Zero-touch Windows setup for end users

Log in to computer:

1. Turn on computer
2. Press CTRL+ALT+DELETE on the keyboard to unlock.
3. At the login screen, in the lower right corner click the wifi icon and connect to a wireless network.
4. In the lower right corner. Click the network sign-in icon. (see below)

5. When the Cisco AnyConnect window appears click the Connect button.
6. A log in window will appear:
   a. Username: UT EID
   b. Password: UT EID password
   c. Duo passcode: If you have Duo set up on your phone, type push. Your other choices are phone to have Duo call you, or sms to send you codes. You can scroll down at the bottom of the login window to see the options.
   d. Click OK.

7. The Cisco Anyconnect window will dispansory after it successfully connected.
8. At the windows log in screen enter your UT EID and EID password.
9. Press Enter on the keyboard.

Log into applications:

Outlook:

1. Click the start button and find Outlook.

   ![Start button with Outlook and other applications]

2. Click on Outlook to open the app.
3. Enter your @austin.utexas.edu email address.
4. Click Connect.
5. A Windows Security window will appear:
   a. In the password field enter your UT EID password.
   b. Check the box next to Remember my credentials.
   c. Click OK.
6. Click Done.
7. Your mailbox will appear in the Outlook sidebar.
8. If you need to add additional mailboxes:
   a. In Outlook click File.
   b. Click the Add Account button under your email address.
   c. Enter the mailbox email address, then click Connect.
   d. A Windows Security window will appear:
      i. In the email address field enter your @austin.utexas.edu email address.
      ii. In the password field enter your UT EID password.
      iii. Check the box next to Remember my credentials.
      iv. Click OK.
   e. Click Done.
The mailbox will be added to your Outlook sidebar.

If you need to add shared calendars.

- Click on the calendar icon in Outlook.
- Click + Add
- Choose From Address Book.
- Search for the Calendar by name
- Highlight the calendar then click OK.
- The shared calendar will appear in your list of calendars.

Zoom:
Zoom is a video conferencing app that is used in classes and for meetings with UT faculty and staff.

1. Click on the start button and find Zoom.
2. Click on Zoom to open the app.
3. When Zoom opens click Sign In.
4. At the log in window choose SSO.
5. In the domain field enter utexas
6. Click Continue
7. Log in with your UT EID and EID password.
8. Authenticate with Duo.
9. Check the box to allow the browser to open zoom meetings in Zoom.
10. You are now logged into UT Zoom.
11. Follow this link to install Zoom for Outlook: https://appsource.microsoft.com/en-us/product/office/WA104381712?tab=Overview
   - Enter your @austin.utexas.edu email address.
   - Click Continue.
   - You should get a message: "Successfully added to your account..."
   - When you create a new appointment/meeting in Outlook, zoom options will now appear.

Box:
Box is a cloud storage service used by UT faculty and staff to store and share files with colleagues. If you want to create a shared folder to share with your team or other UT faculty/staff please email help@education.utexas.edu.

1. Click on the start button and find Box Drive.
2. Click on Box Drive to open the app.
3. When the log in window appears enter your email as yourEID@eid.utexas.edu
4. Log in using yourEID and EID password.
5. Authenticate using Duo.
6. After you log in your Box folder will appear on your desktop.

Teams:
Microsoft Teams is a chat application used to communicate with UT faculty/ and staff. You can find more information about using Teams here https://office365.utexas.edu/teams. If you would like to create a Team for your group please email ITO at help@education.utexas.edu.

1. Click on the start button and find Microsoft Teams.
2. Click on Microsoft Teams to open the app.
3. Windows will automatically log you into Teams.

When you are done following these instructions please follow up with the ITO staff who deployed the computer to you. They can assist you with any questions you have and set up backups for your new computer. You can also email ITO if you have IT related requests or questions at help@education.utexas.edu.