Windows RT Quick Help

Before you can start using your Windows RT device you must register your university email address as a Microsoft account. This can be done here:-
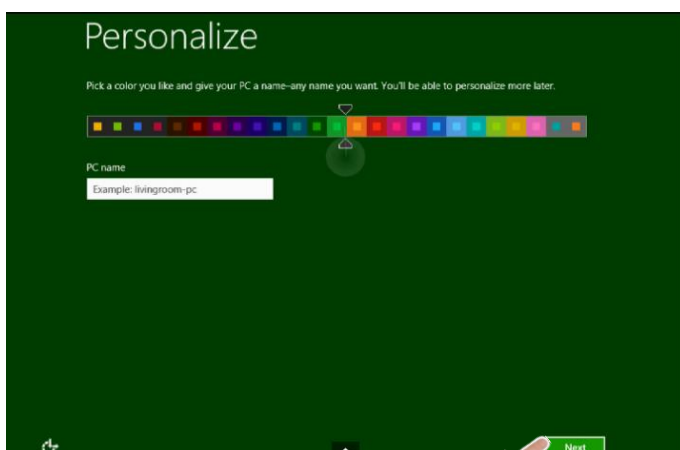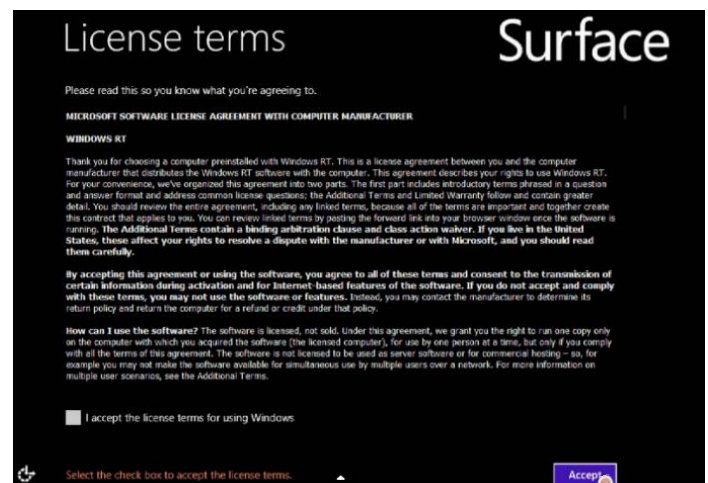
https://signup.live.com/

Remember your password for your Microsoft account and your campus account are not linked.

If you have an existing Microsoft Live, MSN Messenger, Hotmail, Xbox or Outlook.com account you can use this if you wish.
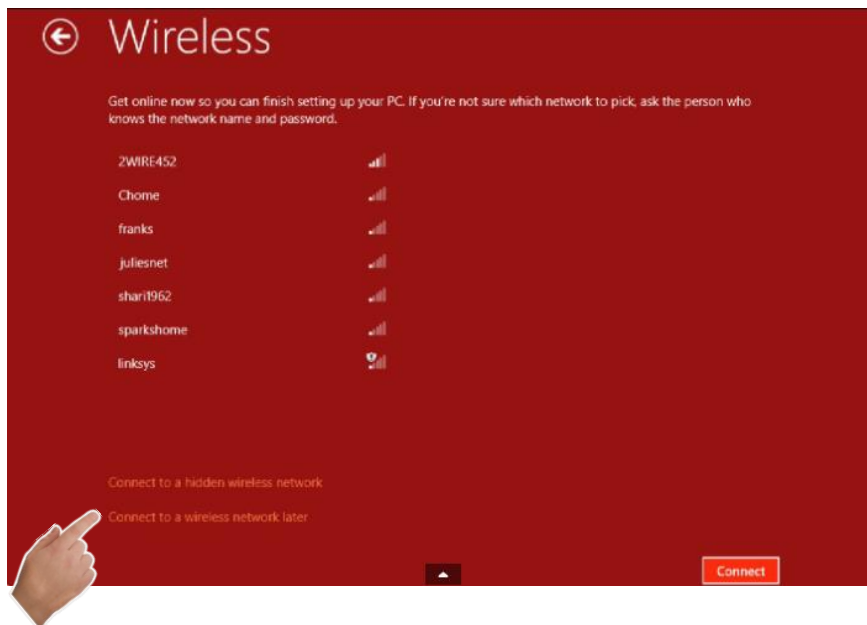
Out of the Box Setup

Before you turn on your Windows RT Device please remember to plug it in with the supplied power adaptor. When you power up the device you will see the Licencing Terms screen, you must accept to continue.

One of the 1st screens after you turn on your Windows RT device will be the **Personalize** screen. You can pick the colour for your start screen.

