

# MAC SETUP STEPS

## STUDENTS



### WELCOME TO WINONA STATE UNIVERSITY

1	MAC Quick Specs .....	2
2	Setup Your MAC Laptop .....	3
3	Setup Your Primary Email Address .....	10
4	Access Your WSU Email and OneDrive .....	11
5	Activate Microsoft 365 Desktop Apps .....	12
6	Setup the Outlook Desktop App .....	14
7	Sync OneDrive to PC .....	15
8	Setup Zoom .....	17
9	Update All Apps (Software Center) .....	19

#### BEFORE YOU START

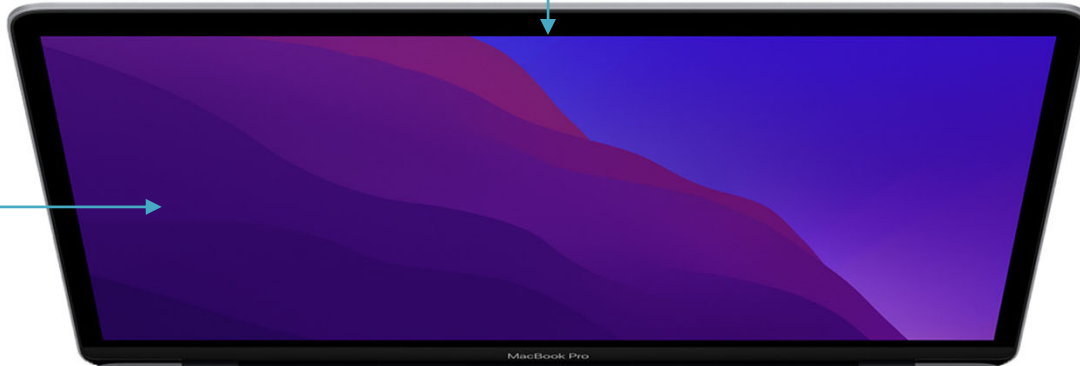
- **Ensure the power cord is plugged into one of the Thunderbolt 3 ports on the left side of your laptop.**
- **Open the lid.**
- **Please follow the instructions on the next pages step-by-step to personalize your laptop.**

# YOUR MAC QUICK SPECS

## STUDENTS



720p HD Webcam & microphone



13.3-inch  
(diagonal) display

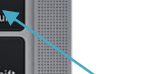
TouchBar



Fingerprint  
reader



Backlit  
Magic  
Keyboard



8GB RAM  
(internal)



Apple M1 chip  
(internal)



256GB SSD  
(internal)



Force-touch trackpad



Headphone jack



x2 - Thunderbolt 3 (USB-C) ports



# SETUP YOUR MAC LAPTOP

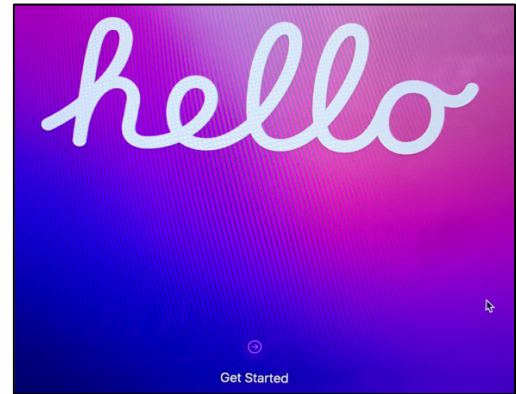
## STUDENTS



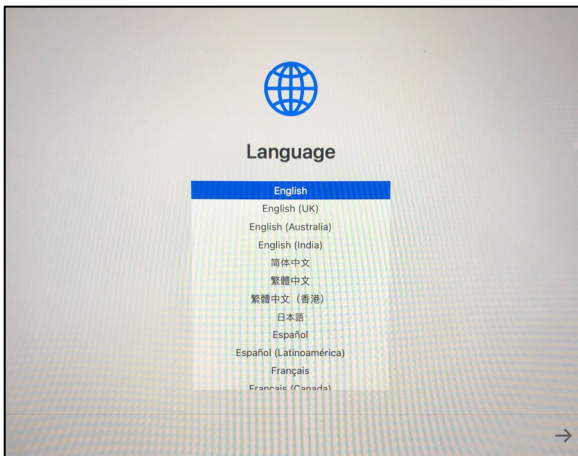
1. Power on your laptop by pressing the **power button (Touch ID button)** at the top-right of the keyboard. If your laptop (Siri) is speaking, you can mute it by using the speaker icons on the Touch Bar.



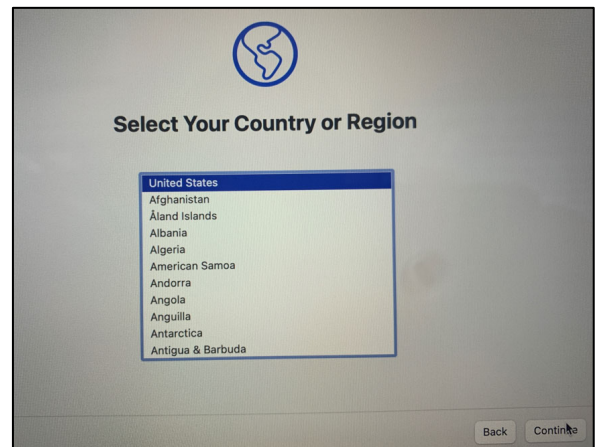
2. Click the **arrow** at the bottom-middle of the purple MacOS "Hello" screen to get started.



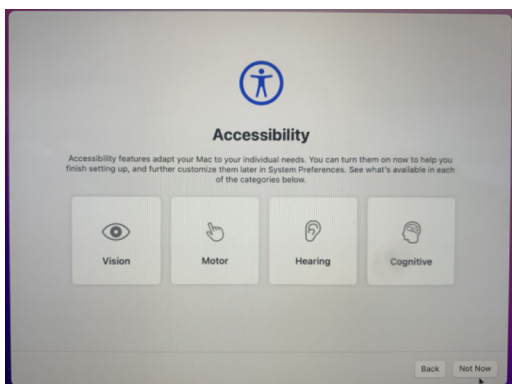
3. Click **English** (this can be changed later) then click the **arrow** at the **bottom-right**.



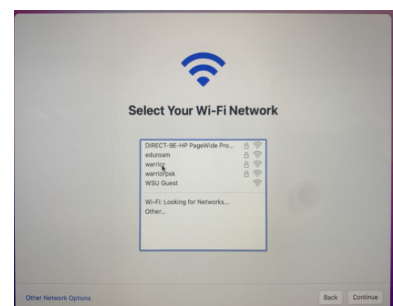
4. Wait for **United States** to pop up to the top of the list then click **Continue** at the bottom-right.



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



6. Connect to a known and trusted nearby Wi-Fi network. If you are on campus, click **warrior**, type your **StarID & StarID password**, then click **Continue**. You will see a pop-up, click **Continue**.



