

# Set up your Microsoft Surface

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Note:

It's best to have a wireless network available when you set up your Surface.

## Set up your Surface

**Step 1:** If you have a Surface Typing Cover, attach it to your Surface by clicking it into place.

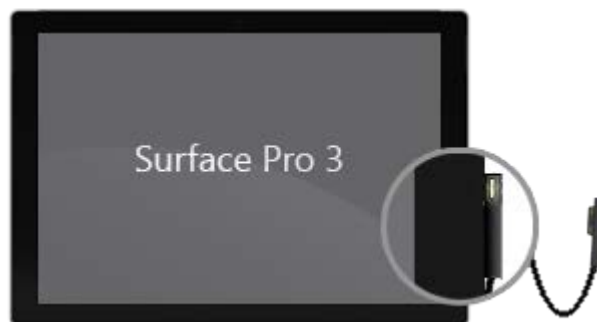


**Step 2:** Flip out the kickstand on the back of your Surface.

**Step 3:** Plug the power cord into an electrical outlet or power strip.  
Connect the power connector to the charging port on your Surface.

On Surface Pro models, the power connector clicks into place (either direction works).

**Step 4:**



On a Surface 3, plug the Micro USB connector into the Micro USB charging port with the power cord extending downward and the light on the power connector facing toward you. Plug the full-size USB connector into the power supply.



**Step 5:** Press and release the power button on your Surface. Your Surface turns on and Windows setup begins.

### Set up Windows

Windows setup runs the first time you turn on your Surface. Here's what you need to do next:

#### Choose a language, colour and name for your Surface

Choose a language, colour and name for your Surface. It is very important that the tablet is named correctly for audit purposes. The name of the tablet should be "Surface-<Asset No>" for example "Surface-45124". The asset number can be found under the stand on a silver sticker. If you need any help with this, please call the IT Service Desk on 0191 208 5999. You can change these settings later if you want. You'll also need to accept the licence terms to continue.

#### Pair your Surface Pen

**Surface Pro 3:** Windows will prompt you during setup to pair your *Bluetooth®*-enabled Surface Pen with your Surface Pro 3.

**Step 1:** On the pen, press and hold the top button until the light in the middle of the pen clip starts to flash.

**Step 2:** When pairing is successful, you'll see **Your device is connected** on the screen.

**Surface 3:** Windows won't prompt you to pair your Surface Pen with your Surface 3 during Windows setup. Instead, you'll need to pair it manually after setup. For how-to info, see [Using Surface Pen](#).

Note

Surface Pen works with Surface Pro 3 and Surface 3 only.

## Connect to a wireless network

**Step 1:** On the Wireless screen, select a wireless network name and select **Connect**.

If prompted, enter your wireless network password and select **Connect**. If you don't know your password, see [How to find your wireless network password](#).

**Step 2:** If your wireless network isn't in the list of networks or you can't connect to it, select **Connect to a wireless network later** and follow the steps to set up a local account. You can switch your local account to a Microsoft account later. For how-to info, see [Switch a local account to a Microsoft Account](#).

## Choose your default settings

On the Settings screen, select **Use express settings** to use the default settings or select **Customise** to choose your settings. You can always change these settings later.

## Create an account on your Surface and sign in

For the best cloud-connected experience, we recommend using a Microsoft account—an email address and password. When you use your Microsoft account to sign in to your Surface, you'll get free online storage, mobile entertainment, tons of apps in the Windows Store, online password reset, and more.

**Not sure if you have a Microsoft account?** A Microsoft account is the email address and password that you use to sign in to Microsoft services like Outlook.com, OneDrive and Xbox. If you've ever used these services, you already have a Microsoft account.

**Have more than one Microsoft account?** If you have more than one Microsoft account, you'll need to choose one for your Surface. To figure out which Microsoft account to use, see [Choose a Microsoft account](#) (English only).

Got all that? Now, let's create an account on your Surface and sign in.

### If you already have a Microsoft account

Great! Follow these steps:

**Step 1:** Enter the email address for your Microsoft account and select **Next**.

Enter the password for your Microsoft account, select **Next**, and follow the on-screen instructions to add or change your security info.

**Step 2:** Note

If you've forgotten your Microsoft account password, you can [reset your password online](#).

If you don't have a Microsoft account

No problem. Setup can create a Microsoft account for you using an existing email address, or you can create a new Outlook.com email address.

To use an existing email address to create a Microsoft account:

**Step 1:** Enter your favourite email address and select **Next**.

**Step 2:** Enter a new password for your Microsoft account, select **Next**, and follow the on-screen instructions to add or change your security info.

To create a Microsoft account using a new Outlook.com email address:

Select **Sign up for a new email address** at the bottom of the **Sign in to**  
**Step 1: your PC** screen.

Enter an email address, enter the info needed to create your Microsoft  
**Step 2:** account, and select **Next**.

Add security verification info and select **Next**.  
**Step 3:** It will take a moment for your Surface to set up. When setup completes, Windows goes to the Start menu.