You will also be asked to enter the **PC name**. Its very important that the tablet is named correctly (for audit purposes). The name of the tablet will be WinRT<Asset No> for example. **WinRT45124**. The silver asset number can be found under the stand. If you need any help with this, please call the IT Service Desk on 5999.

Due to restrictions you will not able to login to the wifi before the device is setup. Just skip this stage for now by tapping on **Skip this step.**

On the next screen tap **Use Express Settings.**

You will need to create a local account to access and protect your device.

Please enter any user name and password. We recommend the password should be at least 8 characters long and a mixture of alphanumeric and symbols for extra security.

Please Note:
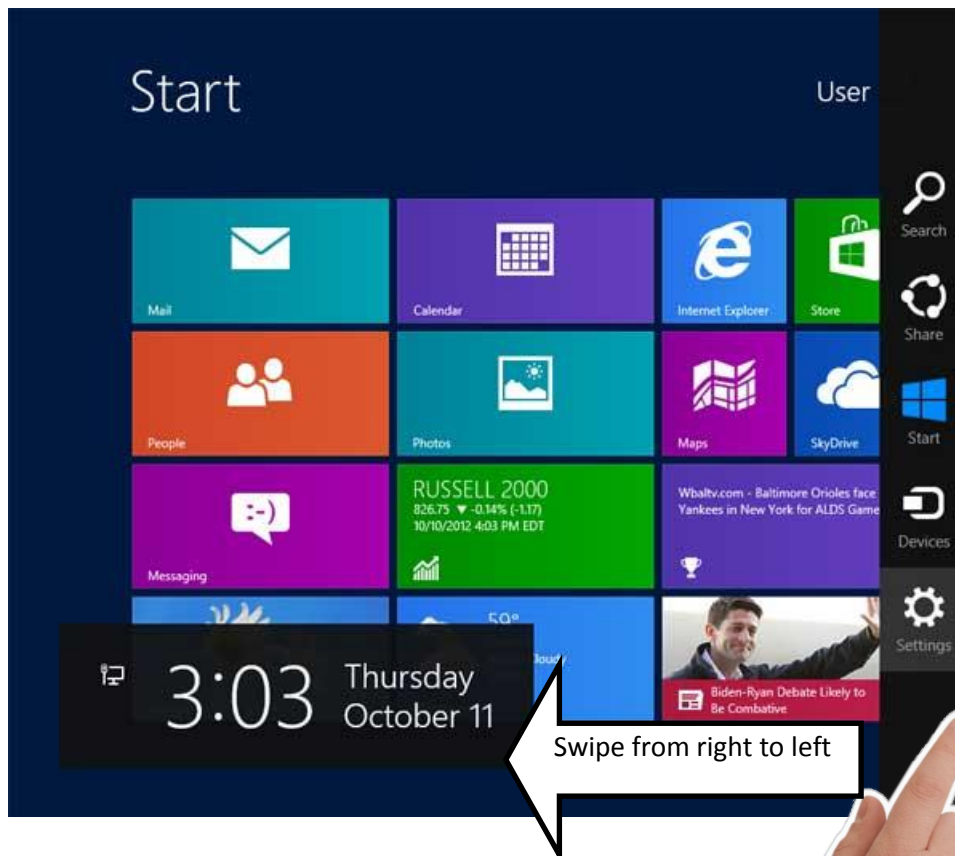If you forget this password ISS are not able to reset your account. The device must be reset.

After you click next, windows will now start to create your user account and will log in once this has been completed.

On the Login Screen, you will need to swipe up to unlock.

Use the charms—search, share, change settings, and more

No matter where you are in Windows 8 or Windows RT, the charms help you do the things you do most often, like search, share links and photos, connect devices, and change settings. What you can do with the charms can change depending on if you're on the Start screen or using an app.

The five charms—Search, Share, Start, Devices, and Settings—are always available on the right side of your screen. Here's how to open them:

Swipe from right to left

Search

Search for anything anywhere. You can search just the app you're in, for example to find a message in Mail or an app in the Store, search another app, or search your entire PC for an app, setting, or file.

Share

Share files and info with people you know or send info to another app, all without leaving the app you're in. You can email photos to your mom, update your Facebook status, or send a link to your note-taking app.

Start

Get to your Start screen. Or if you're already on Start, go back to the last app you were in.

