

Windows Autopilot

Setting up a new device on campus



Windows Autopilot

Quick Start Guide

For the best experience during initial setup, connect your device to power using the provided AC adapter, and turn it on. Alternatively, you can then connect your laptop to the docking station, via a USB-C cable.

This guide will provide you with instructions on how to set up your device for the first-time, using the Microsoft “Out of Box Experience” (OOBE).

1. Select **‘United Kingdom’** as the ‘preferred language’, ‘region’, and ‘keyboard layout’.
2. If you have not connected to the wired network, you will be instead prompted to connect to Wi-Fi.

If you are connecting to Wi-Fi via **Eduroam** on-site, include **‘@derby.ac.uk’** after **your staff number**.

3. Enter your **‘Staff ID with @derby.ac.uk’** and **password** when prompted.

During this step, you may receive a multi-factor authentication prompt.

4. Please wait for the device to finish provisioning. During this step, **the device may restart** and could take some time. You should not roam / move your device whilst this completes, and must remain plugged in.
5. Once the Out of Box Experience has ended, the ‘sign in’ screen will appear.
6. Sign into the device using your University of Derby email address and password.

Additional applications such as Office 365 (Word & Excel) will be installed in the background as you use the device. However, for specialized applications and printing, you will be able to install these on Company Portal.

Use Windows Start Menu or Search bar to look up Company Portal

