



MAC SETUP STEPS



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WELCOME TO WINONA STATE UNIVERSITY

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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

Backlit Magic
Keyboard

8GB RAM
(internal)

Apple M1 chip
(internal)

256GB SSD
(internal)

Force-touch trackpad



Headphone jack



2 - Thunderbolt 3 (USB-C) ports

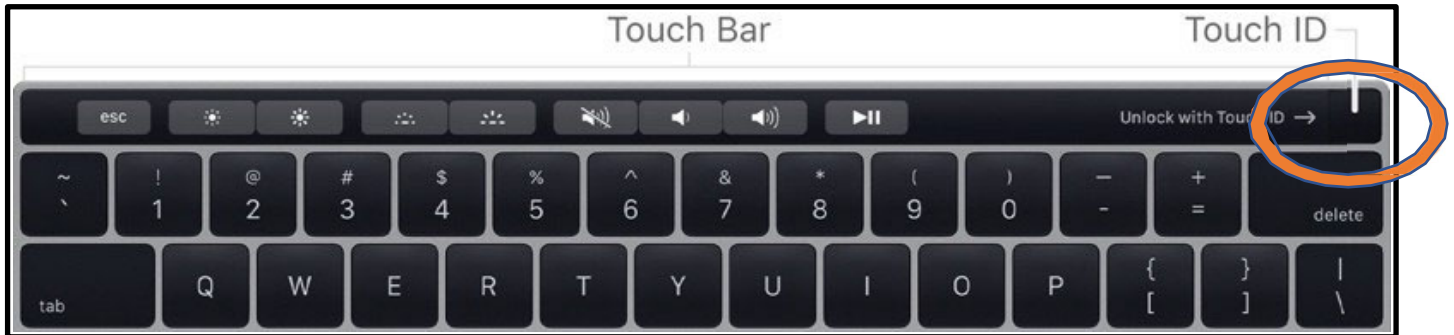


SETUP YOUR MAC

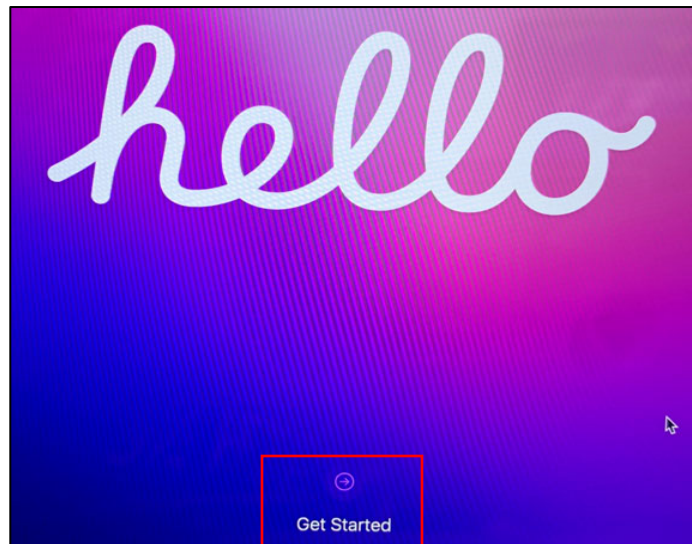
STUDENTS



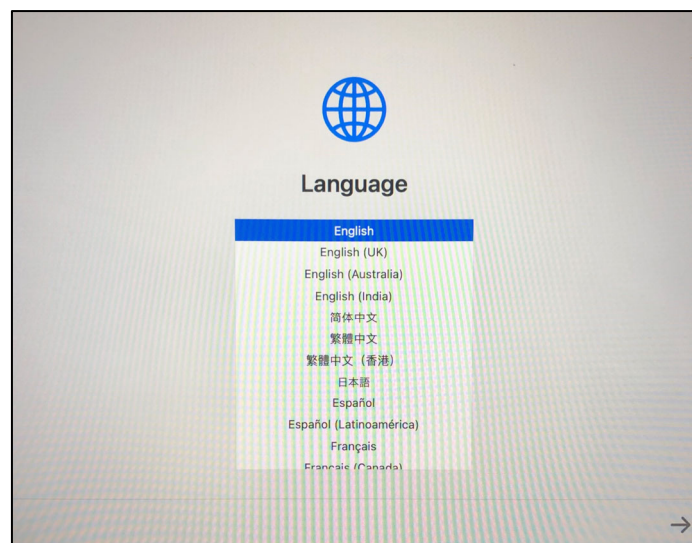
1. Power on your laptop by pressing the **power button (Touch ID button)** at the top-right of the keyboard. If your laptop (Siri) is speaking, you can mute it by using the speaker icons on the Touch Bar.



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**.



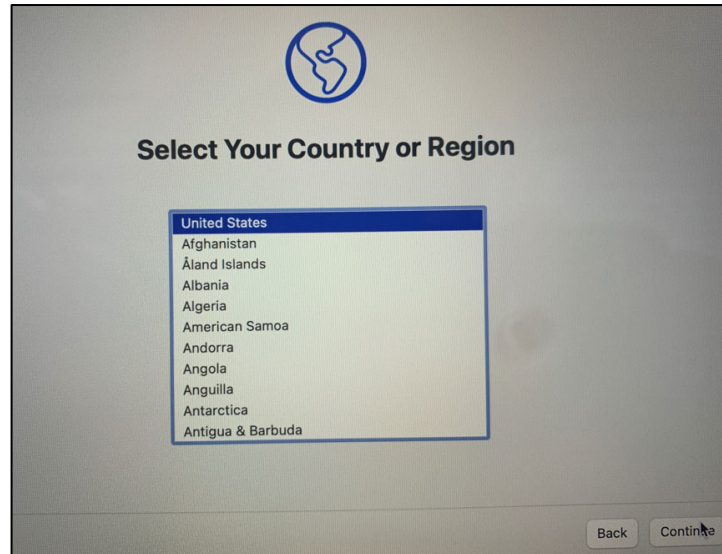


SETUP YOUR MAC

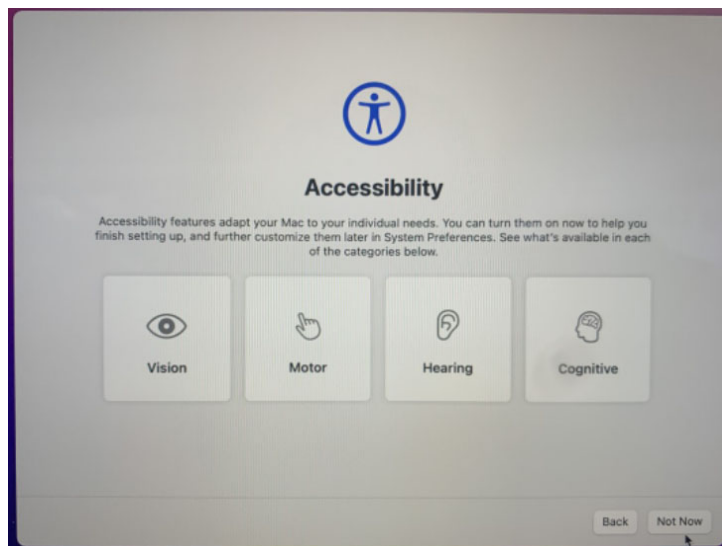
STUDENTS



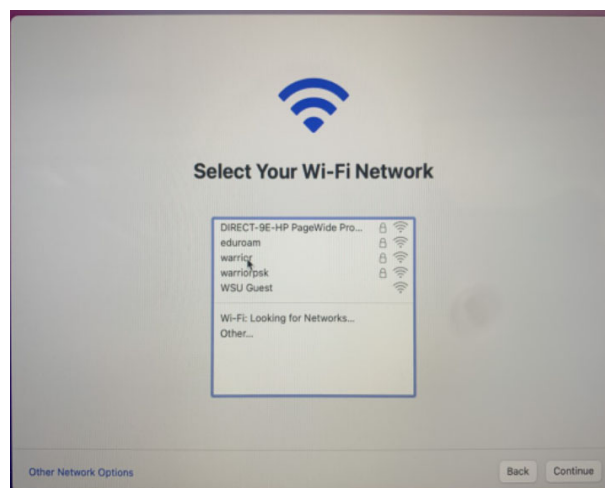
4. Wait for **United States** to pop up to the top of the list then click **Continue** at the bottom-right.



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**.





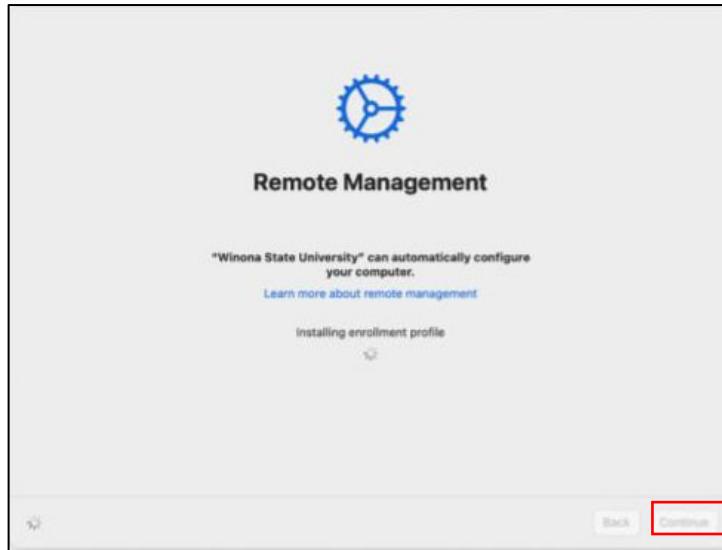
SETUP YOUR MAC

STUDENTS

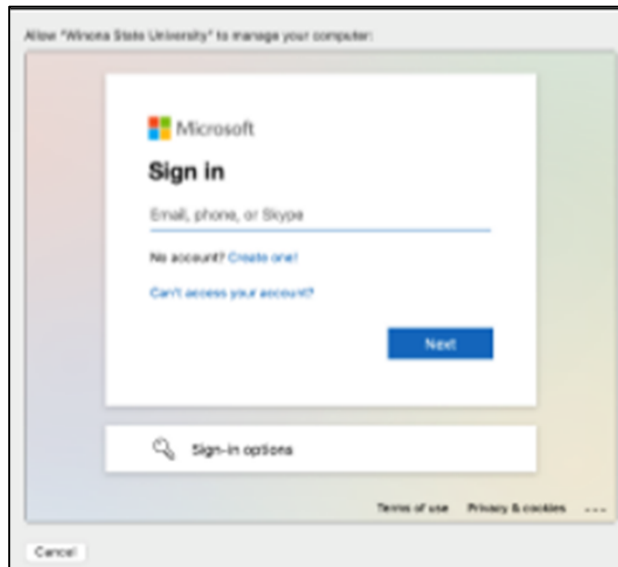


7. Click **Continue** at the bottom-right of the **Remote Management** screen.

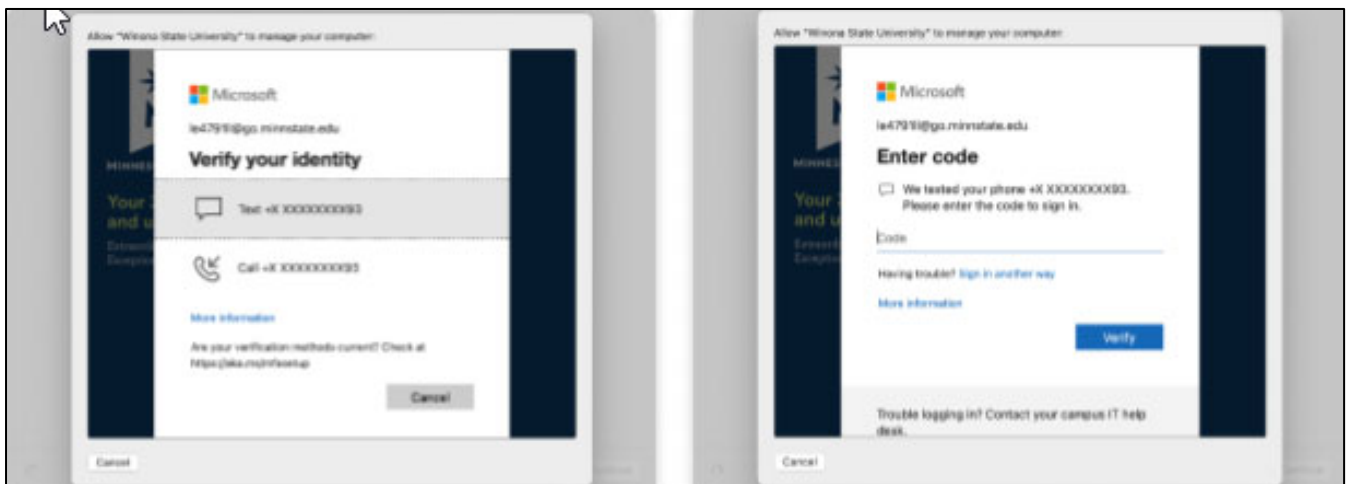
NOTE: If you don't see the **Remote Management** screen, please stop and immediately contact a WSU support technician.



