# DSS Laptop Setup Instructions

- Please follow these steps to log in to your new Agency-issued laptop and access your email.
- Please refer to the "VPN Windows Instructions" document to set up Remote Access (VPN) to your work desktop.

> If you experience any technical issues, please submit an incident form at the following link: https://bit.ly/2Vhy1P9. Login with your full DSS/HRA email address and password (the same password you used to log in to your computer at work). Fill in the required fields in the form, write "DSS Laptop Setup" in the box labeled "Short description of issue", add additional information in the next box, attach any screenshots of the error, & click Submit.

- o **Step 1:** Remove the laptop from the box. Take the battery and charging cable out of the separate compartment in the box. Plug the laptop in to charge it.
- o **Step 2:** Power the laptop on using the power button on the right side of the keyboard, and press "OK" on the start screen.
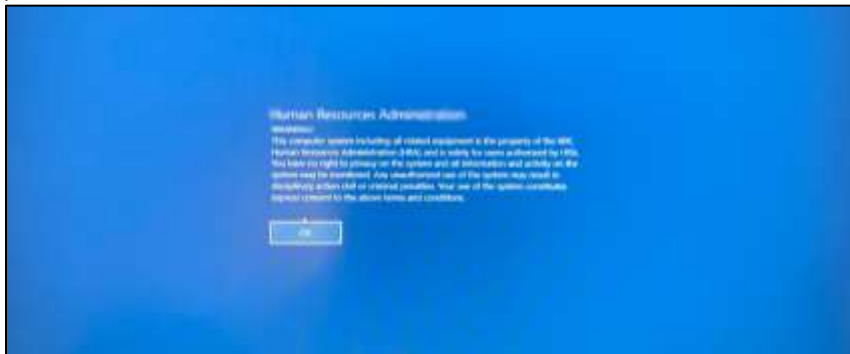
- o **Step 3:** On the bottom left of the screen, click "HRA" to select the proper login account. (*note*: this may already be pre-selected)
  - o **Step 3a:** If "HRA" is not an available option, select "Other User," enter .\HRA in the username field, and enter Password1 in the password field as shown in **step 4**.
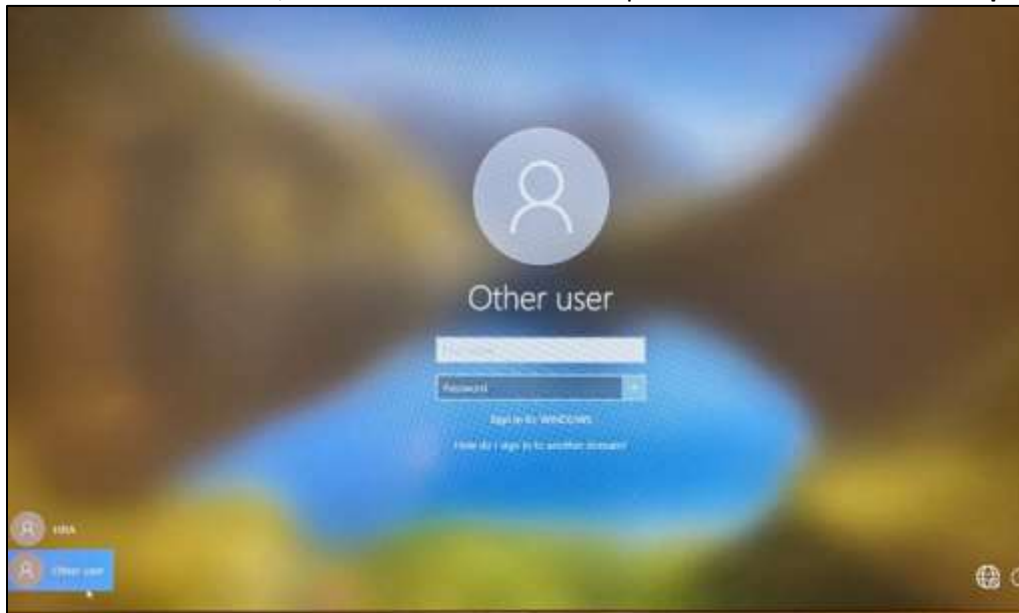
o   ***Step 4:*** Enter **Password1** in the Password field (*note*: **hra** is the username).

o   ***Step 5:*** On the bottom right corner of the screen, click the icon to select and connect to an available WiFi network.

o   ***Step 6:*** Click on one of the available browsers to access Outlook 365 for email. Office 365 is available for all staff.

o   ***Click*** for Google Chrome

o   ***Click*** for Microsoft Edge

- ***Step 6a:*** Enter https://outlook.office365.com in your preferred browser.
- ***Step 6b:*** Enter your full email address (i.e.: smithj@dss.nyc.gov in the pop-up box and click the "Next" button

- ***Step 6c:*** Enter your password (note: the same one you use to log in to your computer at work), and click the "Sign In" button

- ***Step 6d:*** Office 365 will automatically load with a view of your inbox. You can scroll through, click on your emails, and access your Outlook folders in the left menu navigation just as you do at work.