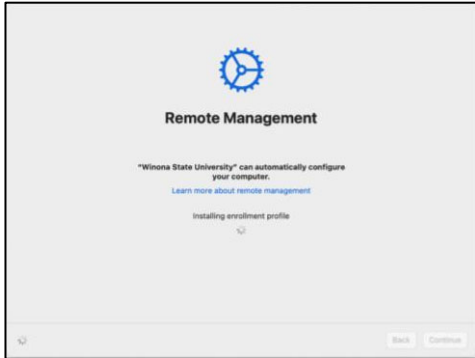


# SETUP YOUR MAC LAPTOP

## STUDENTS

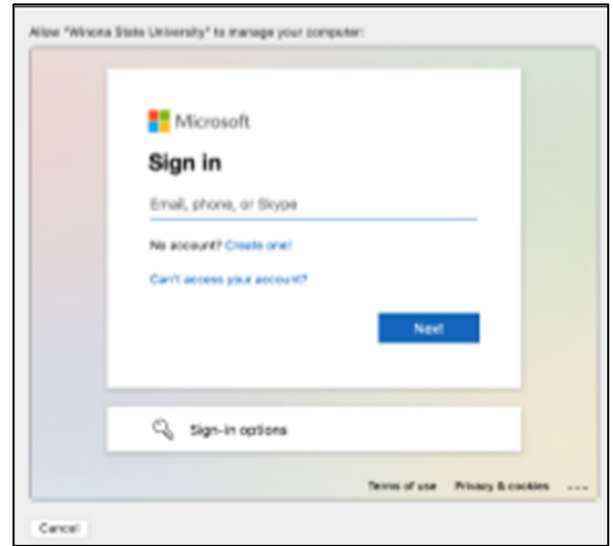


7. Click **Continue** at the bottom-right of the **Remote Management** screen.

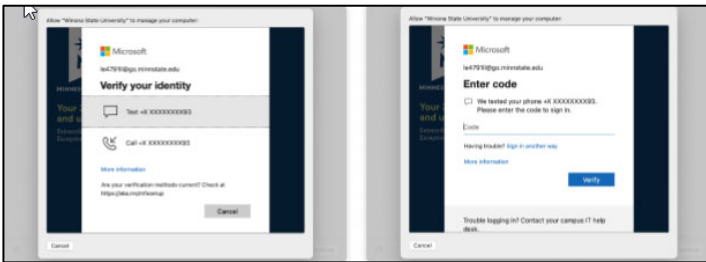


- **NOTE:** If you don't see the **Remote Management** screen, please stop and immediately contact a WSU support technician.

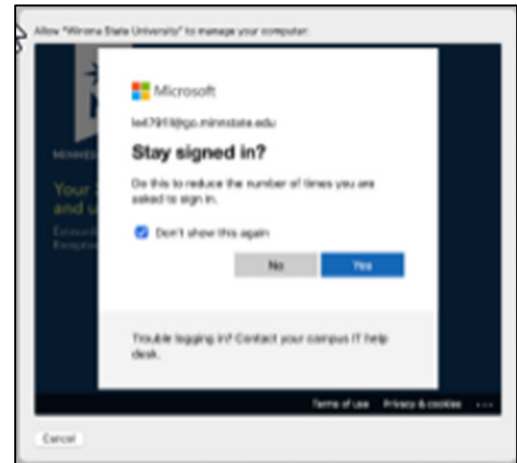
8. Type in your **StarID@go.MinnState.edu**. This is not case-sensitive. Then click **Next**.



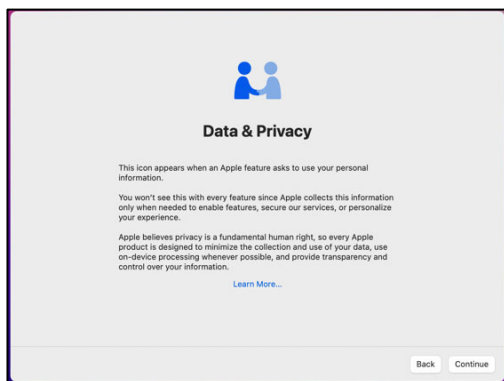
9. Enter your **StarID password** then complete the multi-factor authentication (MFA) challenge when prompted. Click on **Verify**.



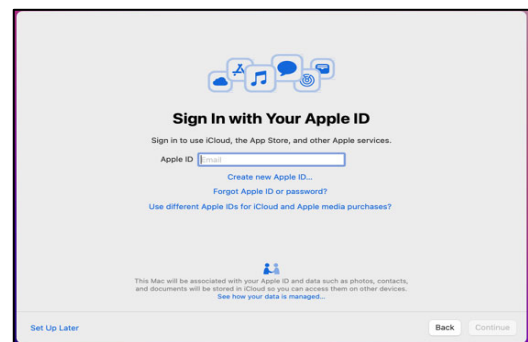
10. Check the box then click **Yes**.



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



12. You can sign in now with your Apple ID or click **Set Up Later** at the bottom-left. We recommend using an Apple ID if you have one.





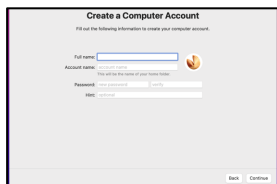
# SETUP YOUR MAC LAPTOP

## STUDENTS

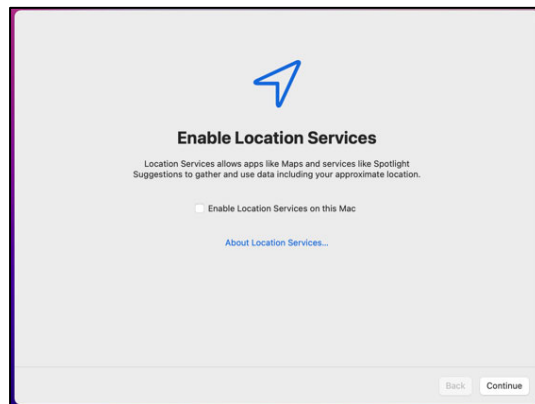


13. On the “Create a Computer Account” screen:

- Enter your full name in the top box. This can be your preferred name or your legal name.
- It will **automatically** fill in the **Account Name** field, **do not edit the Account Name field!**
- Type the password you want to use to log into this laptop. You can use your StarID password or a different password.

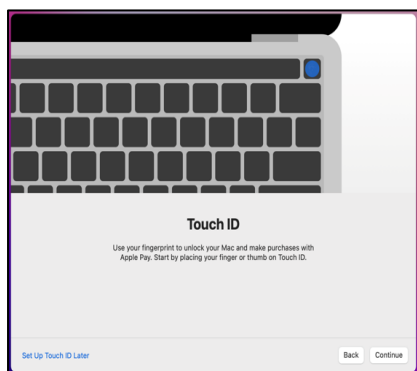


14. Check the **box** to enable location services, then click **Continue**. This can be changed later.

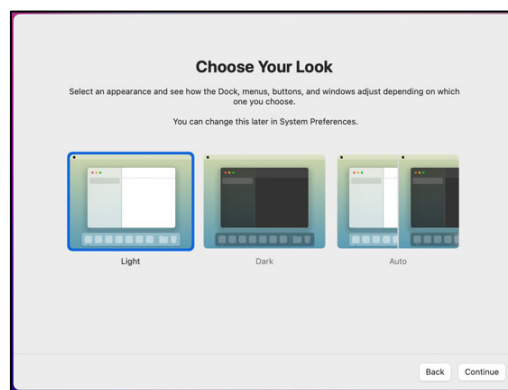


15. Set up **Touch ID** to see fewer password prompts or click **Set Up Touch ID Later**.

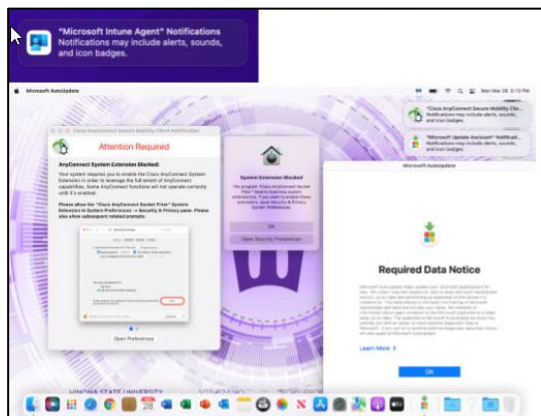
- The **Touch ID sensor** is at the **top-right** of your keyboard, above the **delete** key. Click **Continue** when finished setting up **Touch ID**.