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**.



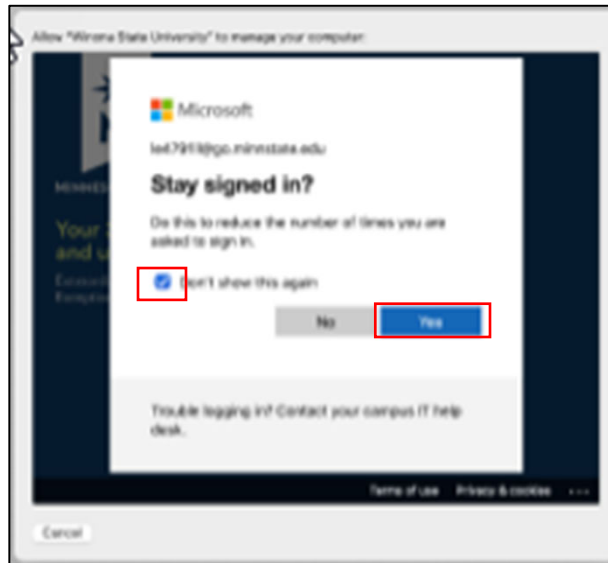


SETUP YOUR MAC

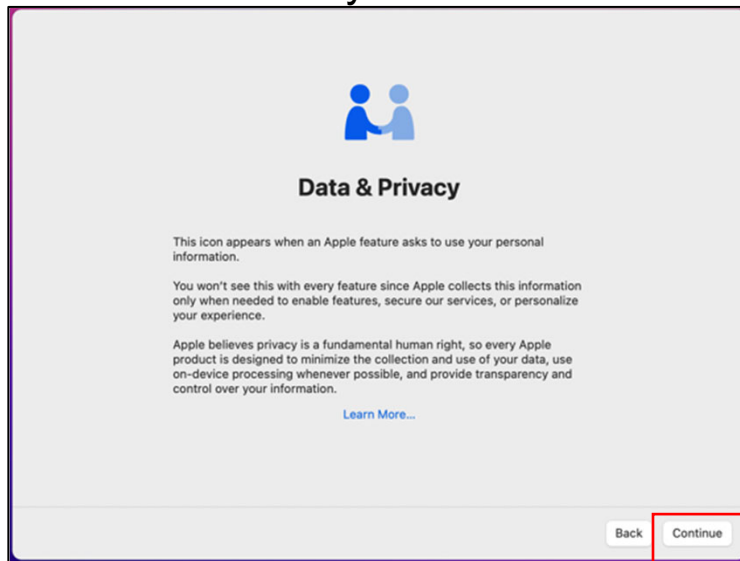
STUDENTS



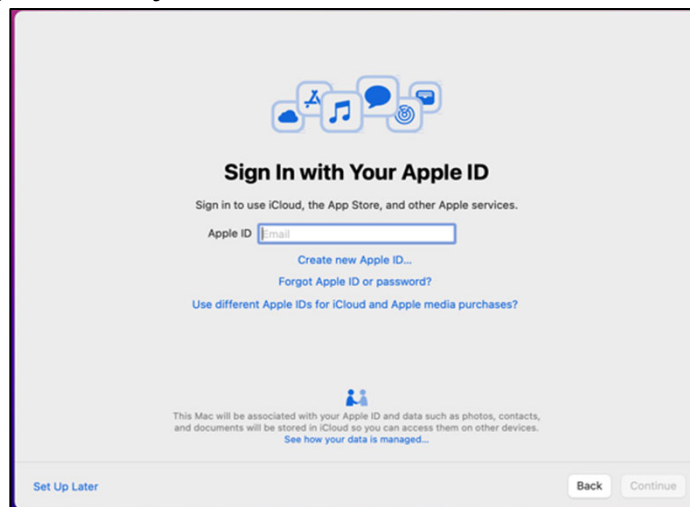
10. Check the box then click **Yes**.



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



12. 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

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.

Create a Computer Account

Fill out the following information to create your computer account.


Full name:

Account name: 
This will be the name of your home folder.

Password:

Hint:

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...](#)



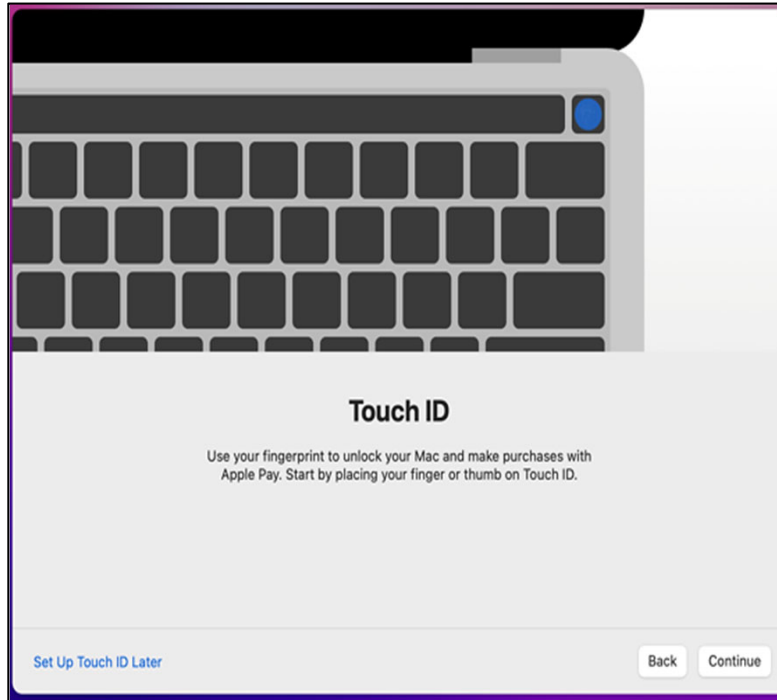
SETUP YOUR MAC

STUDENTS

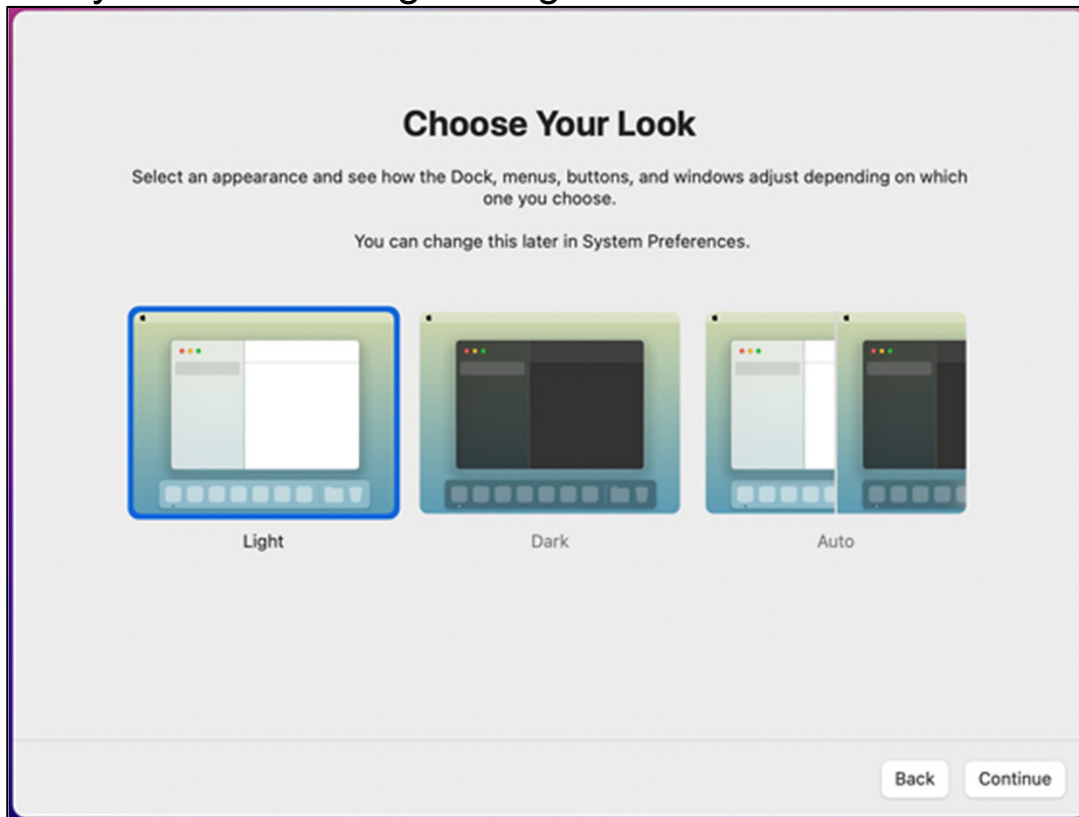


15. Set up **Touch ID** to see fewer password prompts or click **Set Up Touch ID Later**.

- 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.

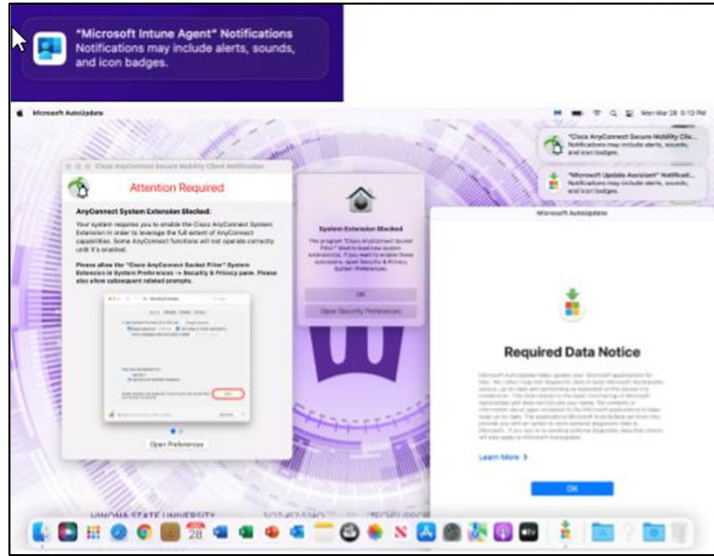




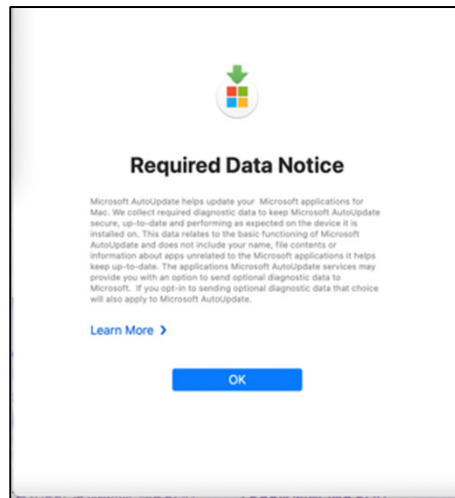
SETUP YOUR MAC STUDENTS



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

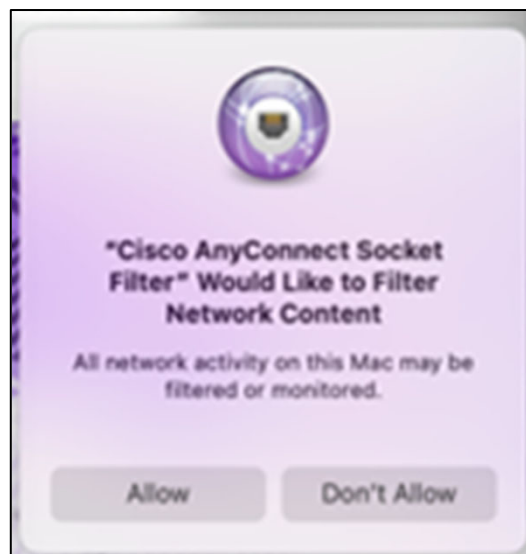


18. It may take a couple minutes for all the notifications to appear. Please be patient. Click **OK** on Microsoft's "Required Data Notice."



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.



