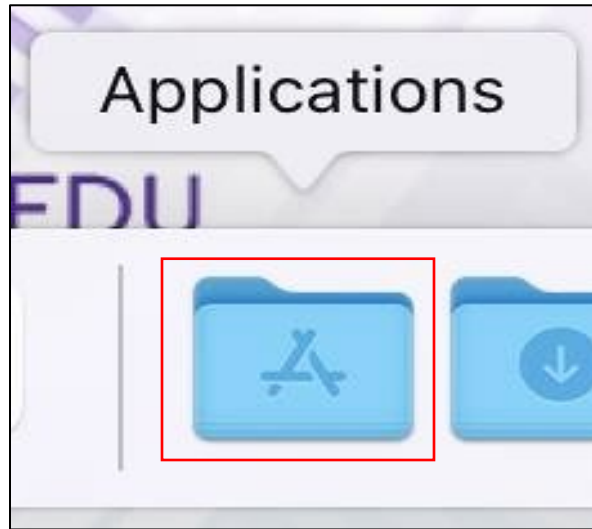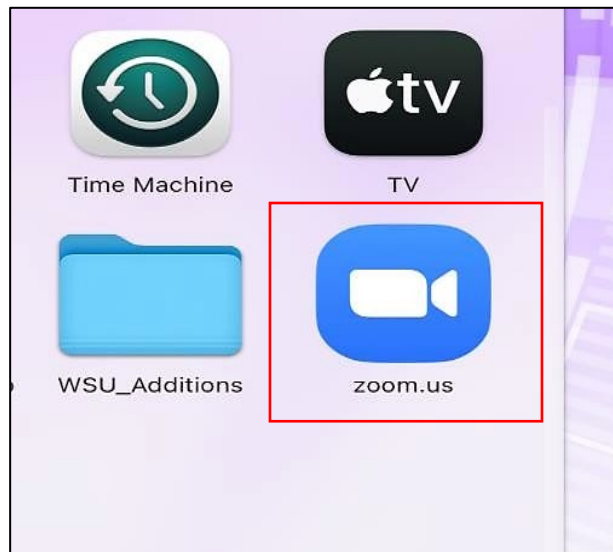
Microsoft OneDrive

Your OneDrive Is Ready for You

Back   Open OneDrive Folder

1. Click on **Applications (blue folder icon)** on the dock at the bottom of the screen.
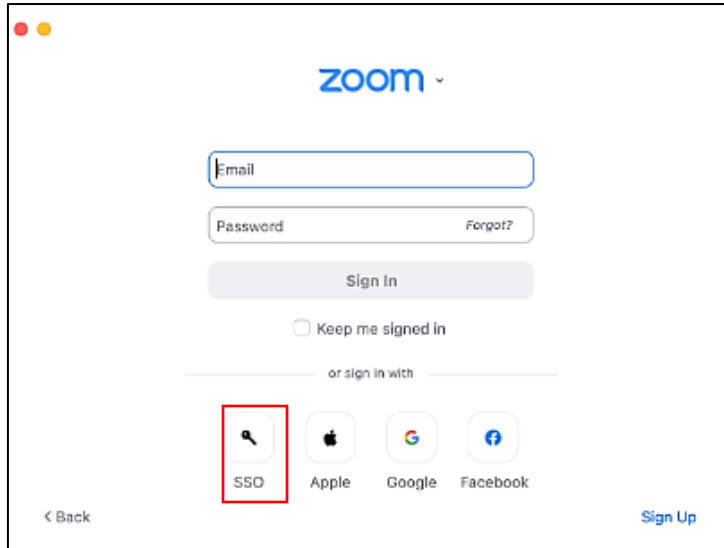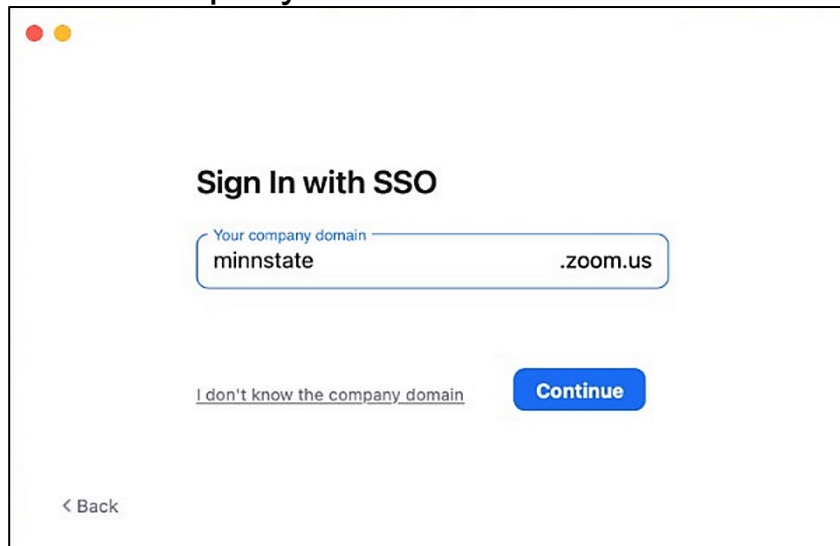