Devices

Use all of the devices that are connected to your PC, both wired and wireless. You can print from an app, sync with your phone, or stream your latest home movie to your TV.
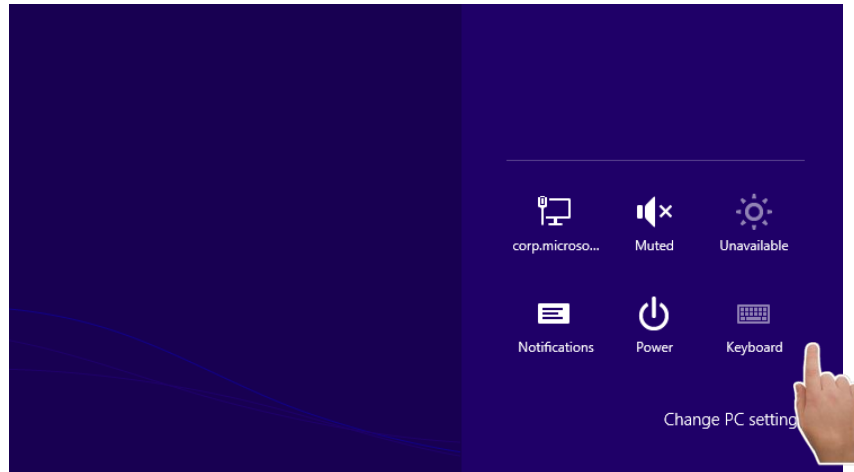
Settings

Change settings for apps and your PC. You'll find settings, help, and info for the app you're in, plus common PC settings, such as network connection, volume, brightness, notifications, power, and keyboard.
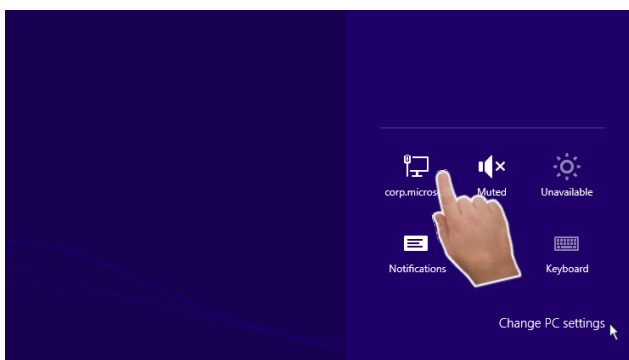
Settings

You can use the Settings charm (⊞ +I) to personalize your PC by changing things like your account picture and the background and color of your Start screen. If you're in an app, you can use the Settings charm to get to the settings for that specific app. There are also some common settings, like volume and brightness that you can get to quickly. For more settings and ways to personalize your PC, open the Settings charm and then tap or click **Change PC settings** from anywhere on your PC.

Accessing Campus Wi-Fi

To connect to the University Wireless network you must open up **Settings** in the **Charms** (⊞ +C). Tap on the Network / WiFi icon in the top Left hand corner of the Settings Icons as seen bellow

This will open up the network options, tap on **newcastle-university.** You will be asked to enter your campus login ID and password.
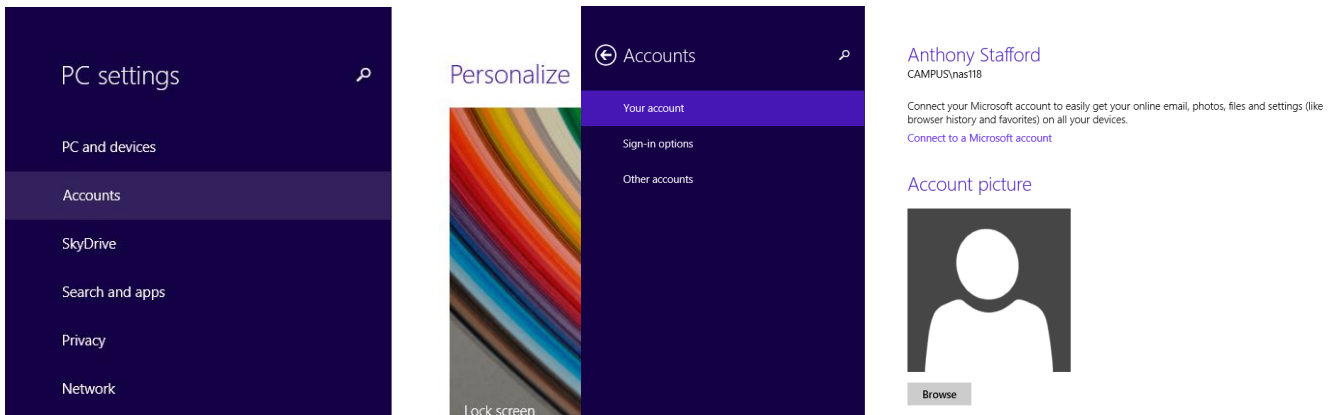
Please accept any certificate or trust errors.

Connect to Your Microsoft Account.