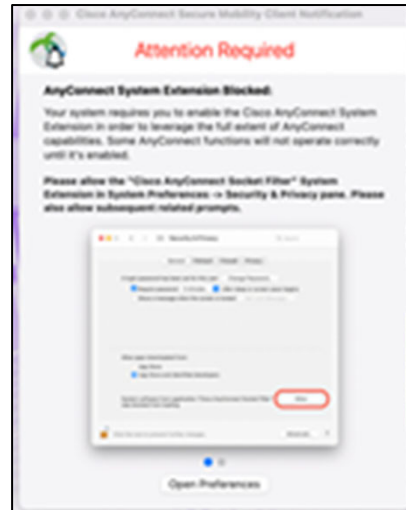


SETUP YOUR MAC

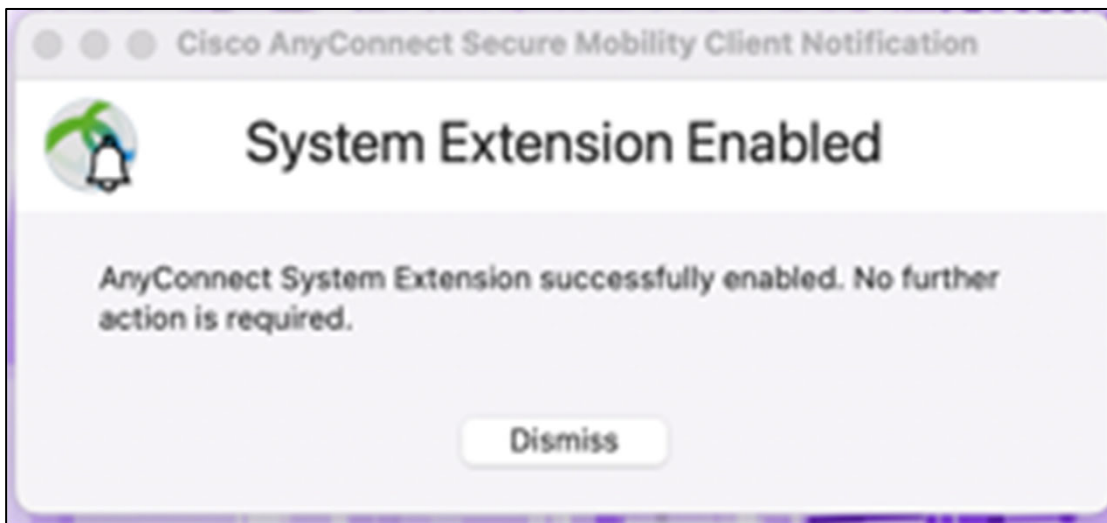
STUDENTS



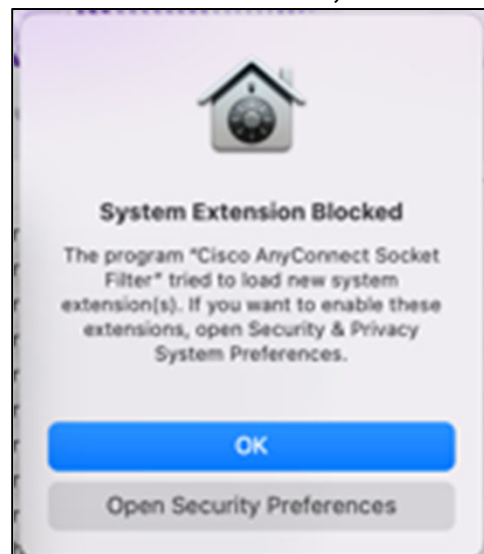
20. On the “Attention Required” screen click **Open Preferences**, then click the **lock symbol** at the **lower-left**, then click **Allow**. Click **Allow** on the subsequent pop-up box as well.



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



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





SETUP YOUR MAC



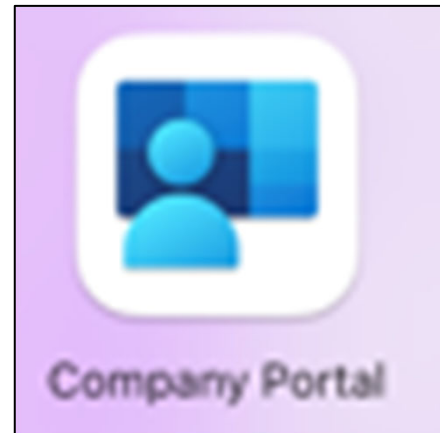
STUDENTS

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.

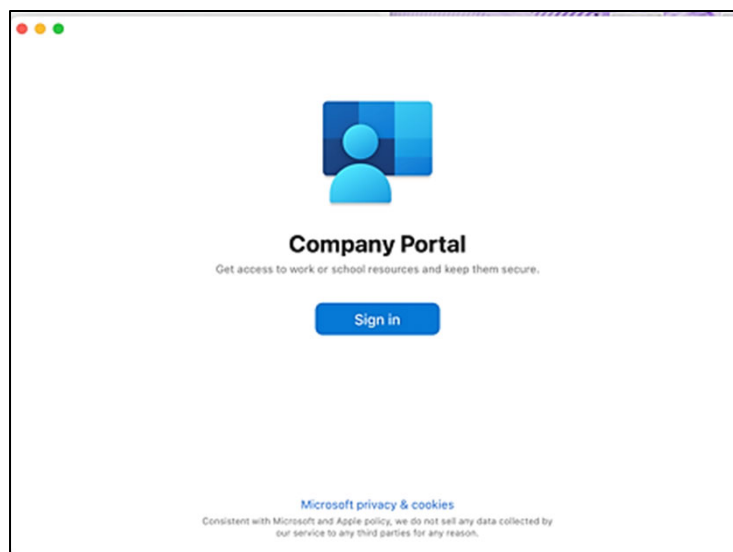
If you see banner notifications at the top-right of your screen, read them quickly before deciding what to do with them.

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.



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



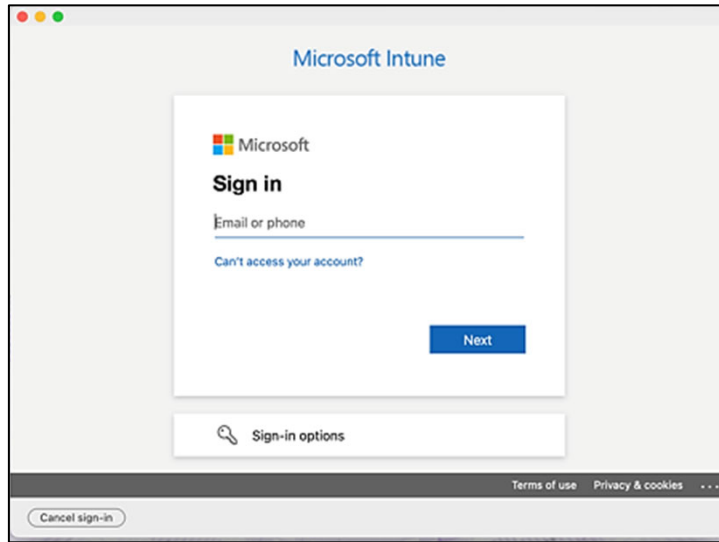


SETUP YOUR MAC

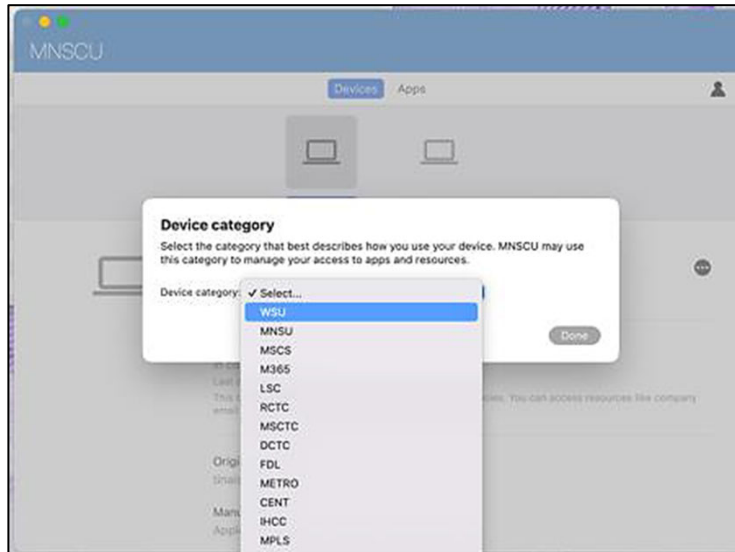
STUDENTS



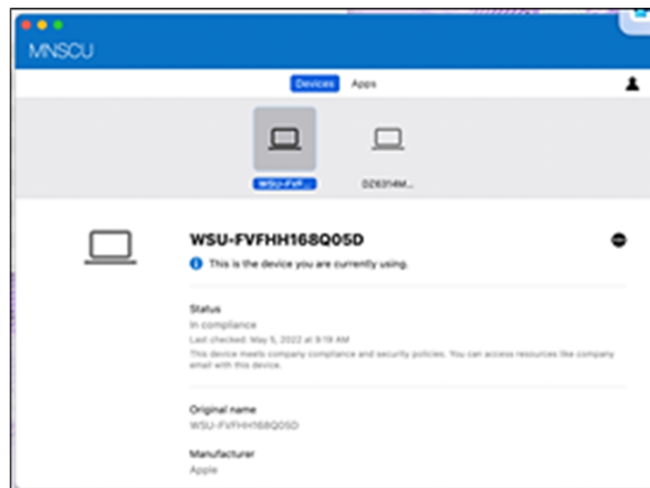
26. Sign in with your **StarID@go.Minnstate.edu** & your **StarID** password then click the blue **Next** button.



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.



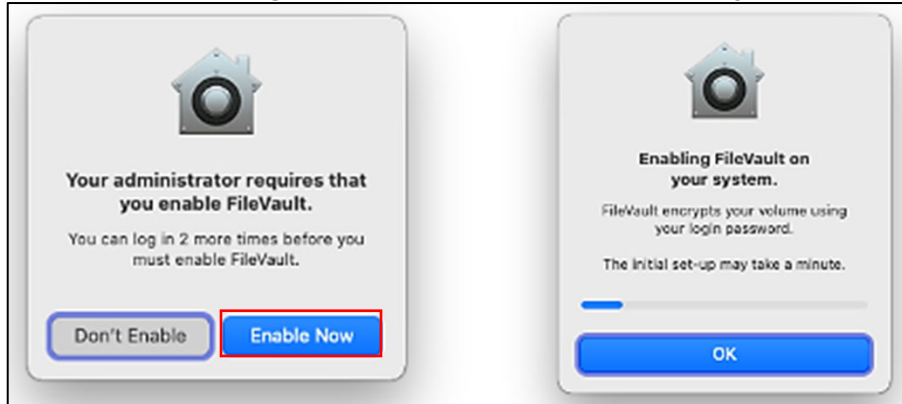


SETUP YOUR MAC

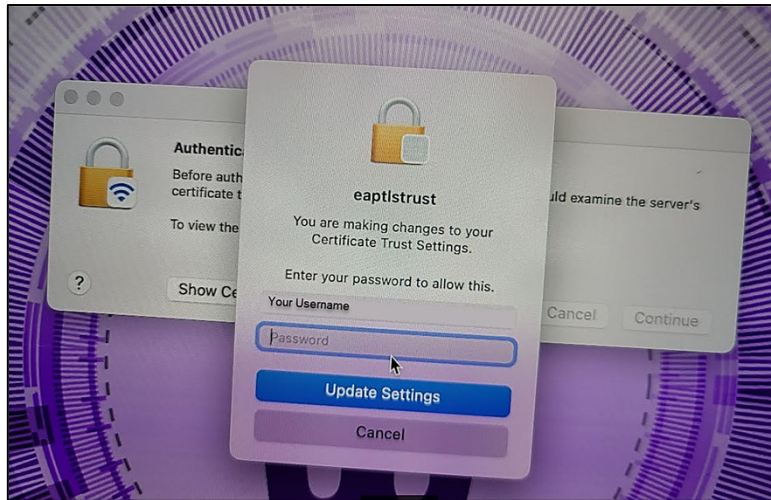
STUDENTS



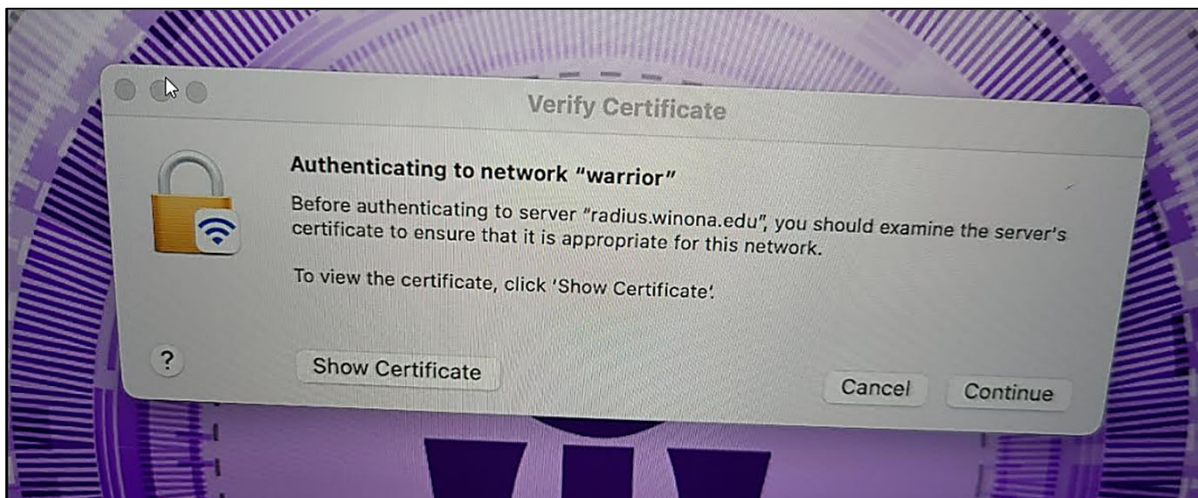
29. Once the blue loading bar disappears from Company Portal, click the **Apple icon** at the top-left of the screen then click **Restart**. You might be asked for your FileVault password. If so, click **Enable Now**, then enter your **laptop password**. If it doesn't accept your password right now, 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**.