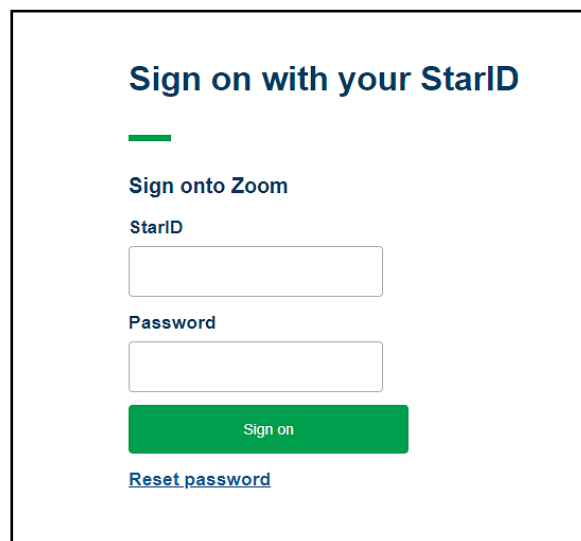**2.** Click on **Zoom.us**

3. Click **Sign In.**

4. Select **SSO** on the bottom left

5. Type **minnstate** as the company domain then select **Continue.**

6. Type your **StarID** and **password.**

7. Select **Allow.**

Do you want to allow this page to open "zoom.us"?

Cancel   Allow

8. Select **OK**.

"zoom.us" would like to access the microphone.