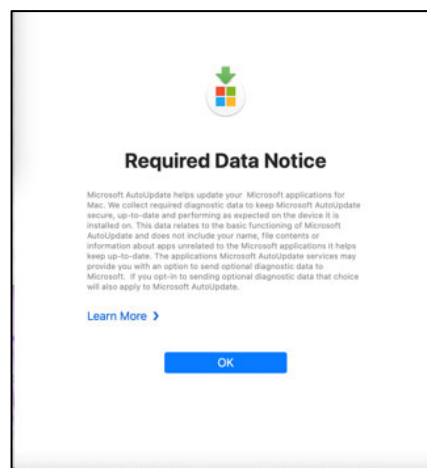
16. Choose your look between **Light mode**, **Dark mode**, or **Auto mode** which is light during the day and dark during the night.



17. You will now see the MacOS desktop, and you may see these pop-ups and notifications.



18. It may take a couple minutes for all the notifications to appear. Please be patient. Click **OK** on Microsoft’s “Required Data Notice.”





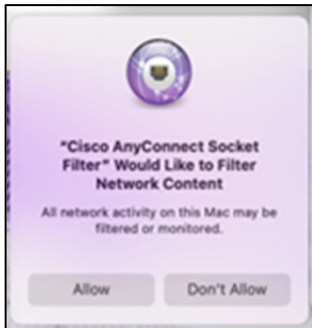
# SETUP YOUR MAC LAPTOP

## STUDENTS

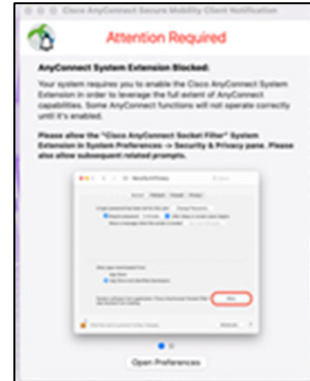


19. Click **Allow** on the Cisco AnyConnect pop-up and/or the Malwarebytes pop-up.

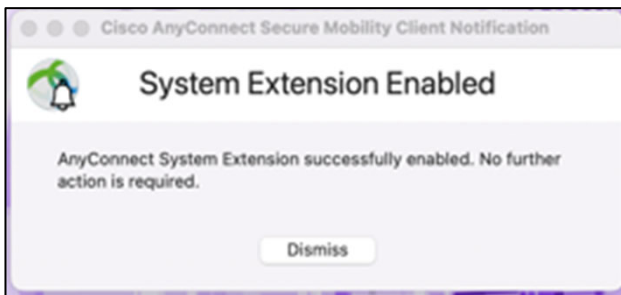
**NOTE:** not all users will see the pop-ups in steps 19-22. If you don't see them, skip to step 23.



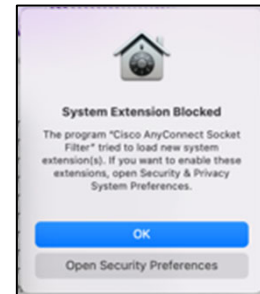
20. On the "Attention Required" screen click **Open Preferences**, then click the **lock symbol** at the **lower-left**, then click **Allow**. Click **Allow** on the subsequent pop-up box as well.



21. After a moment, click **Dismiss** on the "System Extension Enabled" box.



22. On the "System Extension Blocked" screen, click **OK**.

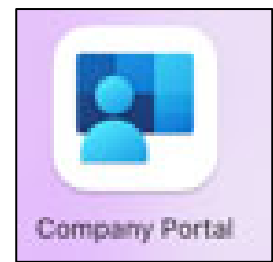
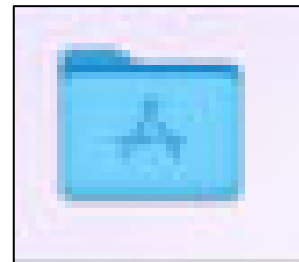


23. The pop-ups above may appear randomly throughout the rest of the setup process. The timing of these notifications varies. Just read them then clear them out as they pop-up.

If you see banner notifications at the top-right of your screen, read them quickly before deciding what to do with them.

You're halfway done with setup, keep going! 😊

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



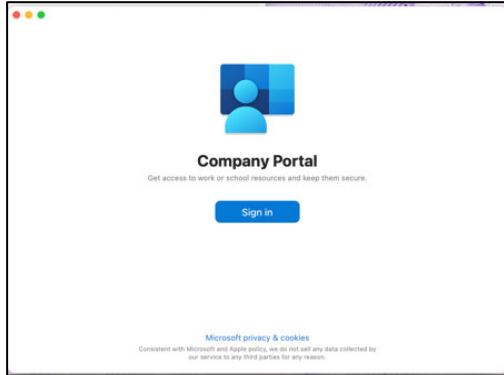


# SETUP YOUR MAC LAPTOP

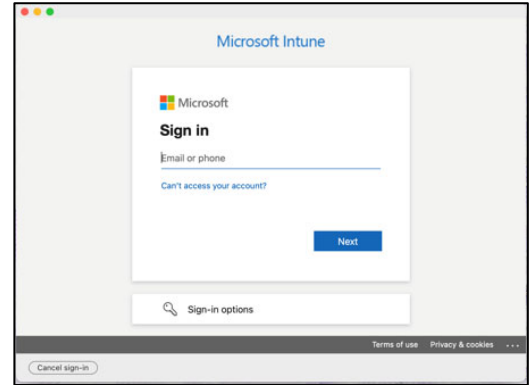
## STUDENTS



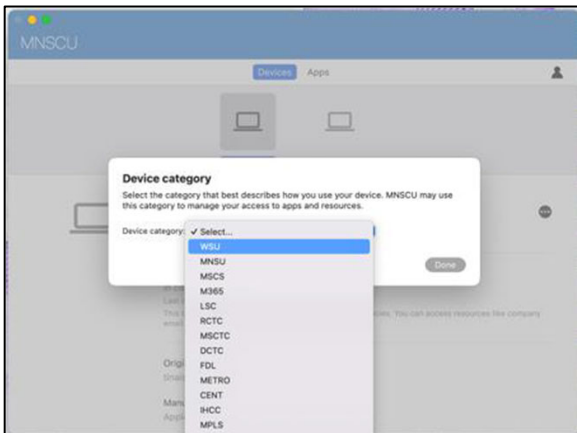
25. Click the blue **Sign In** button in the Company Portal app.



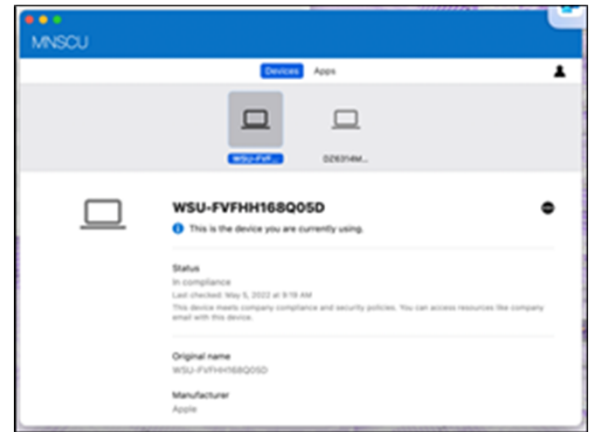
26. Sign in with your **StarID@go.Minnstate.edu** & your **StarID password** then click the blue **Next** button.