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





SETUP YOUR MAC

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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.

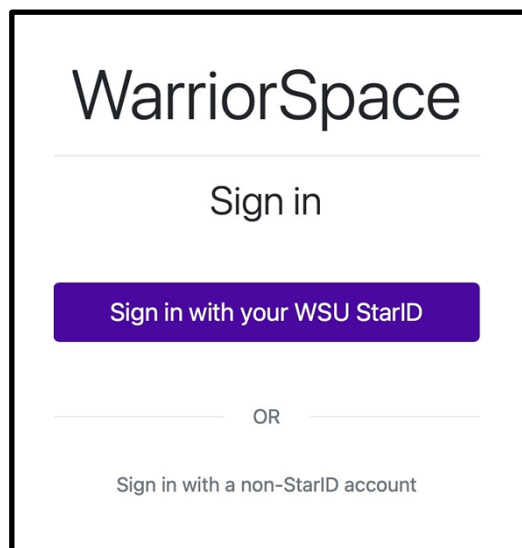


Reminder: Your laptop should be plugged in to the power cord during this setup process.

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.**





SETUP YOUR MAC

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

Microsoft

Sign in

StarID@go.minnstate.edu or StarID@minnstate.edu

[Can't access your account?](#)

Next

Trouble logging in? Contact your campus IT help desk.

36. Type your **StarID password**.

Microsoft

← mn4578qv@go.minnstate.edu

Enter password

Password

[Forgot my password](#)

Sign in

Trouble logging in? Contact your campus IT help desk.

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

No **Yes**

Trouble logging in? Contact your campus IT help desk.



SETUP YOUR MAC

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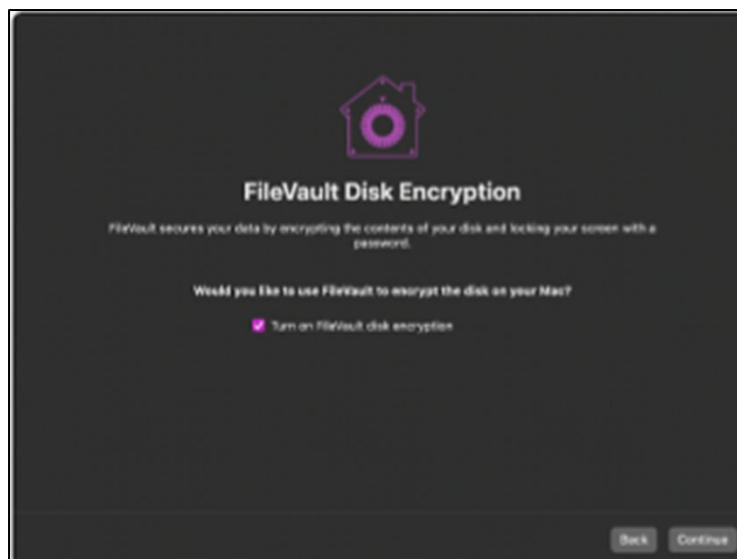
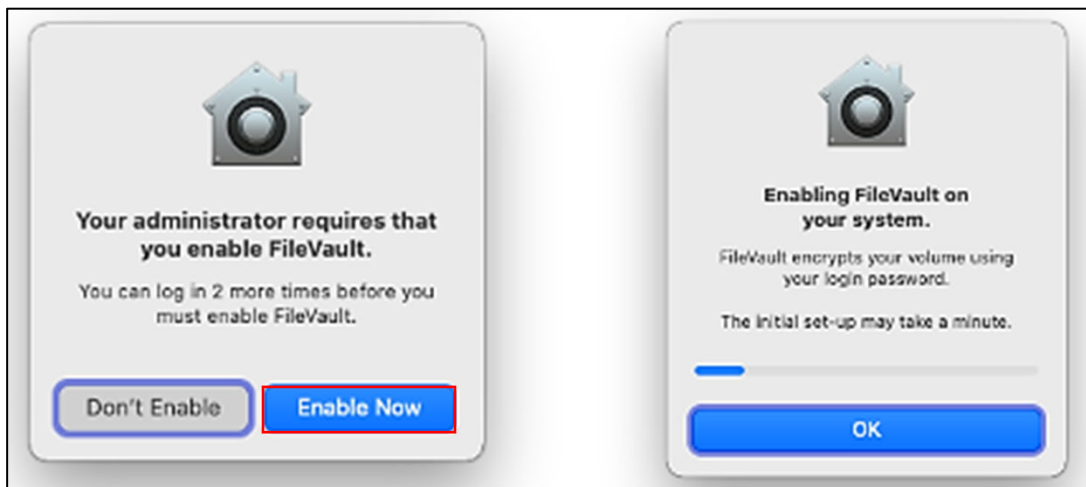


38. Once you have read the agreement, scroll to the bottom of the page, click the box, then click **Submit**.

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

Submit

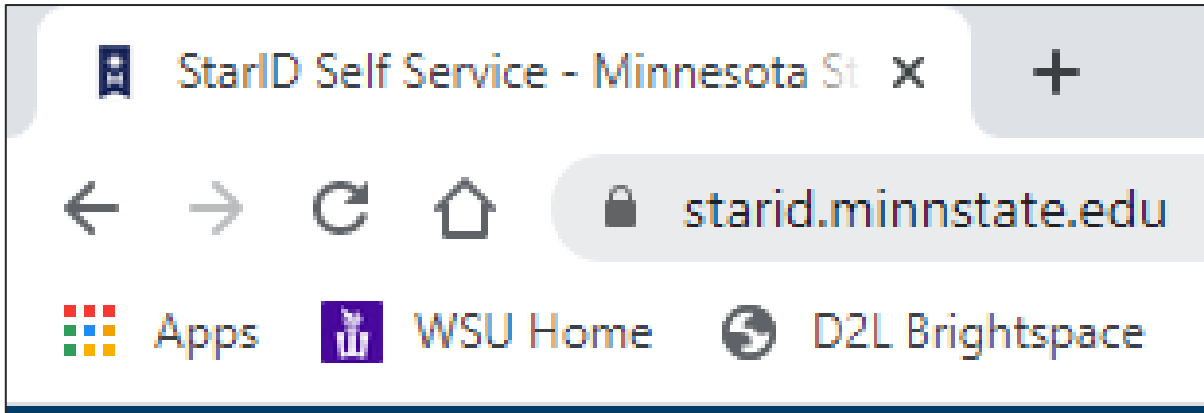
39. Restart your computer one final time. If you see the FileVault window again, try your password again. If you don't see the FileVault window, then just sign in like normal. If you don't see any more pop-ups or prompts, then your set up is complete!



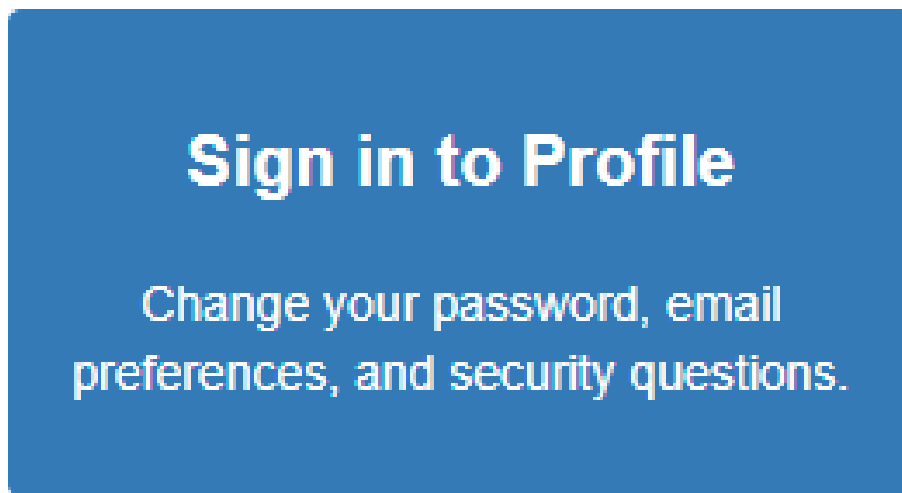
SETUP YOUR PRIMARY EMAIL ADDRESS



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**.

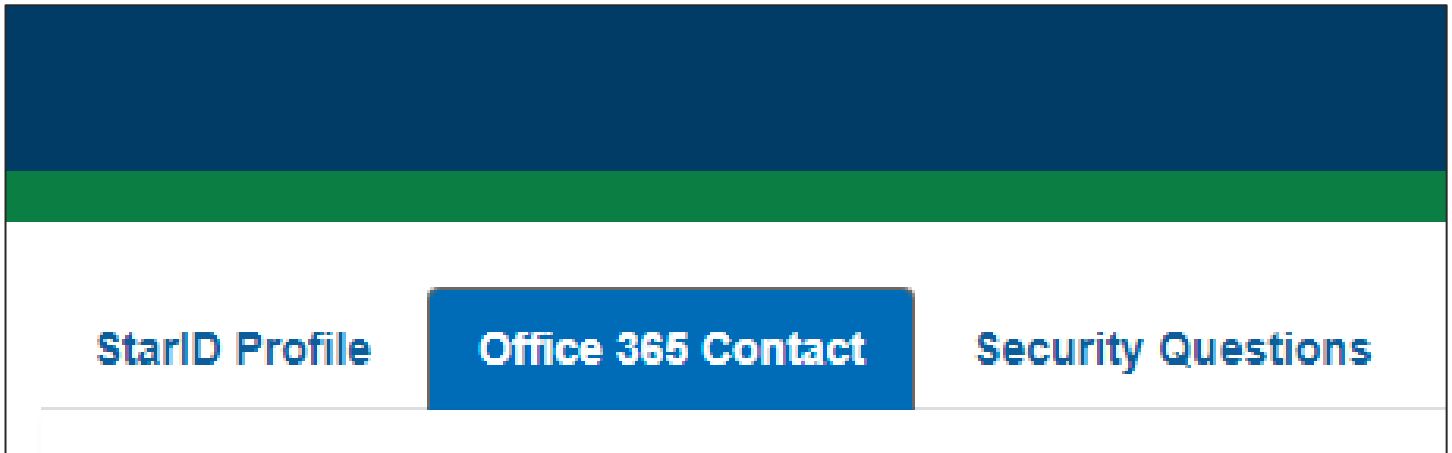
A screenshot of the "Sign in to Profile" form. The form has a light gray header with the title "Sign in to Profile". Below the header, there are two input fields. The first is labeled "StarID" with a question mark icon and contains the text "ab1234cd". The second is labeled "Password" and is empty. At the bottom of the form, there is a blue button with a white arrow icon and the text "Sign in".



