EMBA Class of 2022 Microsoft Surface Configuration for Students

General

Instructions for final configuration with the student that is to use the device after deployment wizard is run and the steps on EMBA 2022 Surface Pro configuration checklist are completed.

Get Help

The Service Desk is located on the Lower Level in room L420 and is open from 8:00am-5:00pm Monday-Friday during the academic year. Take the elevator or stairs closest to the Career Development Office on the back-right side of the building, looking from Whitney Ave. We offer 24/7/365 service. The main Help Desk phone number is 203-432-7777. After 5:00pm reach a live technician at the Yale ITS Help Desk by pressing 1 during the voicemail greeting. Otherwise leave a voicemail and an SOM technician will contact you during the next business day. Sending an e-mail to somit@yale.edu will automatically open a ticket.

Surface hardware specifications:

Surface Pro 7 Core i5-1035G4/16GB/256GB SSD/ax/BT/2xWC/12.3” PS MT/W10P. You will be provided a carrying case for device and accessories. Accessories include the AC adapter, Surface Pen, Type Cover Keyboard, and Bluetooth Mouse. The Surface Pen takes a single Quadruple A (AAAA) battery. The Bluetooth mouse has a power switch on the bottom. The Surface Pro has battery life up to 13.5 hours in ideal conditions. Battery life will vary significantly depending on settings and usage. Demanding tasks including data processing, having many programs open, gaming, and video streaming will significantly reduce battery life. When you select Start/Shutdown, wait for the machine to completely shut down to lights out on the keyboard. If not, the machine remains on and the battery continues to drain. Warranty is for hardware failure not drop or liquid damage.

User Configuration

Set local machine password

1. Press CTRL+ALT+DEL
2. Select change a password
3. When prompted for your old password leave it blank.
4. Enter a new password twice and hit enter
5. Select OK

You will need to connect the Surface Tablet to your home/office internet service to complete the steps below.

Configure Kindle

The Kindle App is where you will access your course textbooks. Double click the Kindle desktop icon and sign into your Amazon account.

1. Click the Start Menu, type Kindle and launch the Kindle app
2. Enter the email and password that you original used to setup your Kindle app
3. Click Sign In

Activate Office

Our version of Microsoft Office activates using your Yale account instead of a serial number.

1. Click the Start Menu, type Word, and launch the Word app
2. An “Enter your product key window” should appear
3. Click “Sign in with an active account instead”
4. Enter Yale email address and click Next
5. If prompts, click Work or school account
6. Enter password

Configure Outlook

1. Open Outlook
2. On Welcome to Outlook screen enter your Yale email address and then click Connect
3. On “Account setup is complete” screen uncheck “set up Outlook Mobile” then press OK
4. Outlook will set up a local copy of your account
5. Leave Outlook open

Configure OneDrive for Business
OneDrive is a cloud file hosting service. The OneDrive for Business app syncs your OneDrive account to your Surface, allowing you to manage files on the account without using the website.

1. Click the Start Menu and type “OneDrive for Business” and launch program
2. Ready to sync your OneDrive – Yale University documents? Sync Now
3. OneDrive for Business will open folder
4. Synced folder can also be found by clicking File Explorer (Folder icon on taskbar) and then clicking OneDrive – Yale University from left side bar

**Configure Zoom**

1. Click the Start Menu, type Zoom and launch the Zoom app
2. Click Sign In on the next screen
3. Click Sign in with SSO on the right side of the screen
4. Confirm Yale is entered into the field for Company Domain and click Continue
5. Enter your netid and password.
6. Click Login

**Configure Slack**

1. Click the Start Menu, type Slack and launch the Slack app
2. Click Sign In
3. If prompted, click to select the browser you would like to use to sign into Slack
4. Type YaleEnterprise in the field for your workspace before the ".slack.com" and click Continue
5. Click Sign in with Yale NetID
6. Enter your NetID and password and click Login
7. Click I Agree
8. Click Open on the Yale SOM EMBA Students Workspace

**Login to Windows Virtual Desktop Infrastructure (Remote Desktop)**

1. Click the Start Menu, type Remote Desktop. There will be two to select from. Choose Remote Desktop with this icon:
2. Click Subscribe
3. Login with your Yale email address
4. If prompted for Work or Personal account, choose Work account
5. Enter your netid password and click sign in.
6. You will then be presented with any available resources: Choose WVD-SOM and when prompted enter your NetID password

**You will need to connect to the Cisco AnyConnect VPN to complete the remaining configuration steps.**

1. Open Cisco AnyConnect Secure Mobility Client from All Programs
2. When Cisco opens, type in access.yale.edu then click Connect
3. Enter your NetID, NetID password and your NetID password again in the "Second Password" field.
4. Once a connection is established, you will see the following icon in your system tray

**Mersive Solstice Wireless Screen Sharing**

Solstice is a wireless display and screen share software. Many of the conference rooms at Evans hall have wireless displays and you can use Solstice to connect your computer to it for your presentation or for screen sharing purposes.

1. Click the Start button, type Solstice, and click Solstice
2. Click the Settings Cog in the lower left corner of the window
3. Type 172.29.229.133 in the Server IP field
4. Close out of Settings and return to the Discovered Displays tab. You will see active screens to share with

**Log into PaperCut Client and test printing**

PaperCut is Yale’s cloud printing solution. PaperCut allows you to send jobs to a cloud print queue for printing, then retrieve the documents at any printer.

1. Click the start button, type Notepad, and click Notepad when it populates
2. Type “Test” and click File/Print from the top menu
3. Verify SOMPrint-BW and SOMPrint-Color are both available as printing options
4. Select either SOMPrint-BW or SOMPrint-Color and then click Print
5. Enter Username: Yale NetID. Password: Yale password. Select Remember: Always
6. A Print Job Notification popup will appear
7. Under Print job actions select “Charge to shared account” and select EMBA account from dropdown
A popup should appear in the bottom right corner of screen that says, “Attention Your document has been held in a queue.” Once you receive this notification, you can go to any printer in the building, scan your ID, and then release the document to be printed.

**Minitab Registration**

Minitab is a statistics package that automates calculations and the creation of graphs. Yale students have access to a University license. It requires you to be connected to the Yale network. Off-campus you can use it by connecting to VPN.

1. Click the Start Menu and type “Minitab” and launch program
2. Enter Yale email address, First name, Last name and click OK

Once you are able to be on campus:

**Connect to YaleSecure**

1. Click the WiFi icon in the bottom right hand corner of the screen and select YaleSecure
2. Make sure Connect automatically is checked and select Connect
3. Enter yaleNetID
4. Enter Yale password
5. Click Connect