Switching your local account to a Microsoft account is mandatory as this will automatically enable BitLocker encryption on your device. The Microsoft account will also permit you to download apps from the Windows Store.
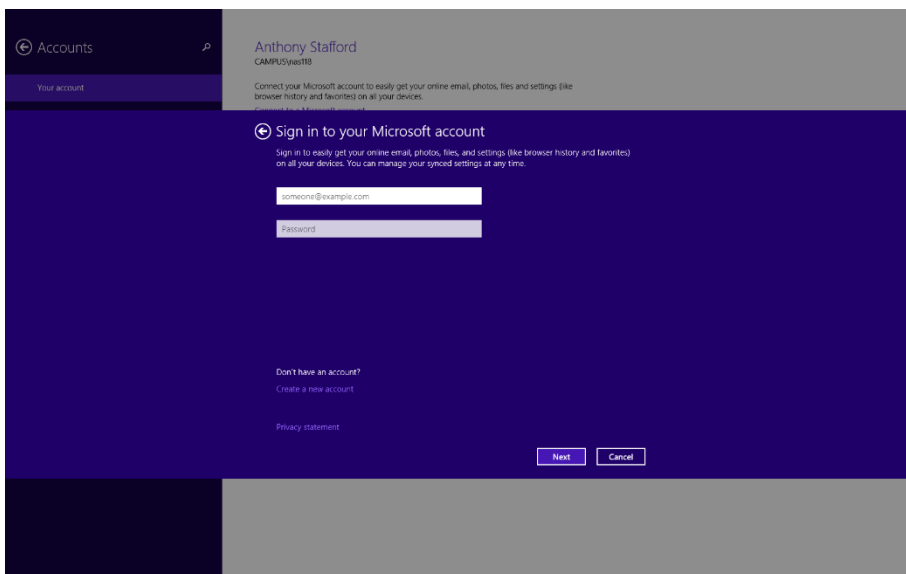
Select the **Settings** charm (■+C) and at the bottom of the screen tap **Change PC Settings.**

From PC Settings tap **Accounts**. Under the Your account tap **Connect to a Microsoft Account**.

Confirm your local account password.

Enter your Microsoft Account Information.

If you are prompted to verify your email address you can click "I cant do this now" to skip it.

Select which settings you would like to sync. This is only relevant if you have multiple devices you would like to have the same settings for. Tap Next

The next page tells you about SkyDrive if you have previously use it on another device. Leave this as it is and tap Next.

Tap Switch on the final page to complete connecting to your Microsoft account.

Built-in apps

"App" is another word for program. In Windows 8 and Windows RT, some apps come built in to Windows, and there are even more available in the Windows Store.

Windows 8 and Windows RT come with many built-in apps—you'll see tiles for them on your Start screen when you log in to your device. These apps will help you stay in touch with colleagues, quickly get to your documents and important info, listen to your music, and stay up to date on the news.

People

Stay connected and see real-time updates from your email accounts, and Facebook, Twitter, and LinkedIn.

Mail

Get email and send messages from your accounts—including Yahoo! Mail and Outlook.com—all in one inbox.

Photos

See and share your photos and videos in one place, whether from Facebook, Flickr, SkyDrive, or another PC.

Music

Listen to free streaming songs and get personalized music recommendations. Share your playlists and download songs you love.

SkyDrive

Connected with your Microsoft account, SkyDrive lets you enjoy seamless sharing and access and to your files, photos, and videos.

News

Customize your news, and see it in a dramatic, photo-rich format. See breaking updates and stay up to date on what's happening around the world.

Apps from the Windows Store

You can either browse or search for apps in the Windows Store. To open the Store, tap or click the Store tile on the Start screen.

You can browse for apps in a category, or in groups like "Top free" and "New releases." And if you already know what you want, just open the Start and start typing—you'll immediately see results for apps that match your search. When you find the app you want, tap or click **Buy** or **Try** (free trial) if it's a paid app, or **Install** if it's free.

Please Note

- Windows 8 applications downloaded from the Store are not supported by ISS; all support is provided by the App Vendor as agreed in the App Licensing Agreement.
- Apps from the store that require purchase or a paid subscription cannot be borne by the University (be that via the Expenses process or by the use of University purchasing cards).
- Windows RT does not support Classic Desktop Applications with the exception of Microsoft Office RT 2013

Accessing Home Folders and File Store

Your Windows RT Device can use file explore just like a normal PC. File explore easily lets you connect to data stored at the University.

Finding your Home Folder path

1. From the Start Screen open Internet Explorer or Search Internet Explorer from the Charms
2. Open the Newcastle university home page: http://www.ncl.ac.uk
3. Click People search.
4. Click My Details.
5. If prompted, authenticate using your **campus ID** and **password**.
6. Click the link for "ISS technical information, including details of which ISS servers you use and any role accounts you own."
7. Take note of the "Home folder via Webfolders:" for off campus access or your home folder path for on campus access.