SETUP YOUR PRIMARY EMAIL ADDRESS



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

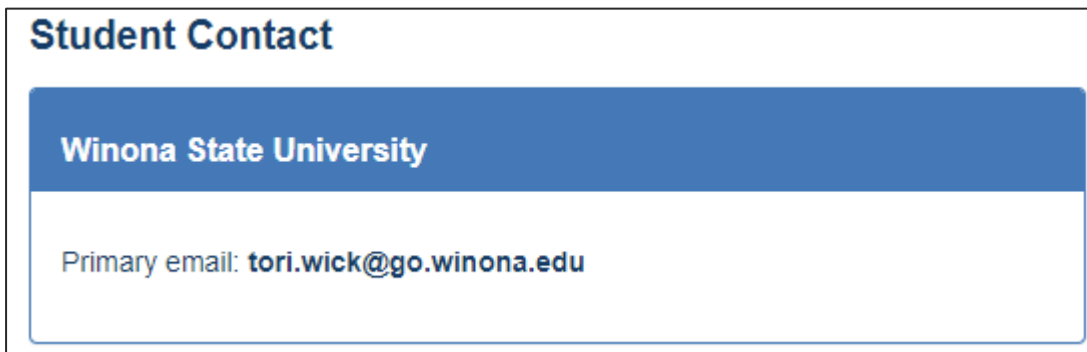


5. Ensure your primary email address is either:

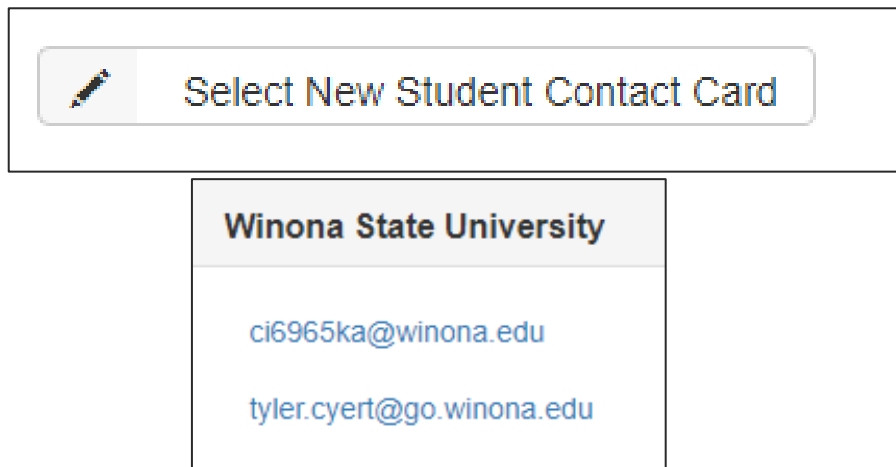
FirstName.LastName@go.winona.edu

-----OR-----

UserName@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

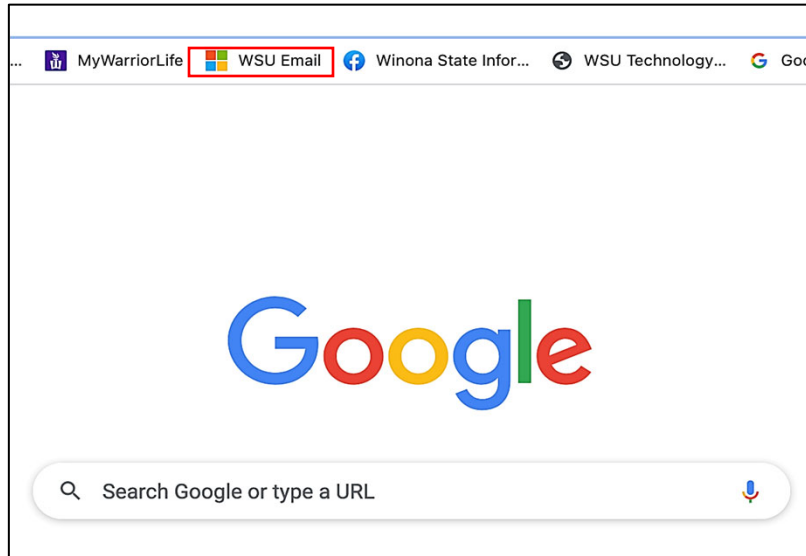




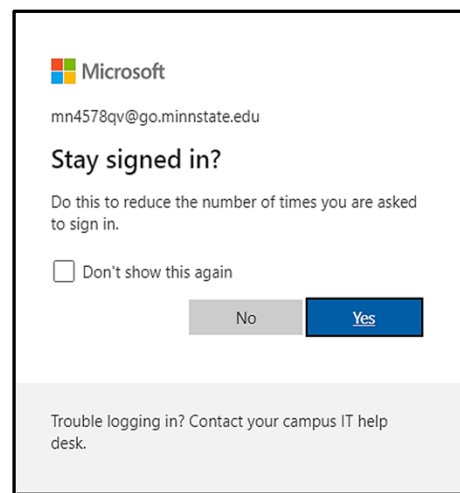
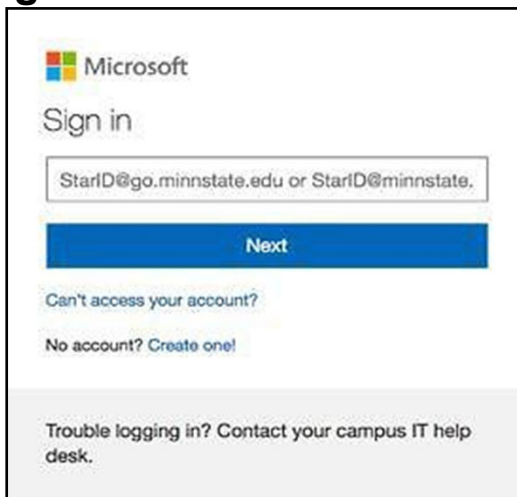
ACCESS YOUR WSU EMAIL & ONEDRIVE - ONLINE



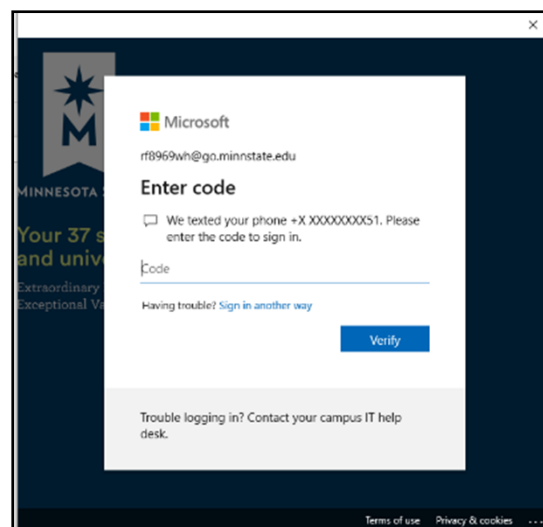
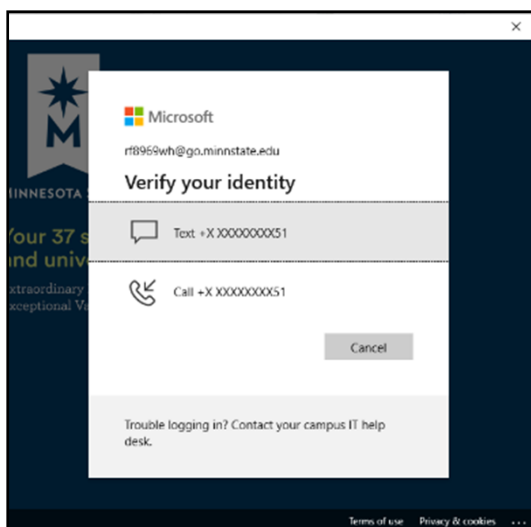
1. Open **Chrome** Browser. Click the **WSU Email** bookmark.



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



3. Complete the Multi-Factor Authentication.

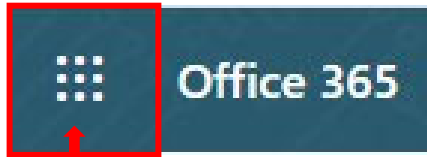




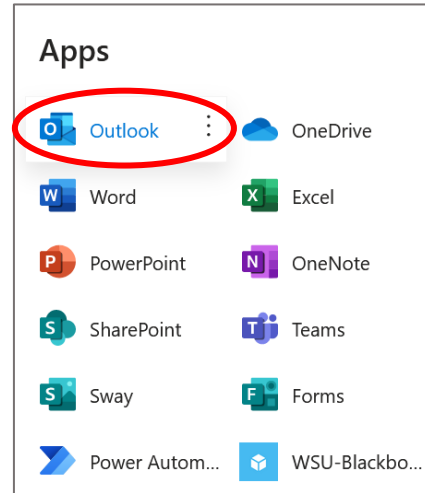
ACCESS YOUR WSU EMAIL & ONEDRIVE - ONLINE



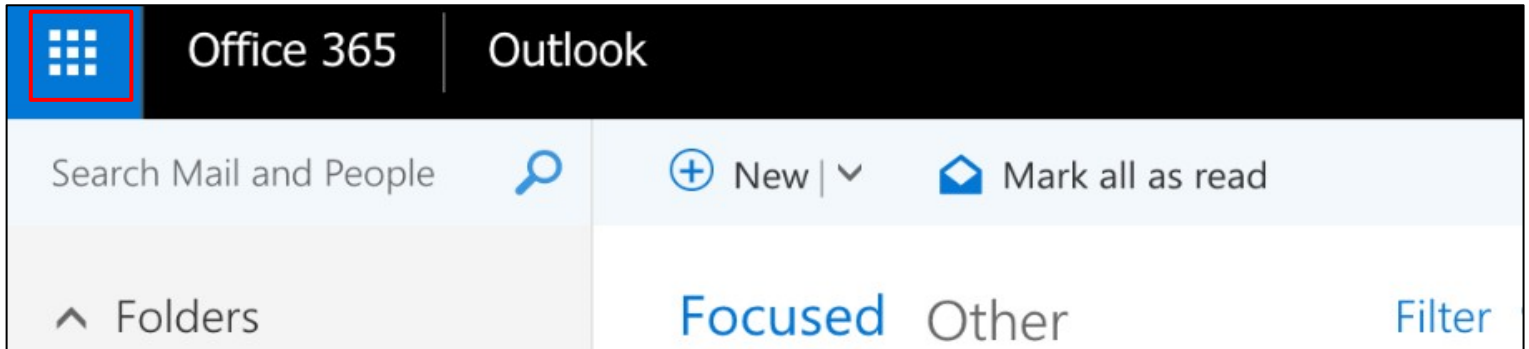
4. Now you are logged into your Office 365 account. You may need to restart your laptop to see the apps show up if they do not pop up immediately. To access your email, click **Outlook**



Click the app launcher icon to go to Applications.

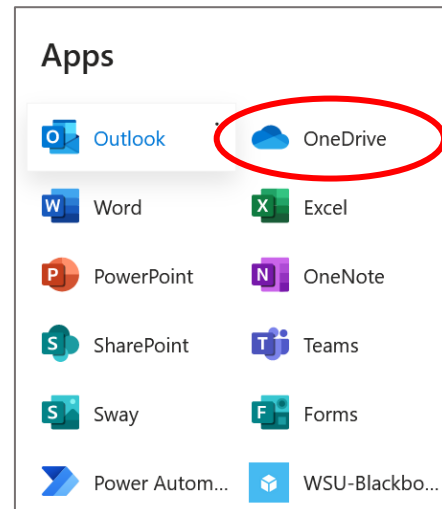


5. To get back to Office 365 click the square blue app launcher icon.



6. 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.