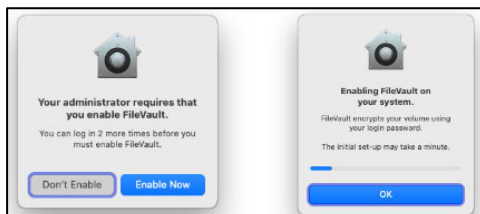
27. Click the dropdown box, click **WSU**, then click **Done**.



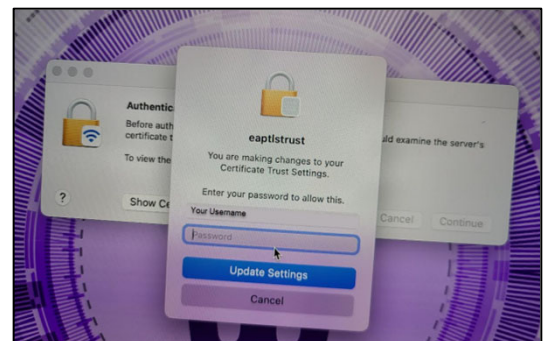
28. On the next screen click the three dots on the right then click **Check Status**. Give it a few minutes to check in. You can disregard any errors.



29. 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 so, click **Enable Now**, then enter your **laptop password**. If it doesn't accept your password right now, that is ok. It will just ask again later.



30. If you are on campus, you'll be asked to re-authenticate to the **warrior** Wi-Fi network. Enter your **StarID password** or use **Touch ID**.



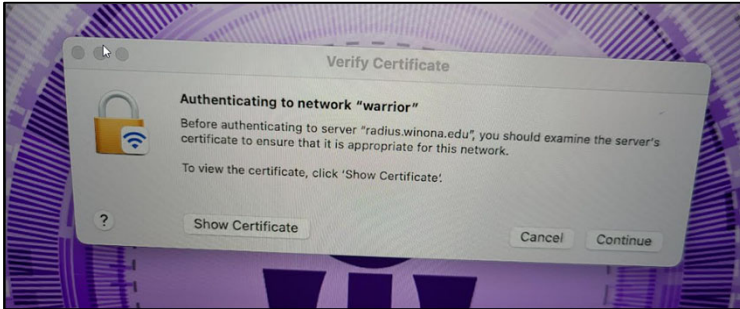


# SETUP YOUR MAC LAPTOP

## STUDENTS

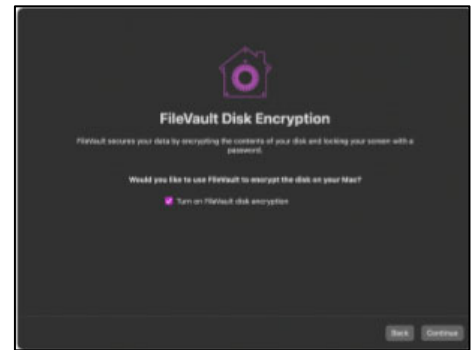


31. Click on **Continue** and warrior Wi-Fi will automatically reconnect after a few seconds.



32. You may be prompted again to **enable FileVault** when you log in. FileVault is required on all Macs and will continue to prompt at every reboot until you enable it.

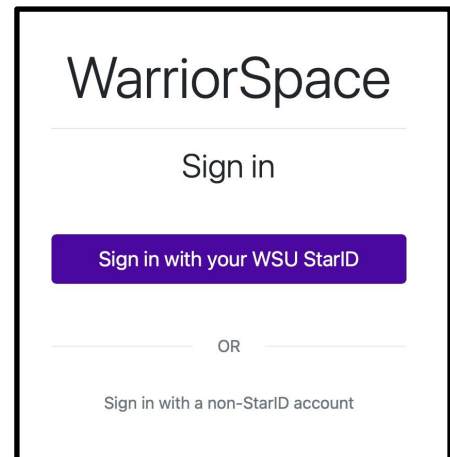
**Reminder:** Your laptop should be plugged in to the power cord during this setup process.



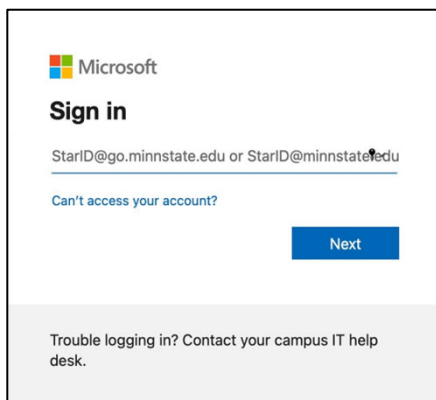
33. Click the **purple W** icon at the bottom of the screen. It may take a few minutes to appear. Clicking it will open the eWarrior Technology Agreement website. Click the link that is circled in the picture below.



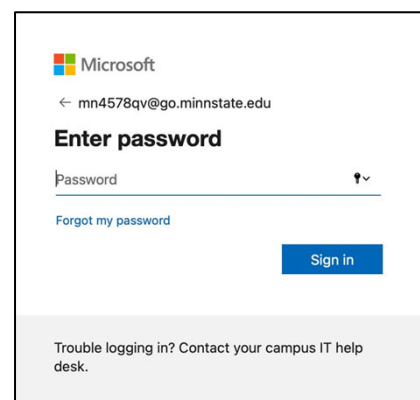
34. Click **Sign in with your WSU StarID**.



35. Type your **StarID@go.minnstate.edu**



36. Type your **StarID password**.







# SETUP YOUR MAC LAPTOP

## STUDENTS



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

Microsoft  
mn4578qv@go.minnstate.edu

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

Don't show this again

Trouble logging in? Contact your campus IT help desk.

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

I have read and agree to the terms and conditions above.

39. Restart your computer one final time. If you see the FileVault window again, try your password again. If you don't see the FileVault window, then just sign in like normal. If you don't see any more pop-ups or prompts, then your set up is complete!

**Your administrator requires that you enable FileVault.**  
You can log in 2 more times before you must enable FileVault.

**Enabling FileVault on your system.**  
FileVault encrypts your volume using your login password.  
The initial set-up may take a minute.

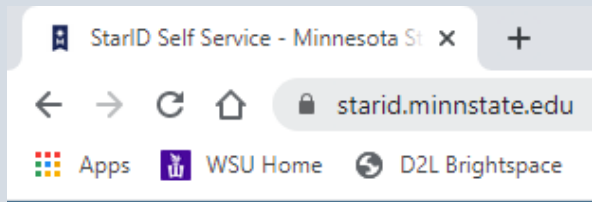
**FileVault Disk Encryption**

FileVault secures your data by encrypting the contents of your disk and locking your screen with a password.

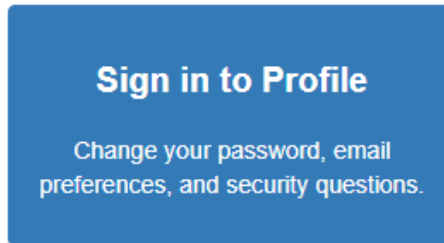
Would you like to use FileVault to encrypt the disk on your Mac?