Connecting to your Home Folder

1. From the start screen tap the Desktop Icon (■+D)
2. Open File Explore from the Task Bar
3. Right Click This PC or Press and Hold
4. Select Add Network Location.
   Click Next.
   Click Next to "Choose a custom network location".
   Enter the your home path e.g. https://webfolders.ncl.ac.uk/home/homeXX or \\tower1\home1\nab1 when on campus
   Click Next.
   If prompted, authenticate using your campus ID and password.
      0. You May have to Prefix your Campus ID with **CAMPUS**
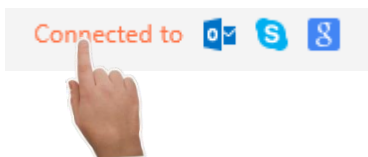   Enter a description for your network location.
   Click Finish.

Connecting to PSS File Store

Not all folders in the PSS file store are open for access over internet for security reasons.

12. From the start screen tap the Desktop Icon (■+D)
13. Open File Explore from the Task Bar
14. Right Click This PC
15. Select Add Network Location.
    Click Next.
    Click Next to "Choose a custom network location".
    Enter path e.g. https://webfolders.ncl.ac.uk/PSS for off campus access or \\campus\pss\ for on campus access
    Click Next.

If prompted, authenticate using your campus ID and password.

0. You May have to Prefix your Campus ID with **CAMPUS**

Enter a description for your network location.

Click Finish.

How to Connect a Windows RT Device to Your Exchange Mailbox

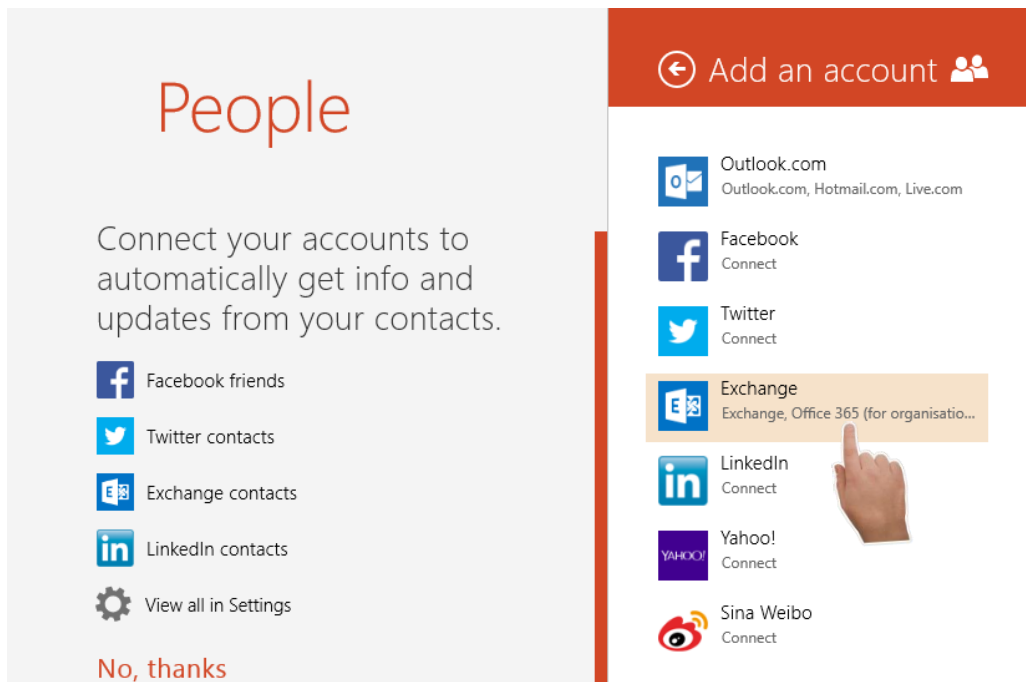First select the **People** tile to proceed to the account creation screen.