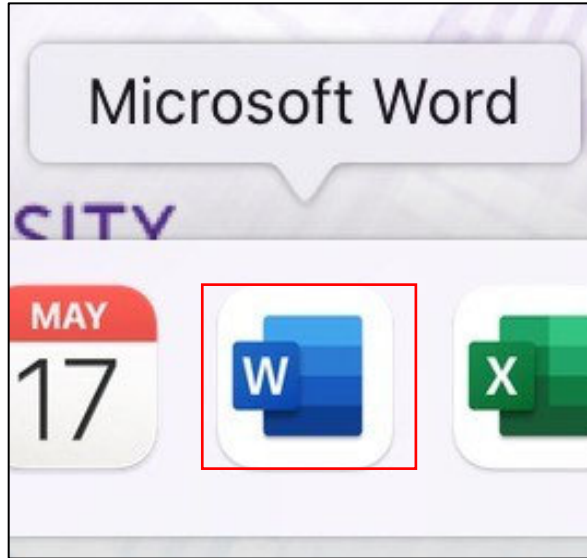




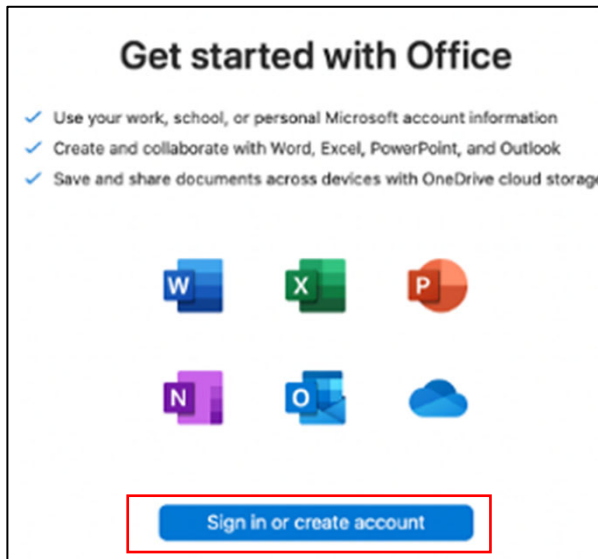
ACTIVATE OFFICE 365 DESKTOP APPS - MAC



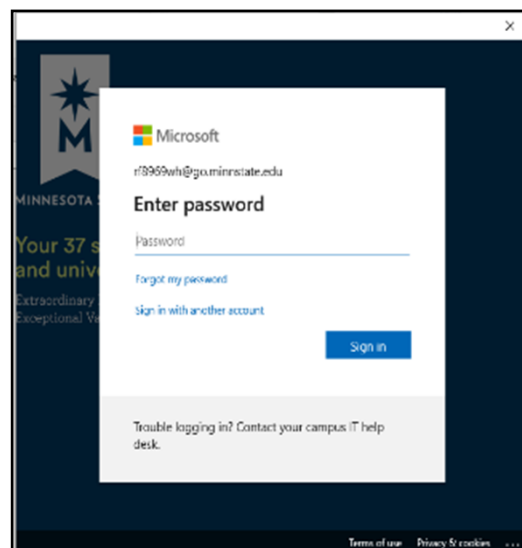
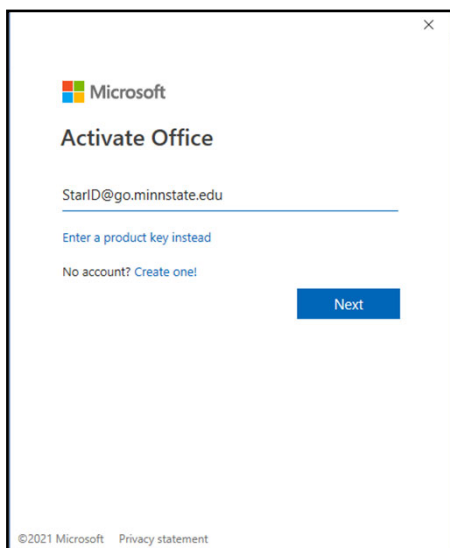
1. Click the **Microsoft Word (blue W icon)** in the dock at the bottom of the screen.



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



3. Type in your **StarID@go.minnstate.edu**. Click **Next**, type your **password** then click **Sign In**.

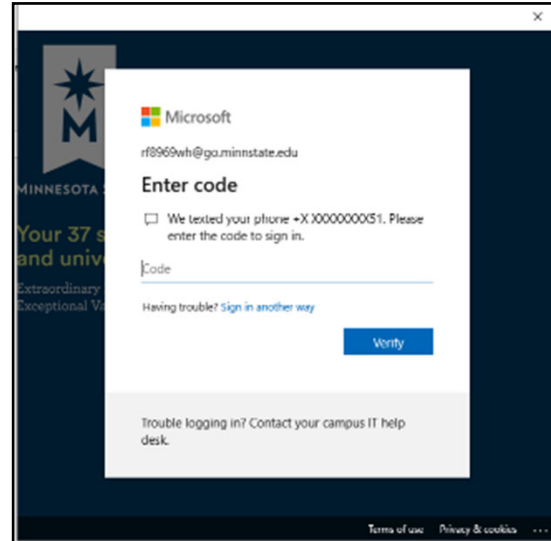
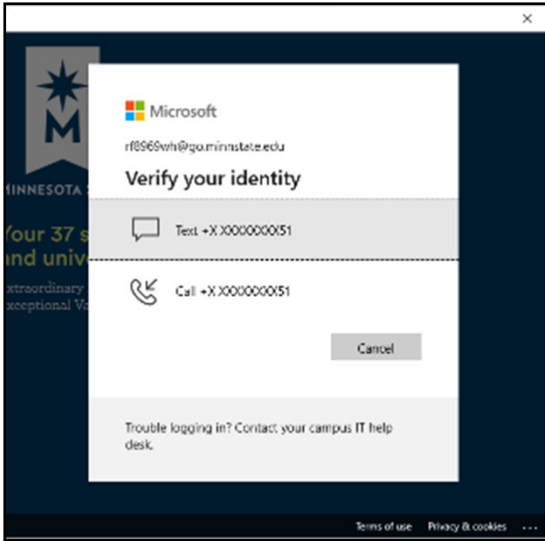




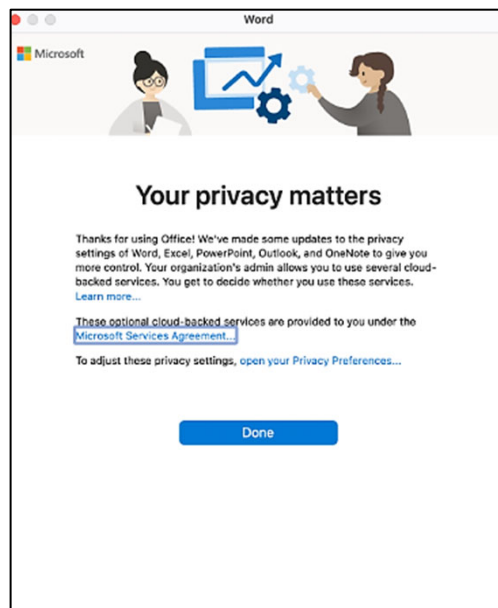
ACTIVATE OFFICE 365 DESKTOP APPS - MAC



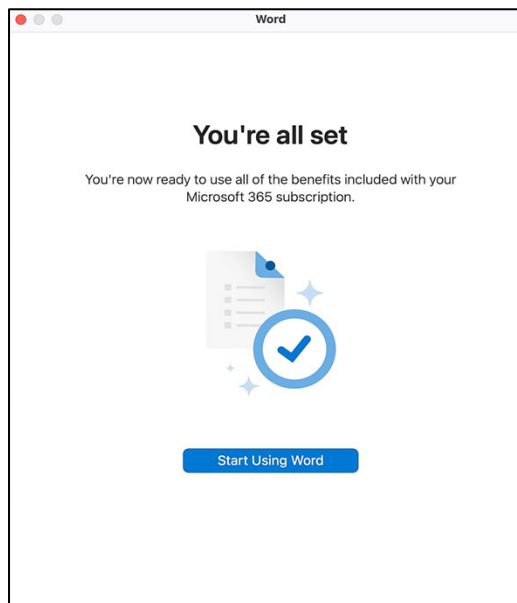
4. Select **Text**. Then type in the code that is sent to your cell phone and click **Verify**.



5. Click **Done**.



6. Click **Start Using Word**.

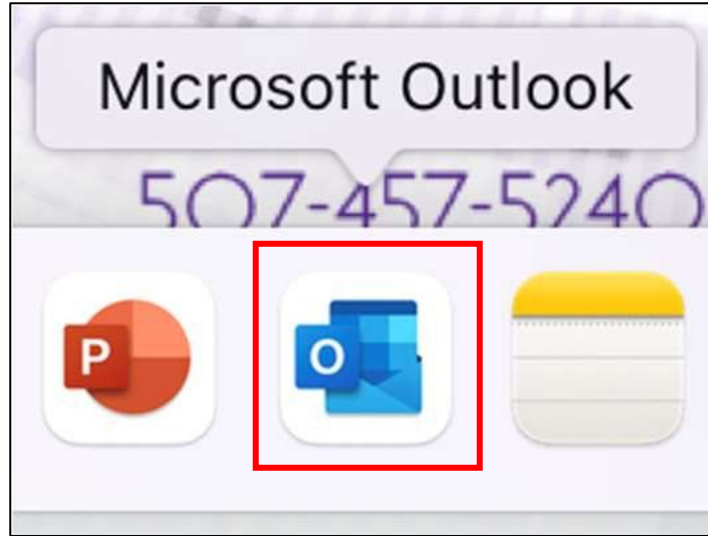




SETUP OUTLOOK DESKTOP APP - MAC



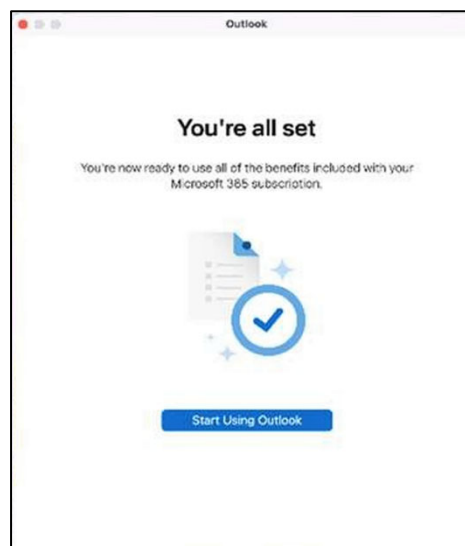
1. Click **Outlook (blue O icon)** in the dock at the bottom of the screen.



2. Click **Get started.**



3. Click **Start Using Outlook.**

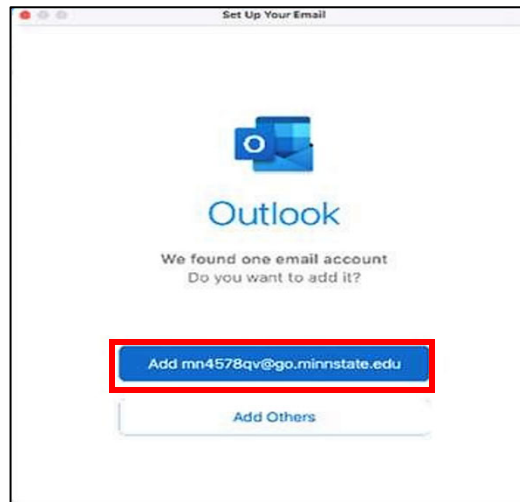




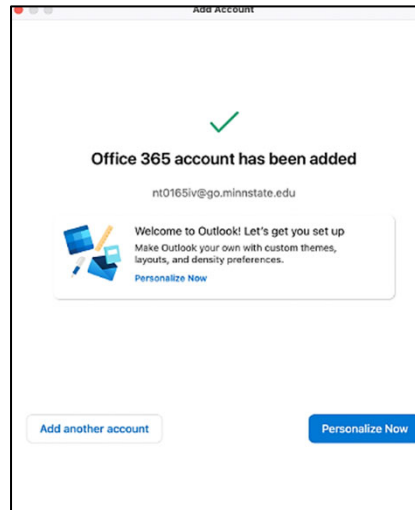
SETUP OUTLOOK DESKTOP APP - MAC



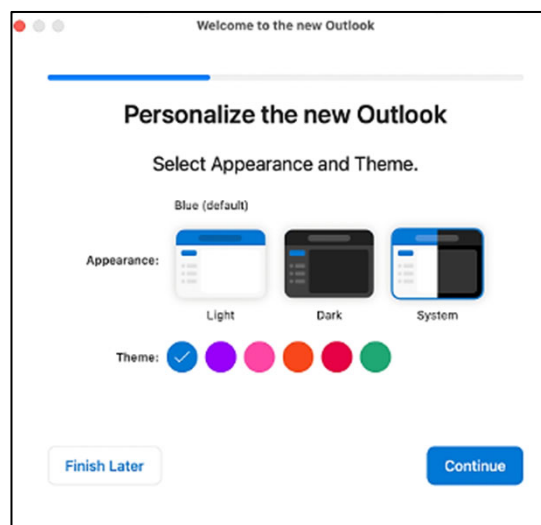
4. If you've already set up Office 365 you should see your account here. Click the **blue box**. If prompted type your **StarID@go.minnstate.edu**



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**



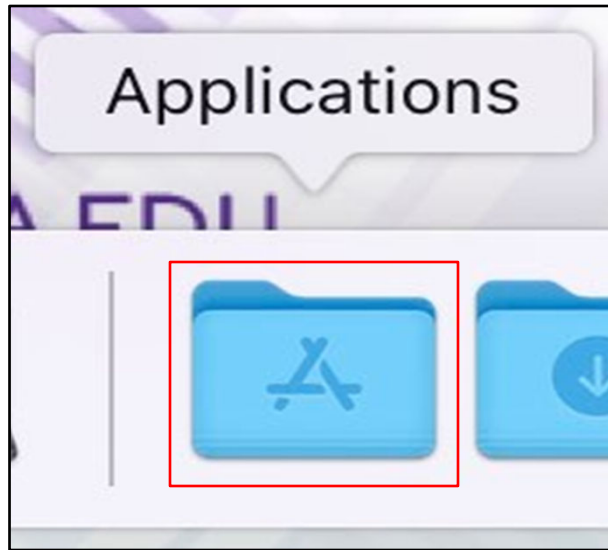
Now you can test if Outlook is working. Click **Outlook** and send an email to your own email address. If you receive the email from yourself, you can continue.