Turn on FileVault disk encryption

# SETUP YOUR PRIMARY EMAIL ADDRESS



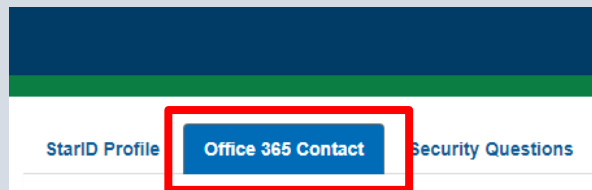
1. Double click the **Google Chrome** browser to open it. Type **StarID.minnstate.edu** in the address bar and press enter.



2. Click on **Sign in to Profile**.



3. **Type** in your **StarID** and **password**.



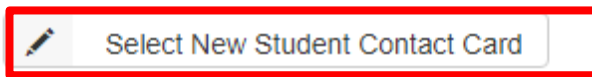
4. At the top of the page click **Office 365 Contact**.

## Student Contact

Winona State University

Primary email: [tori.wick@go.winona.edu](mailto:tori.wick@go.winona.edu)

5. Ensure your primary email address is either **FirstName.LastName@go.winona.edu** -----OR-----  
**UserName@winona.edu**



Winona State University

[ci6965ka@winona.edu](mailto:ci6965ka@winona.edu)

[FirstName.LastName@winona.edu](mailto:FirstName.LastName@winona.edu)

6. If you need to change your primary email address click **Select New Student Contact Card**, then click the correct email address

# ACCESS YOUR WSU EMAIL & ONEDRIVE

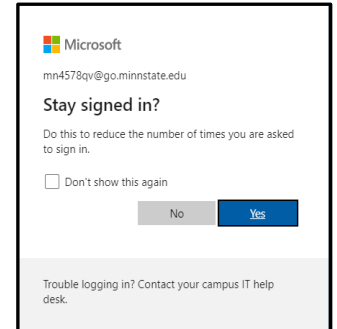
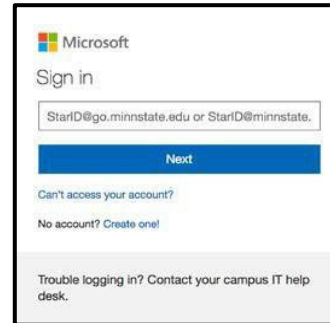


- Please follow these instructions to ensure you can access your WSU email and OneDrive.

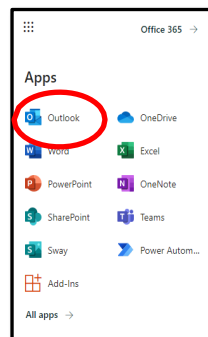
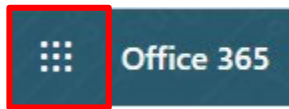
1. Open **Chrome** Browser. Click the **WSU Email** bookmark.



2. Type your **StarID@go.minnstate.edu** then click **Next**. Type your **password** then click **Sign in**.

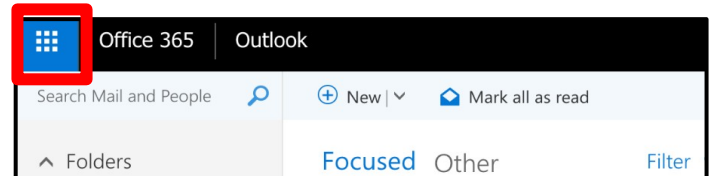


3. Click the app launcher icon to go to Applications.



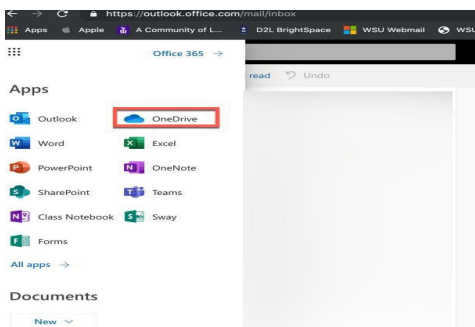
Now you are logged into your Office 365 account. To access your email, click **Outlook**.

4. To get back to Office 365 click the square blue app launcher icon.

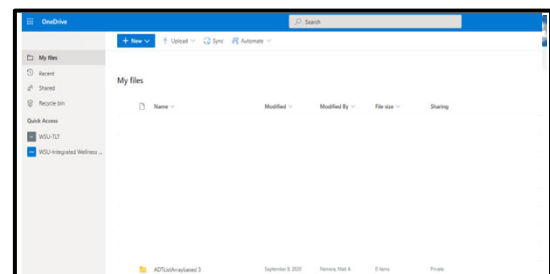


Please send an email to your WSU email address and make sure you receive it.

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.



6. 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.



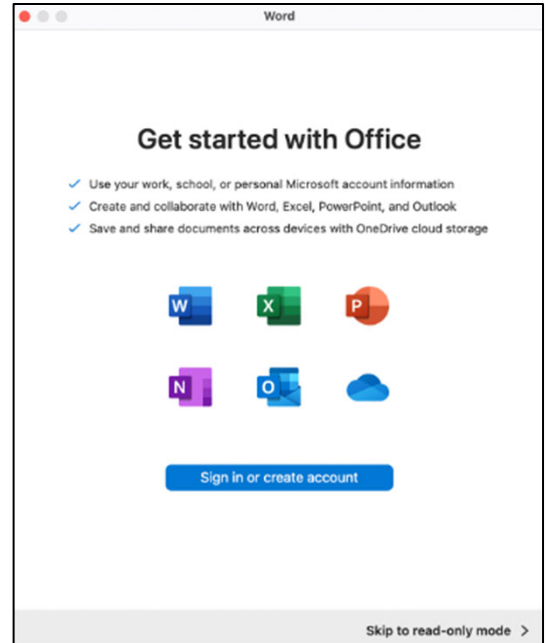
# ACTIVATE OFFICE 365 DESKTOP APPS - MAC



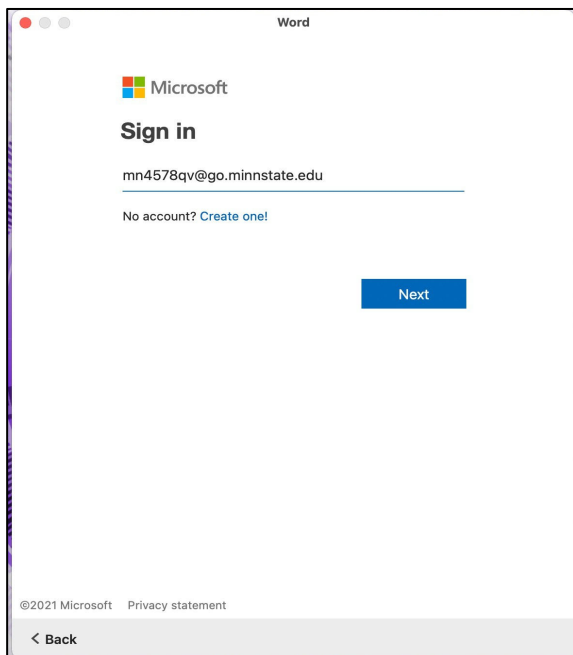
1. Click the **Microsoft Word (blue W icon)** in the dock at the bottom of the screen.