Note: If this is a brand new device you will have to follow the on screen prompts to create a Microsoft account.
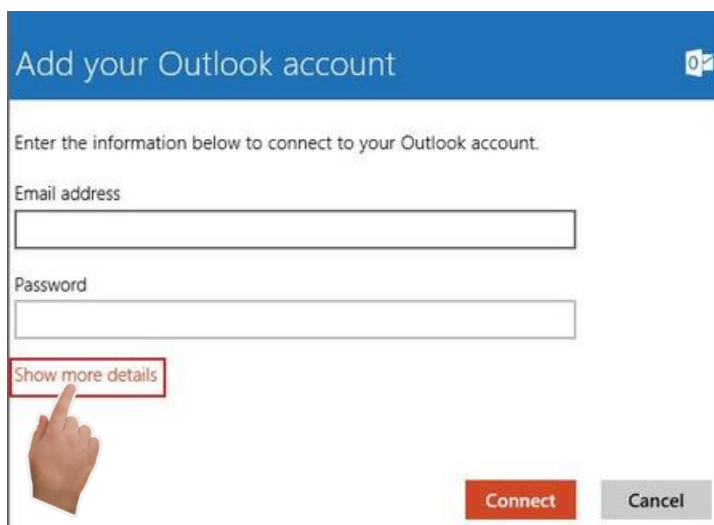
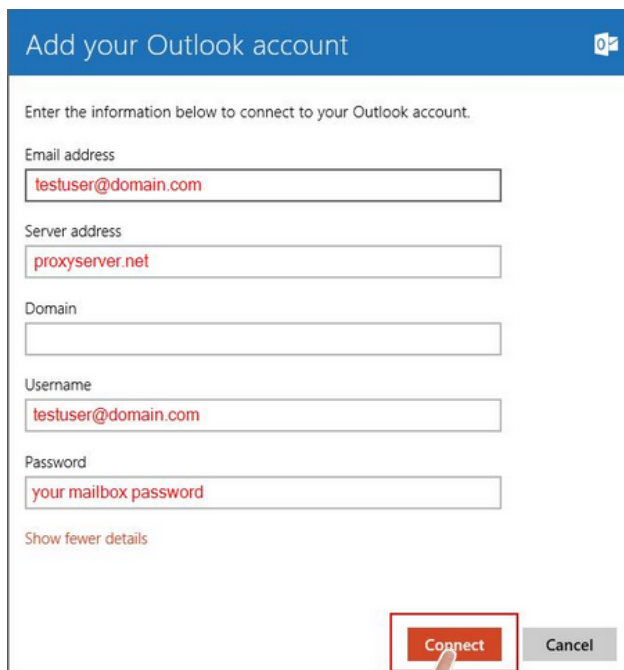Select the **Connected to** icon at the bottom right, then click "add an account"

Select the **Exchange** icon to configure your University Email account.

The add screen will come up you will want to expand it with **Show more details**.

1. Fill out the information page with the settings for your mailbox:

   - o **Email Address:** "Your.Name"@Newcastle.ac.uk

   - o **Server Address:** owa.ncl.ac.uk

   - o **Domain:** Campus

   - o **Username:** "Campus ID"
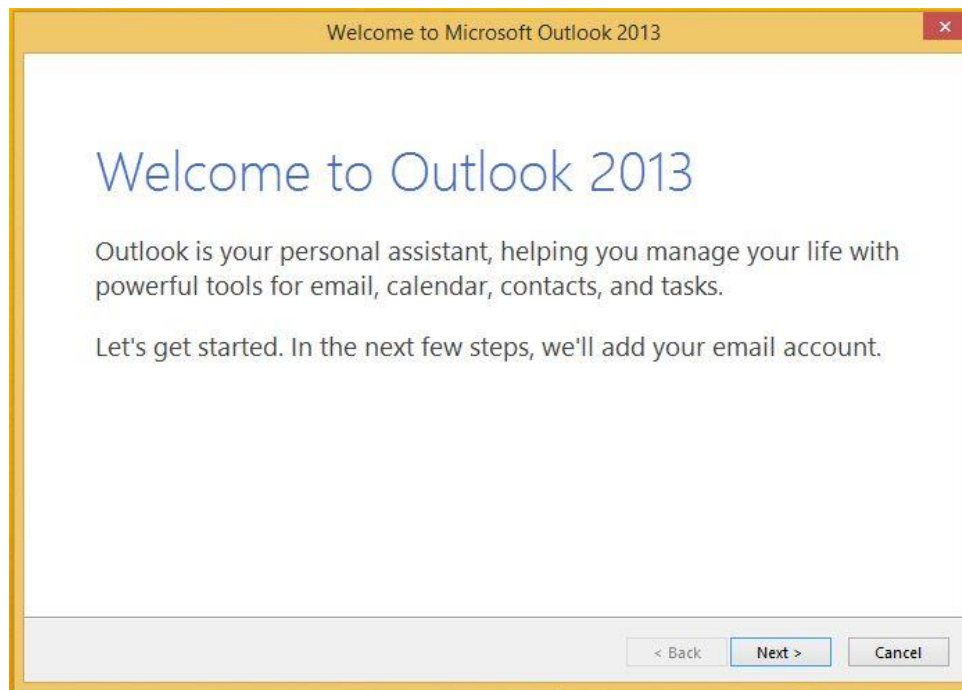
   - o **Password:** **************