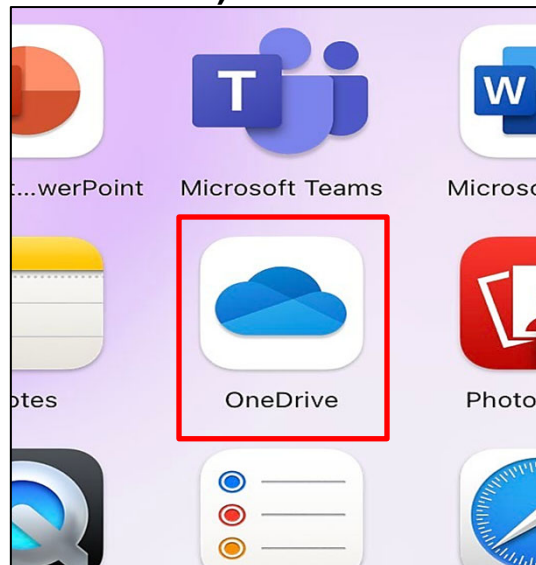
ONEDRIVE SYNC - MAC



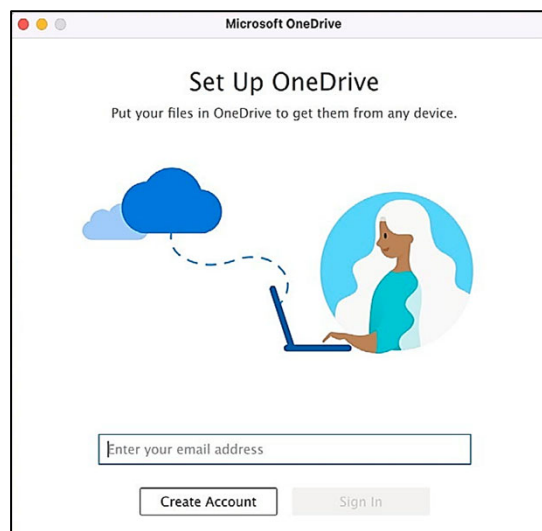
1. Click on **Applications** (blue folder icon) on the dock at the bottom of the screen.



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



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

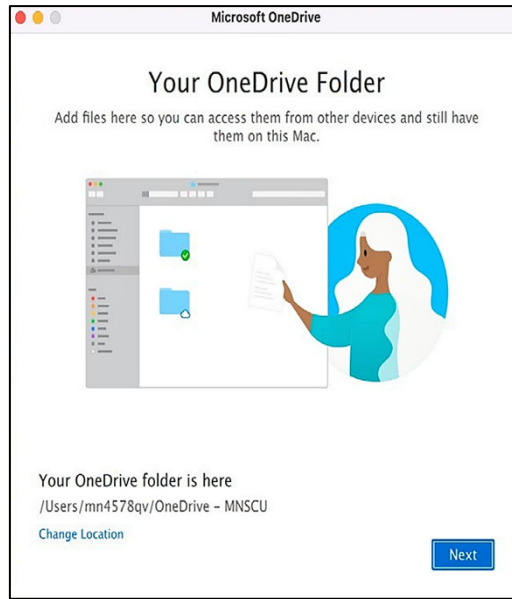




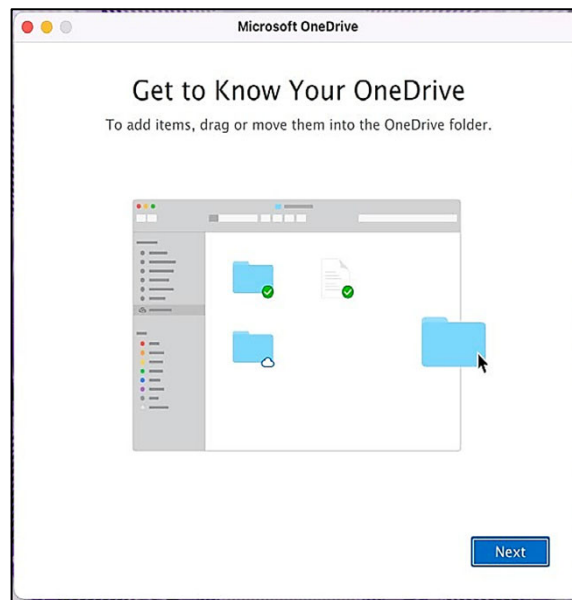
ONEDRIVE SYNC - MAC



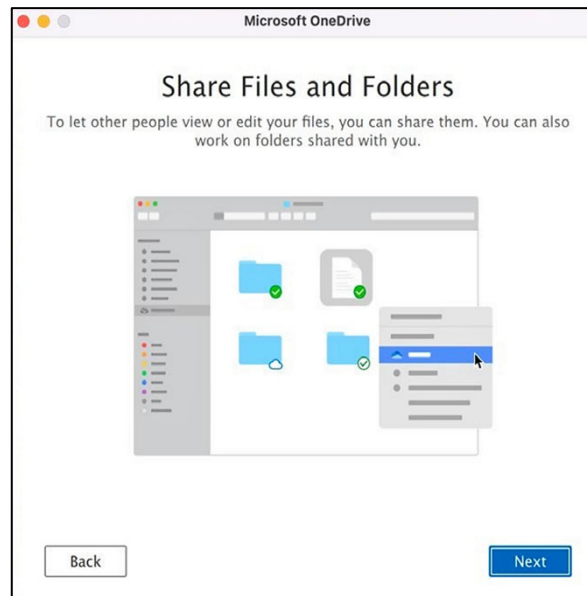
4. Click **Next**.



5. Click **Next**.



6. Click **Next**.

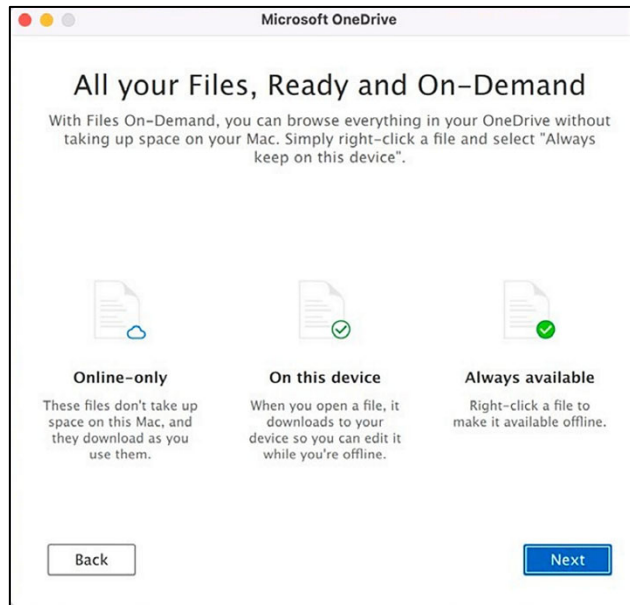




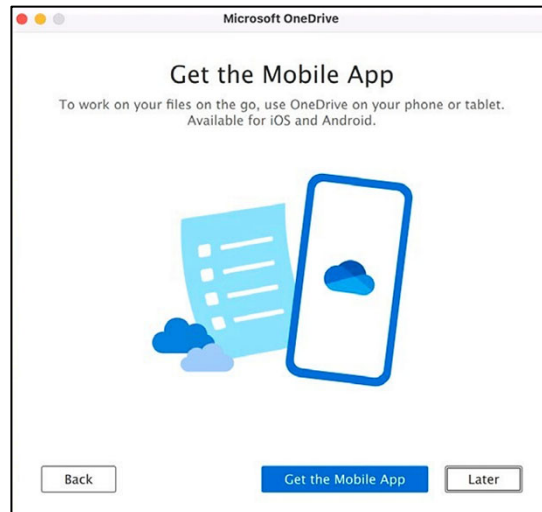
ONEDRIVE SYNC - MAC



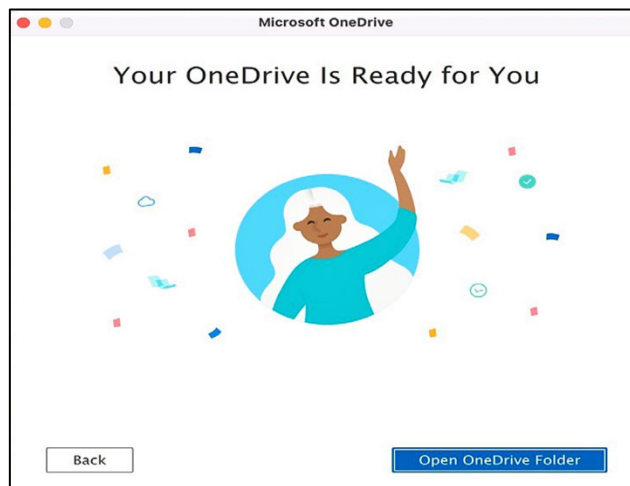
7. Click **Next**.



8. If you wish to download OneDrive on your mobile device click **Get the mobile app** – 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.

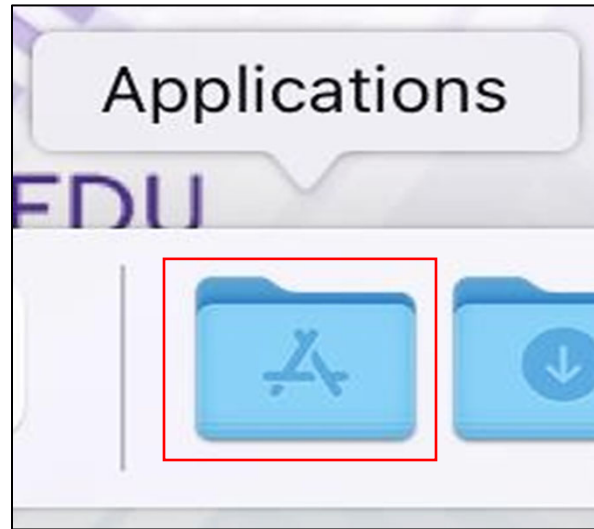




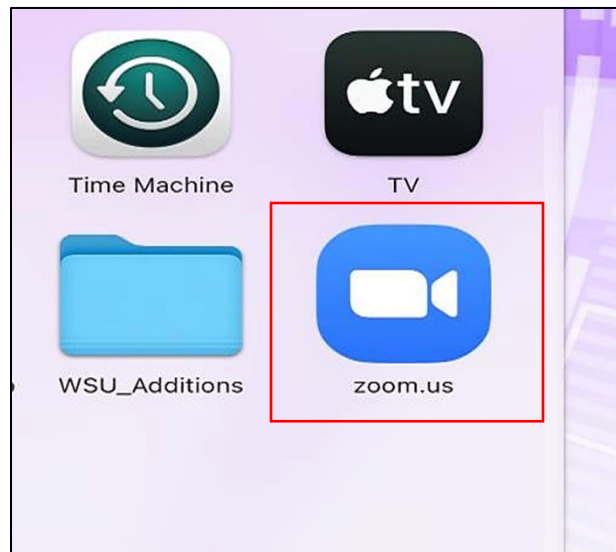
SETUP ZOOM - MAC



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**.