In order to speak to participants, Zoom requires access to your microphone.
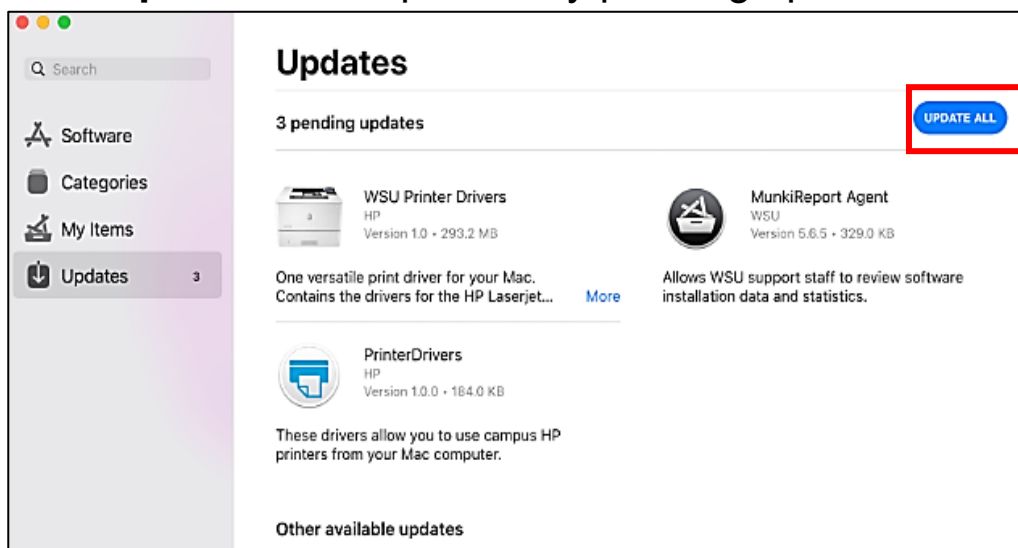
Don't Allow   OK
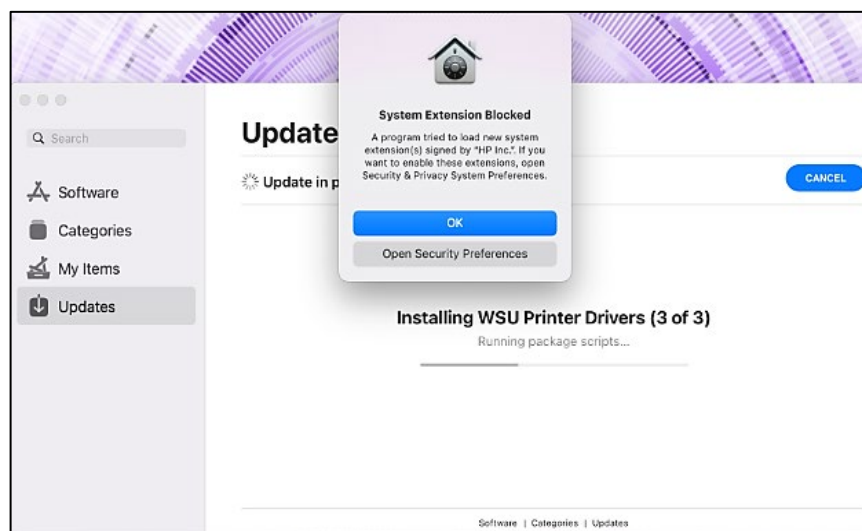
9. You now have full access to Zoom!
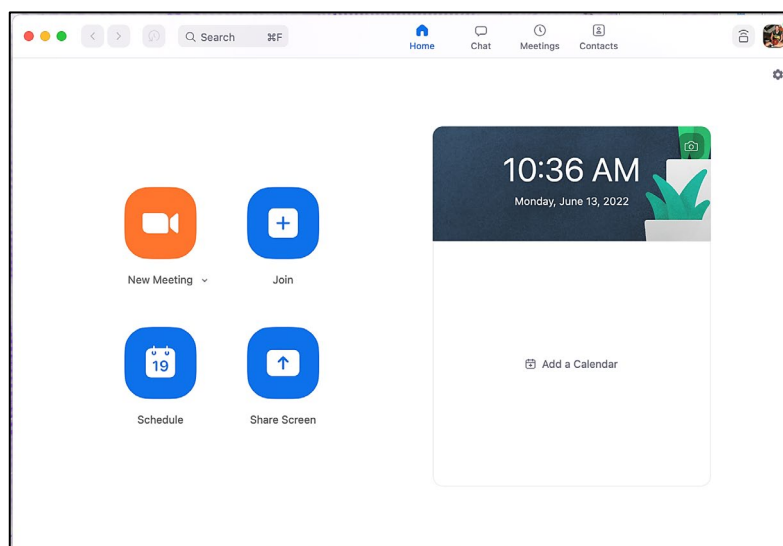
1. Click **Managed Software Center (black & white drawer icon)** on the dock at the bottom of the screen.

2. Select **Update** or **Update All** to update any pending updates.

3. This window may pop up, click **Ok**

4. If the updates have installed, you may exit out of the Managed Software Center.

==Let us know if you have any questions about your new device. If not, you are done!==

==Remember to visit== ==https://learn.winona.edu/wiki/WSU_Student_Laptop_Distribution_Support== ==online for helpful information.==

==Enjoy your new Macbook Pro.==

2022

TECHNICAL SUPPORT CENTER | TECHSUPPORT@WINONA.EDU | 507.457.5240
Winona State University | Somsen 207 | Winona, MN 55987 | www.winona.edu/technology

30