You will be prompted to accept the security policy. Tap **Enforce these policies,** as this is required to connect the account.
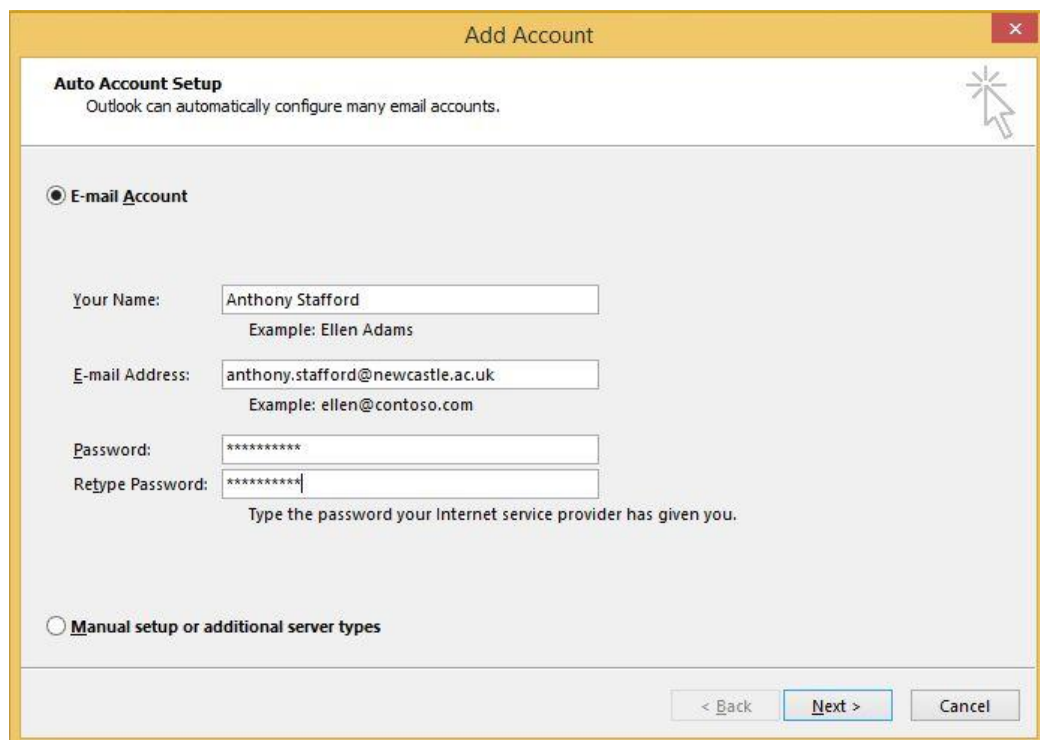
How to Setup Outlook 2013

You must be connected to the campus wireless network for this setup to work correctly.

Open the outlook application

When the wizard opens click "Next>"
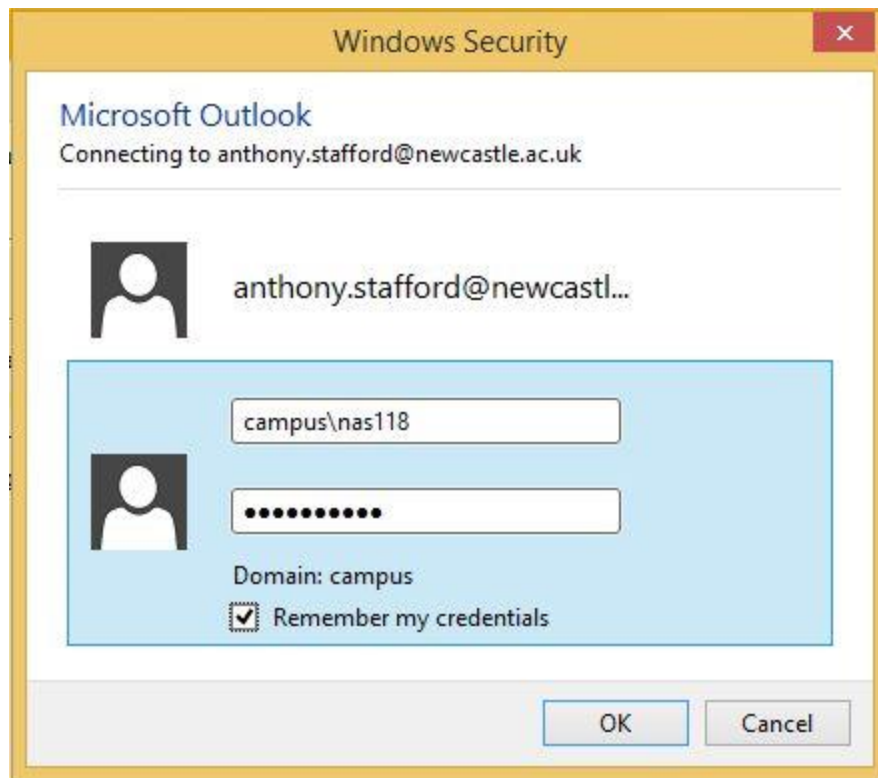
Input the fields

Your Name: This is what will display as your default name – it is not vital that this is accurate,

E-mail Address: this must be your email address in lower case, @ncl.ac.uk and @newcastle.ac.uk both work

Password: & Retype Password: your current campus password (that you use for logging into a campus pc)