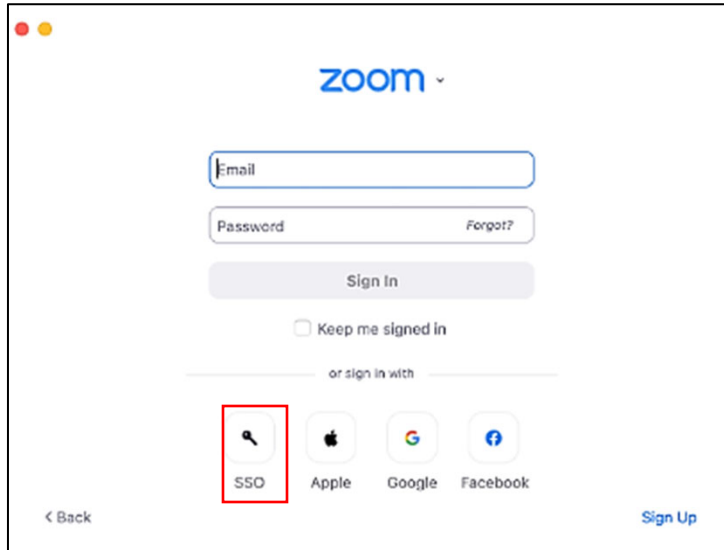




SETUP ZOOM - MAC

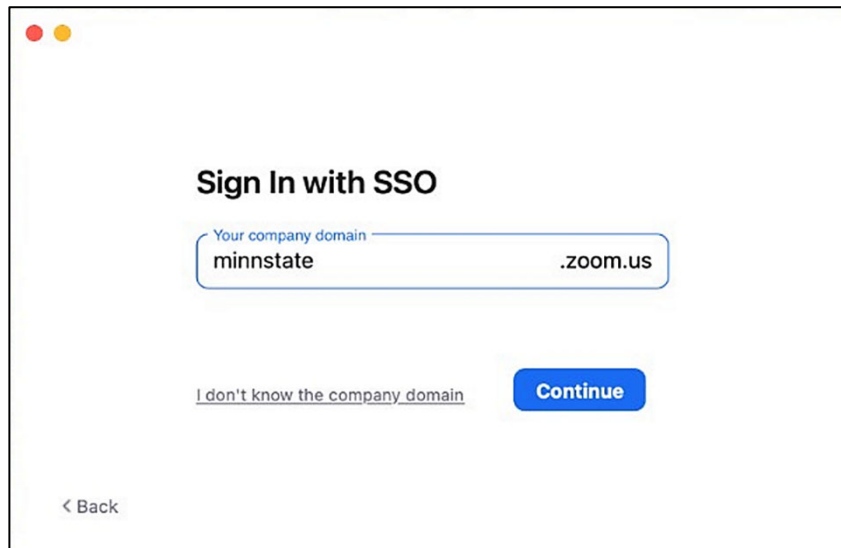


4. Click **Sign in with SSO**



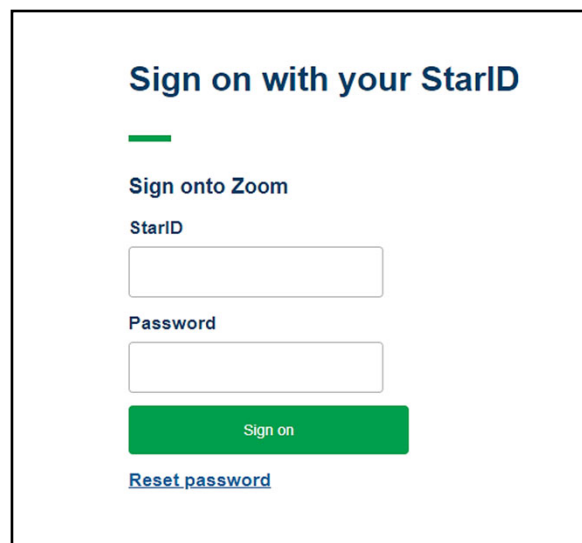
The image shows the Zoom sign-in page on a Mac. At the top is the Zoom logo. Below it are two input fields: "Email" and "Password". To the right of the "Password" field is a link that says "Forgot?". Below these fields is a "Sign In" button. Underneath the "Sign In" button is a checkbox labeled "Keep me signed in". Below that is the text "or sign in with" followed by four icons: SSO (highlighted with a red box), Apple, Google, and Facebook. At the bottom left is a "< Back" link, and at the bottom right is a "Sign Up" link.

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



The image shows the Zoom "Sign In with SSO" page. At the top is the title "Sign In with SSO". Below it is a text input field with the placeholder "Your company domain" and the text "minnstate" entered. To the right of the input field is ".zoom.us". Below the input field is a link that says "I don't know the company domain". To the right of this link is a blue "Continue" button. At the bottom left is a "< Back" link.

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



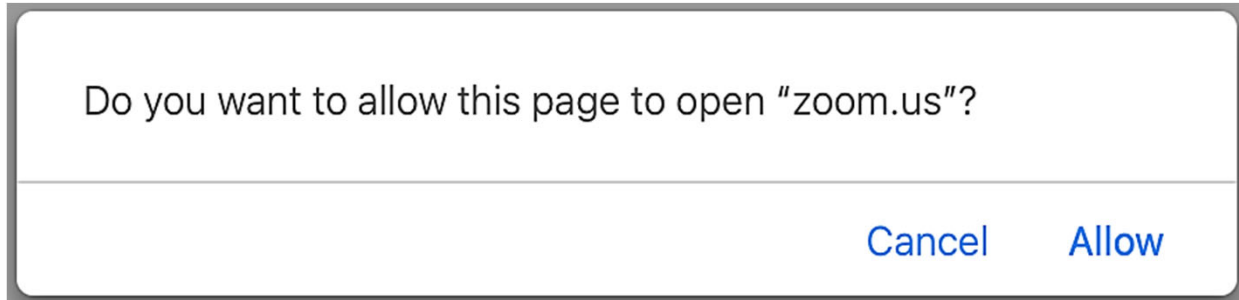
The image shows the Zoom "Sign on with your StarID" page. At the top is the title "Sign on with your StarID". Below it is a green progress bar. Underneath is the text "Sign onto Zoom". Below that are two input fields: "StarID" and "Password". Below the "Password" field is a green "Sign on" button. At the bottom is a link that says "Reset password".



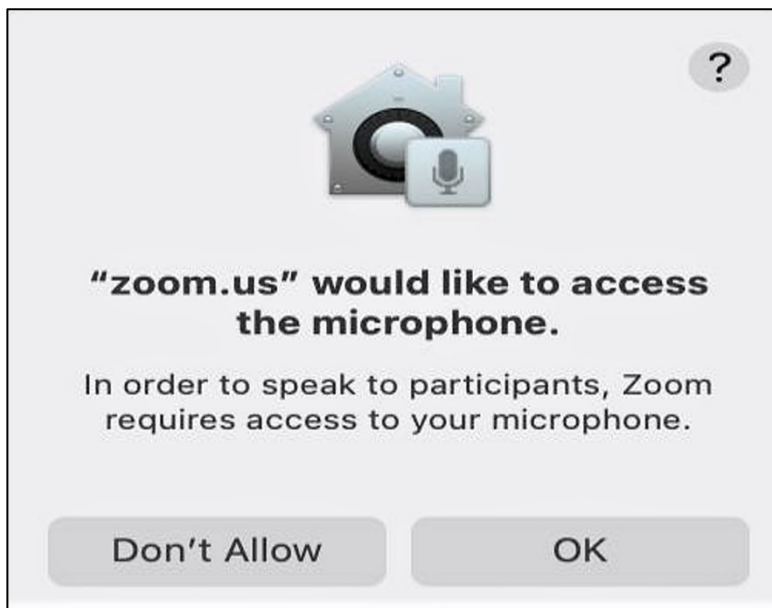
SETUP ZOOM - MAC



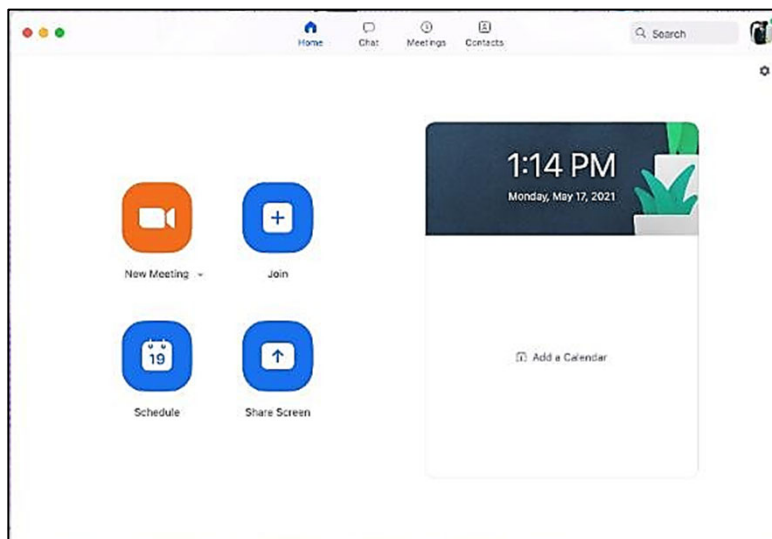
7. Click **Allow**.



8. Click **OK**



9. You now have full access to Zoom!





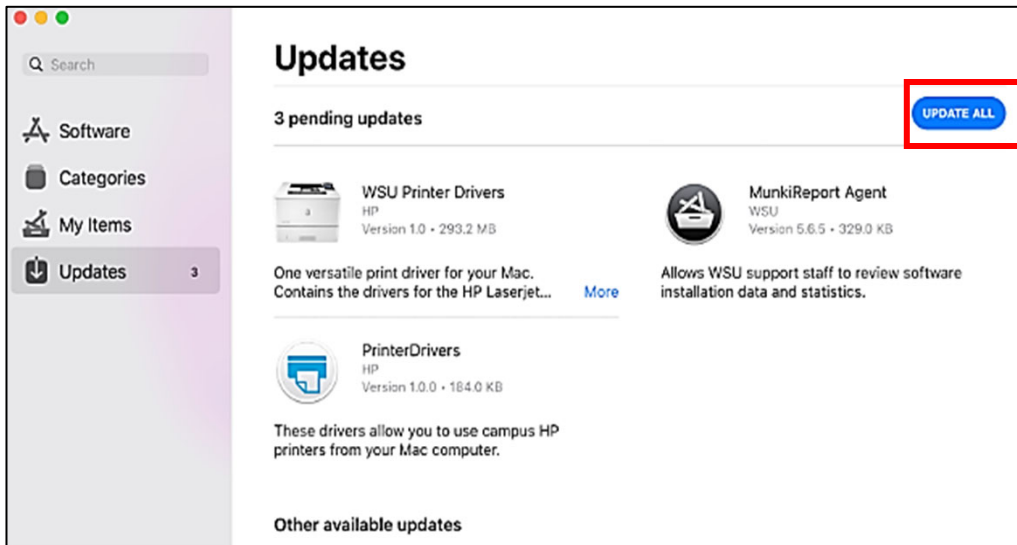
UPDATE ALL APPS SOFTWARE CENTER



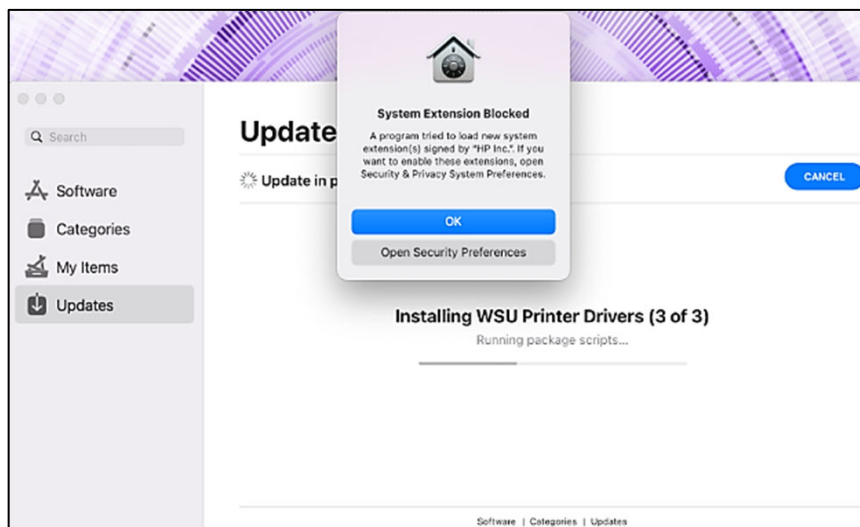
1. Click **Managed Software Center (black & white drawer icon)** on the dock at the bottom of the screen.



2. Click **Update All**.



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





UPDATE ALL APPS SOFTWARE CENTER



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

The screenshot shows the Windows Updates application window. On the left is a sidebar with a search bar and navigation options: Software, Categories, My Items, and Updates (which is selected). The main content area is titled 'Updates' and shows 'No pending updates' with a 'CHECK AGAIN' button. Below this is the 'Other available updates' section, which lists four applications:

- Airtame**: Version 4.3.2 • 86.7 MB. Description: Airtame is a unified solution that equips organizations with wireless screen sharing. An 'UPDATE' button is highlighted with a red box.
- Microsoft 365**: Version 16.60 • 1.9 GB. Description: Microsoft 365 (Office 365) allows you to collaborate and share your schoolwork.... An 'UPDATE' button is highlighted with a red box.
- Microsoft Teams**: Version 1.00.509159 • 105.4 MB. Description: Microsoft Teams is the digital hub that brings conversations, content, assignment... An 'UPDATE' button is highlighted with a red box.
- OneDrive**: Version 22.33.213 • 148.3 MB. Description: Microsoft OneDrive keeps your files and photos backed up, protected, synced, and... An 'UPDATE' button is highlighted with a red box.

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

Your device is now ready to use!

If you have any questions, please ask WSU Tech Support staff for help before you leave the setup room.