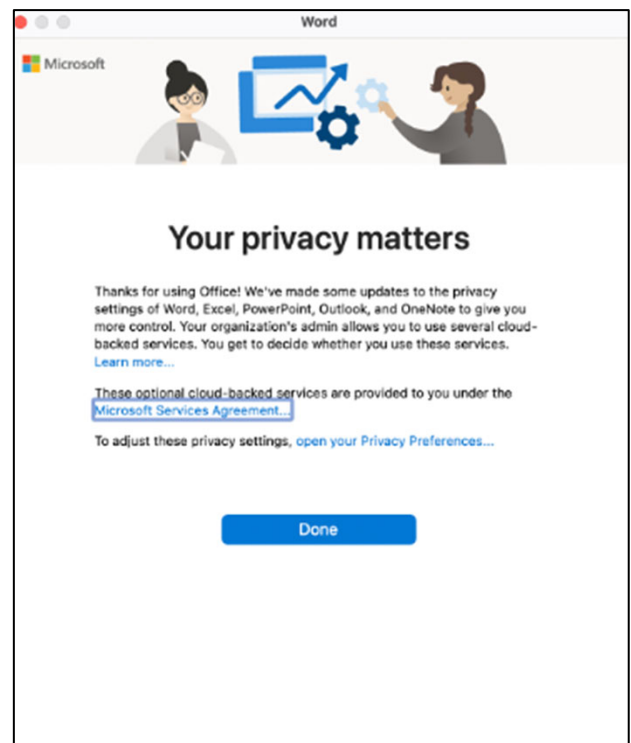
2. Click Sign in or create account.



3. Type your **StarID@go.minnstate.edu**. Click **Next**, type your **Password**, then click **Sign In**. You may be asked to authenticate MFA.



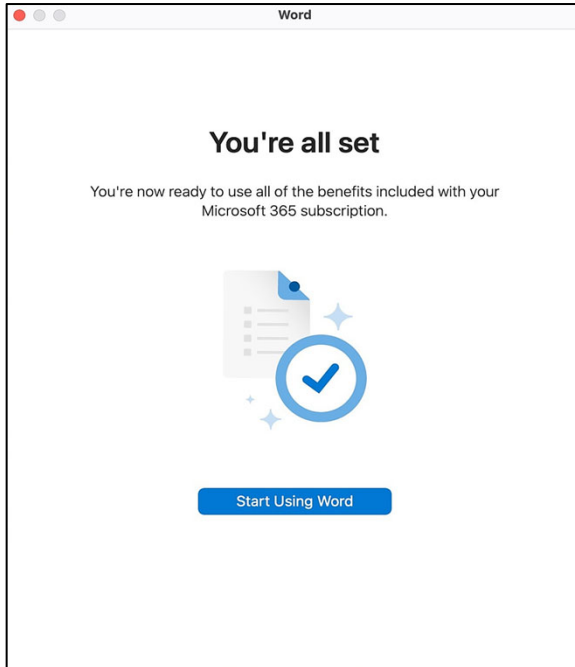
4. Click **Done**.



# ACTIVATE OFFICE 365 DESKTOP APPS - MAC



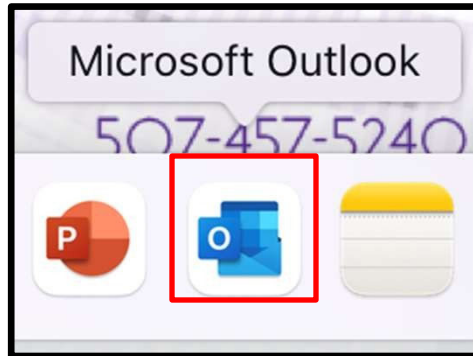
## 5. Click **Start Using Word**.



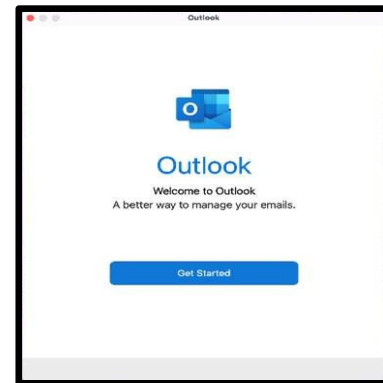
# SETUP OUTLOOK DESKTOP APP - MAC



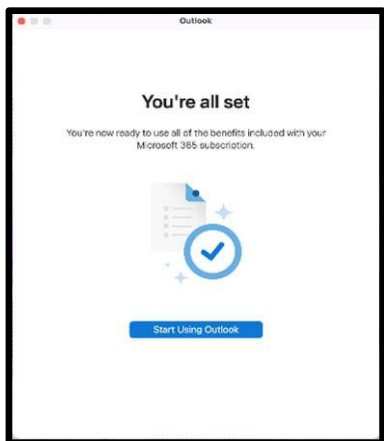
1. Click Outlook (blue O icon) in the dock at the bottom of the screen.



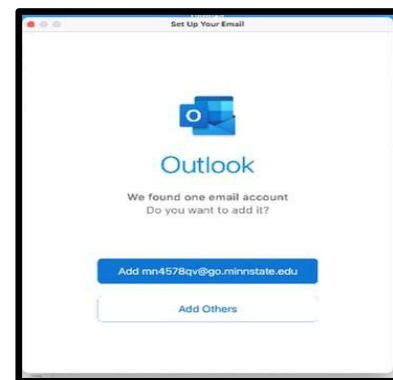
2. Click **Get started**.



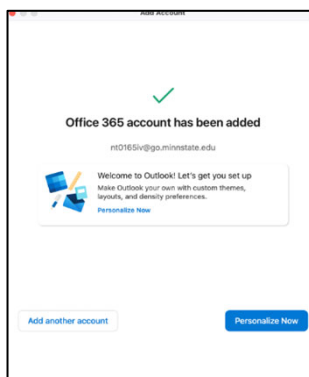
3. Click **Start Using Outlook**.



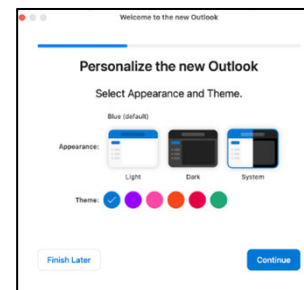
4. If you've already set up Office 365 you should see your account here. Click the **blue box**. If prompted type your **StarID @go.minnstate.edu**



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**



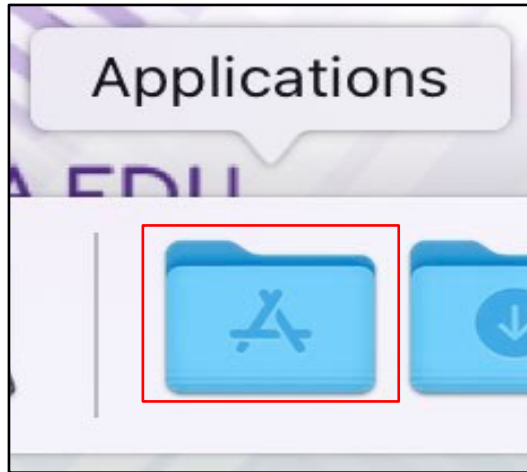
Now you can test if Outlook is working. Click **Outlook** and send an email to your own email address. If you receive the email from yourself, you can continue.