Click "Next>"

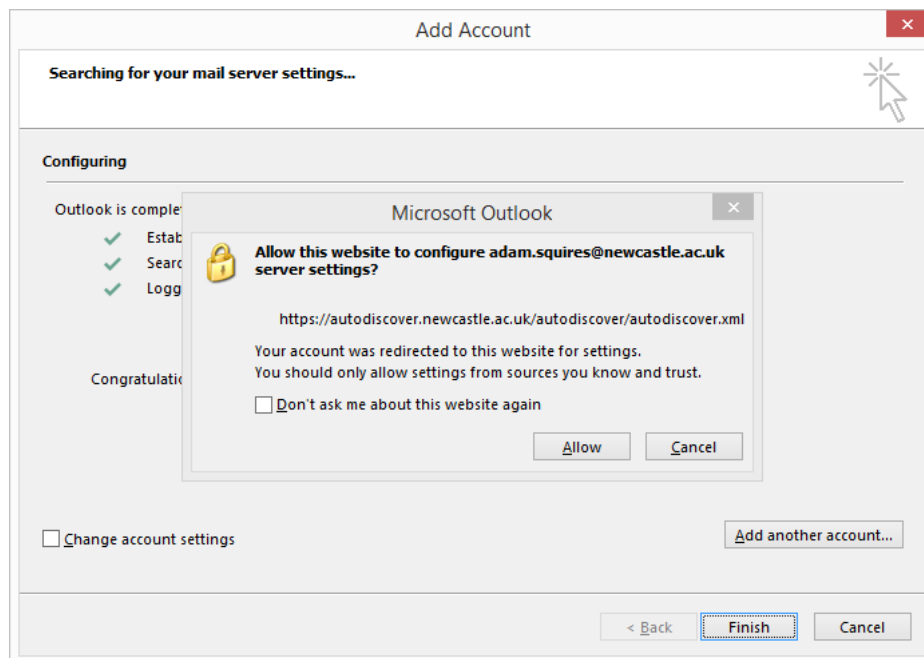You will be prompted by a small popup window

You must select use "another account" and input the details

Username: campus*your campus ID*

Password: your campus password that you inputted on the previous screen.

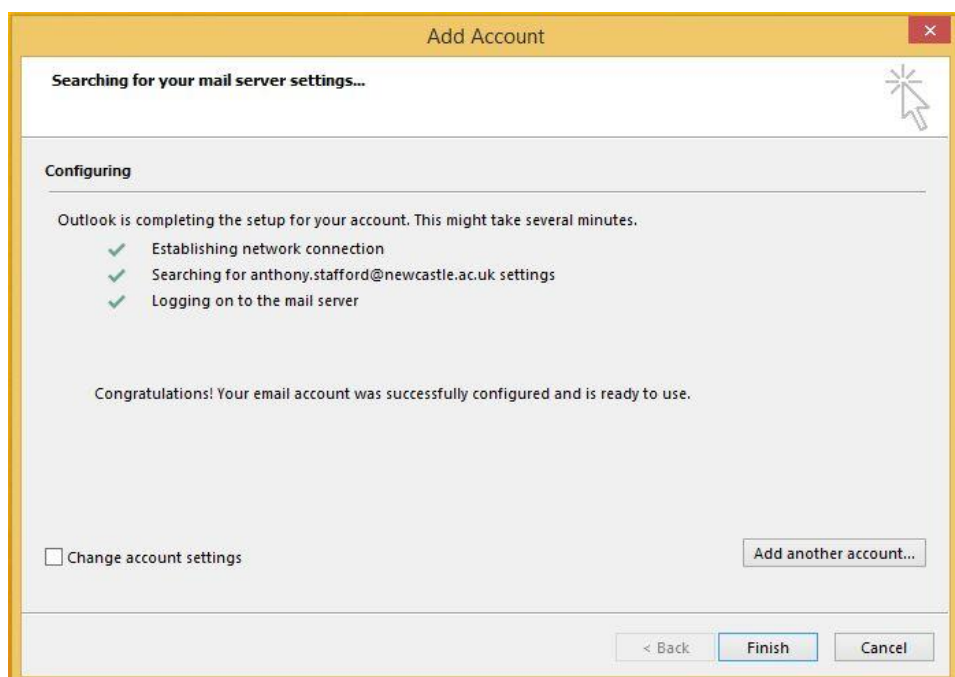Tick the Remember my credentials box.

Click "Ok"

Tick the box for "Don't ask me about this website again

Click Allow.

You will be prompted by this new window confirming everything is setup correctly.

Click "Finish"

Outlook will open and start downloading your emails, contacts, etc to the device. This can take awhile depending on how big your mailbox is.

If you have access to control other users' mailbox you will have to add this separately, which is the same process as Outlook 2010.