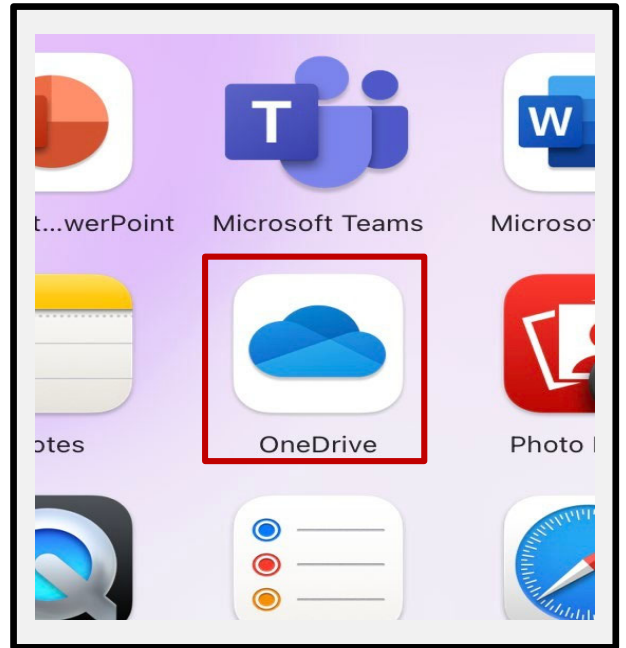
# ONEDRIVE SYNC - MAC



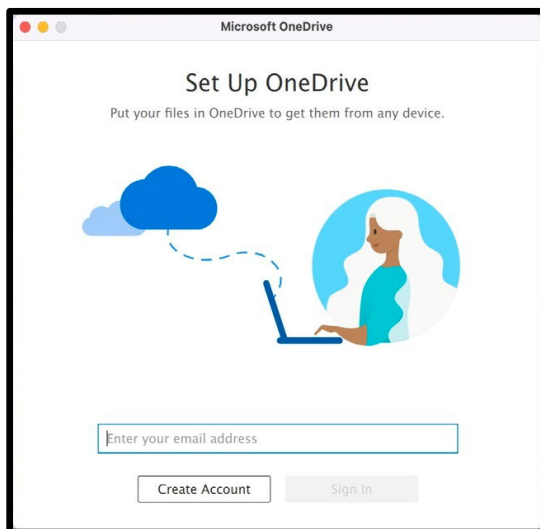
1. Click on **Applications** (blue folder icon) on the dock at the bottom of the screen.



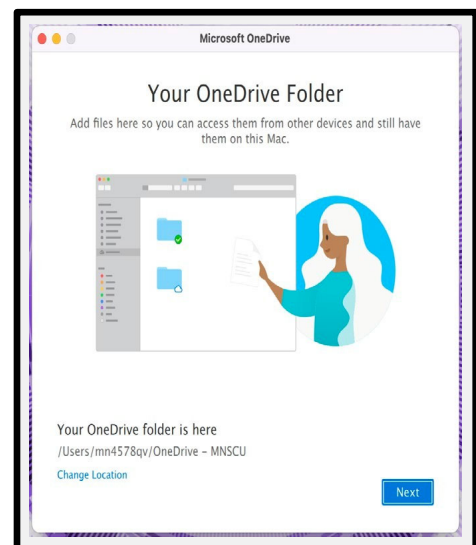
2. Click on **OneDrive** (blue cloud icon).



3. Type your **StarID@go.minnstate.edu** then click **Sign In**.



4. Click **Next**.

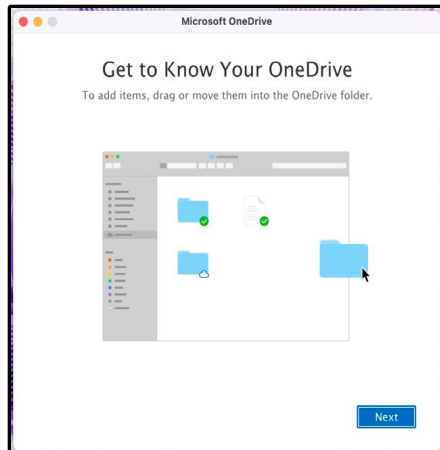




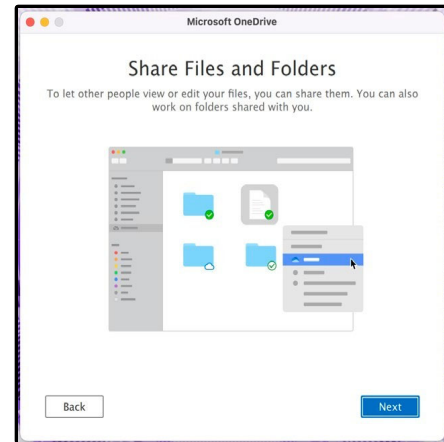
# ONEDRIVE SYNC - MAC



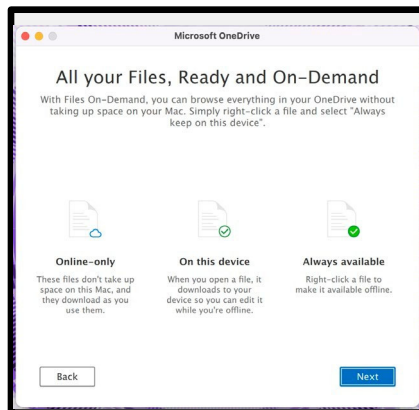
5. Click **Next**.



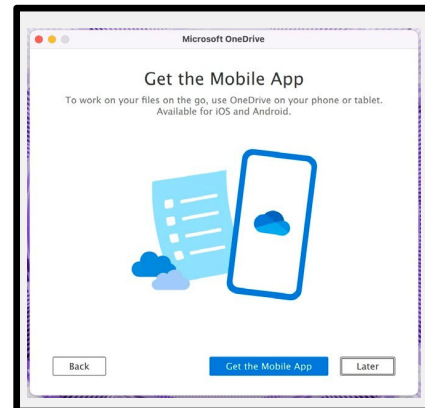
6. Click **Next**.



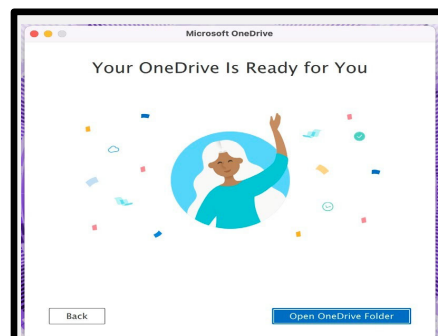
7. Click **Next**.



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



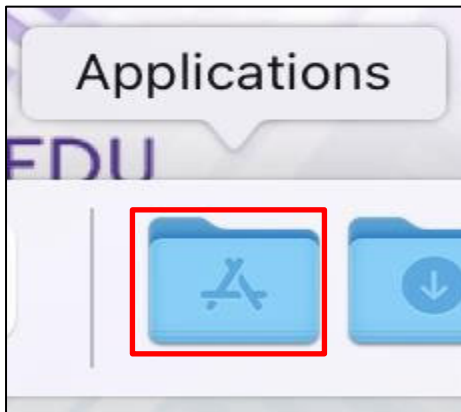




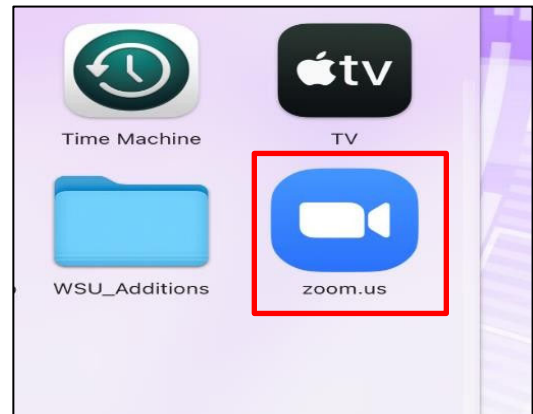
# SETUP ZOOM - MAC



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



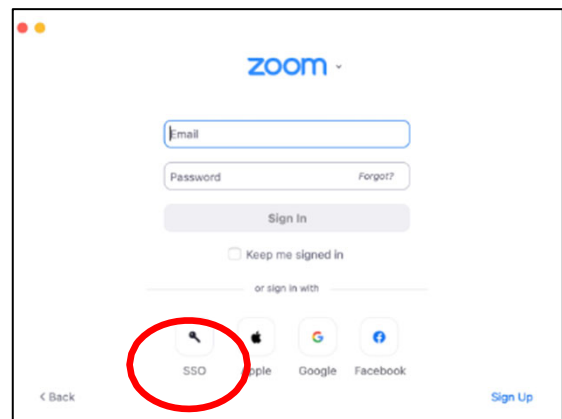
2. Click on **Zoom.us.**



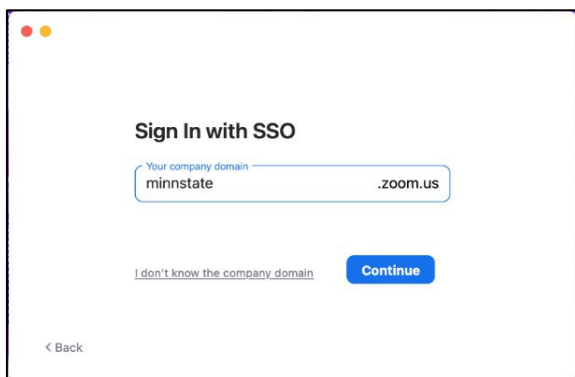
3. Click **Sign In.**



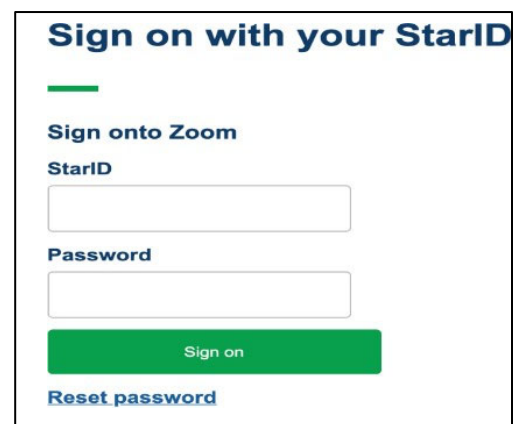
4. Click **Sign in with SSO.**



5. Type **minnstate** then click **continue.**



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

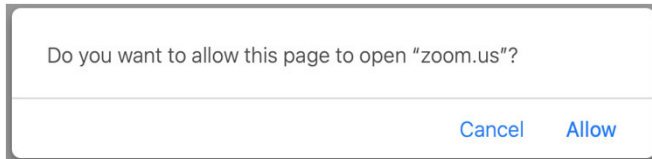




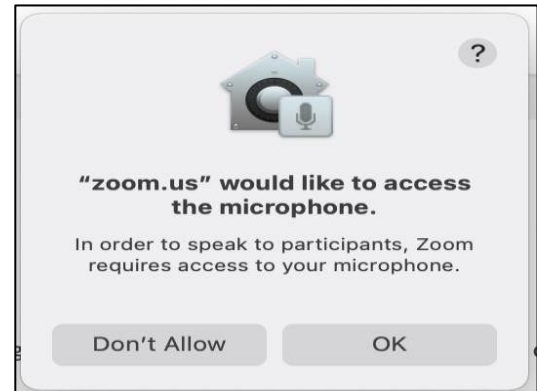
# SETUP ZOOM - MAC



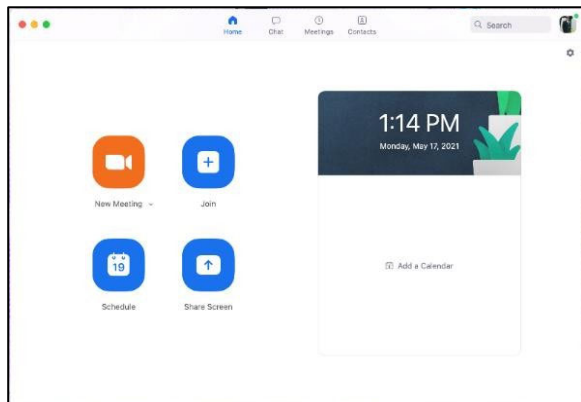
7. Click **Allow**.



8. Click **OK**.



9. You now have full access to Zoom!



# UPDATE ALL APPS

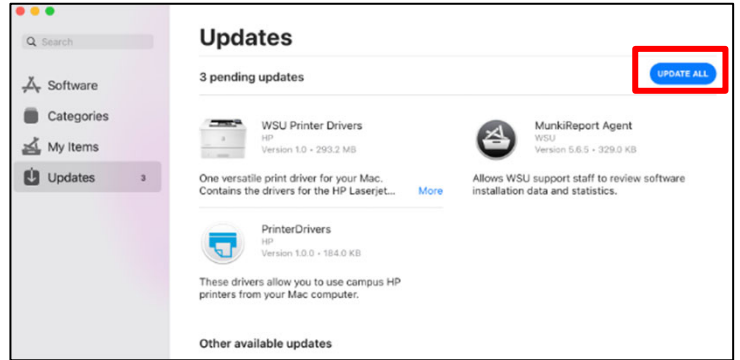
## SOFTWARE CENTER



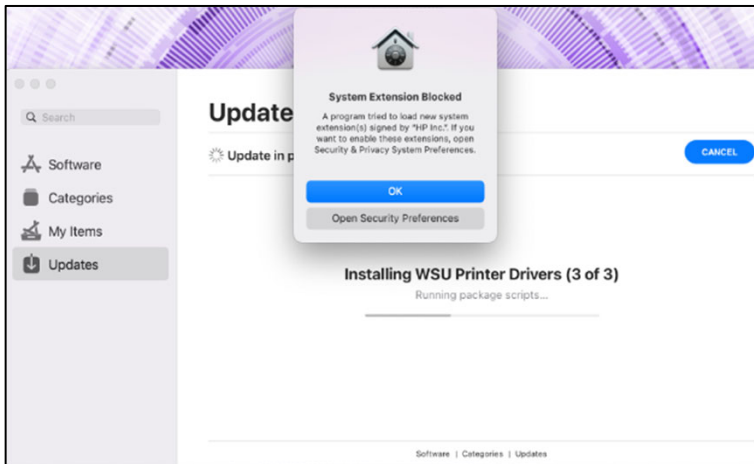
1. Click **Managed Software Center (black & white drawer icon)** on the dock at the bottom of the screen.



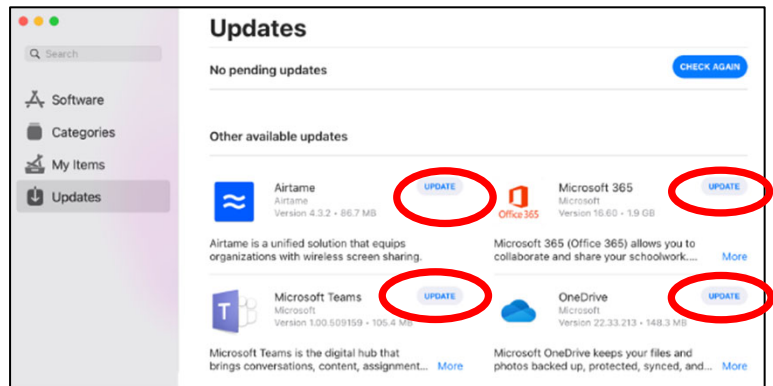
2. Click **Update All**.



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



4. Click **Update** on the few apps in the **Other available updates** section.



5. Once you are done with that, you can exit out of Managed Software Center