

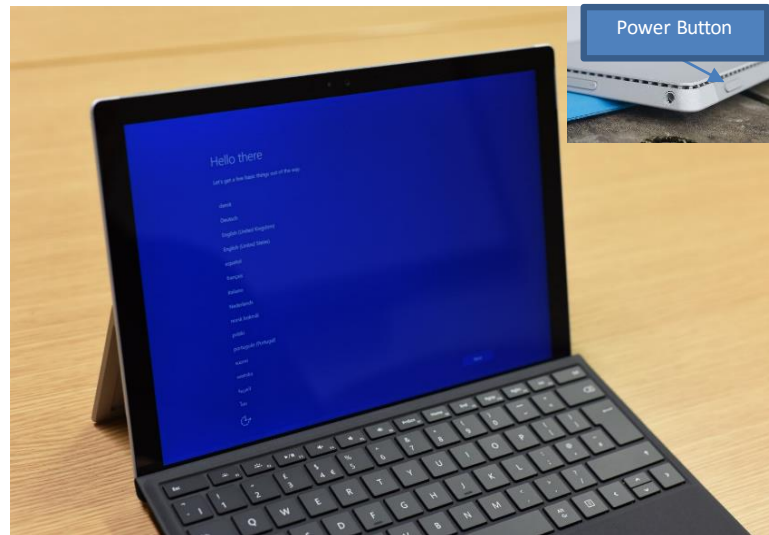
# Set up your Microsoft Surface Pro 4

Device: Surface 4 and Pro 4

Operating System: Windows 10



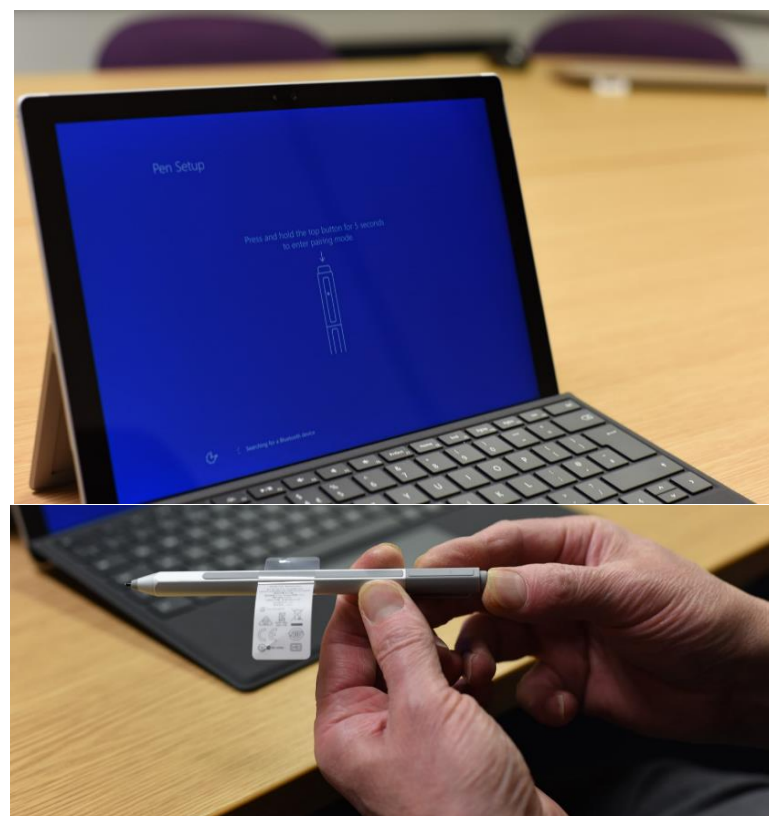
1. Once the Power Button (see photograph) has been pressed, select your language and click 'Next'.



3. Once you have Read the Licence, click 'Next'.



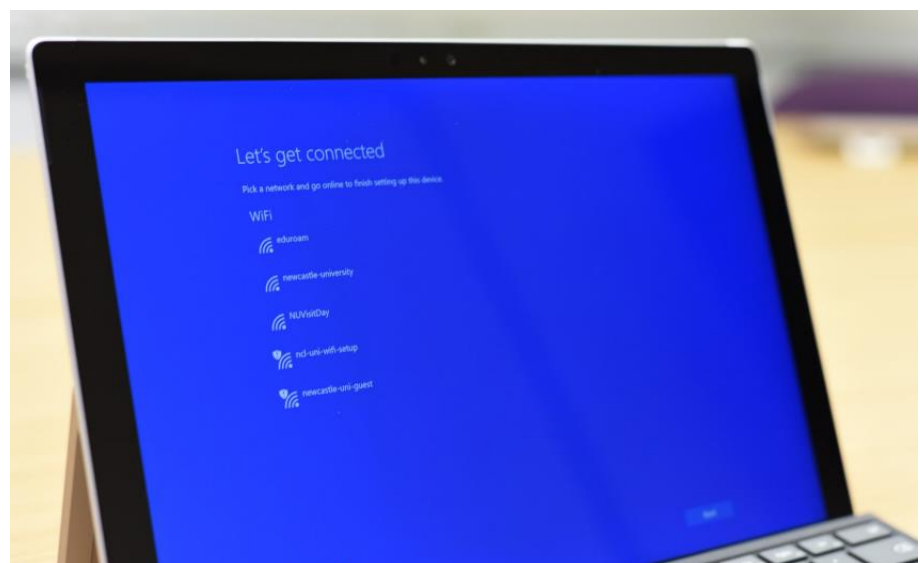
2. Press and hold the pen button in for 5 seconds.



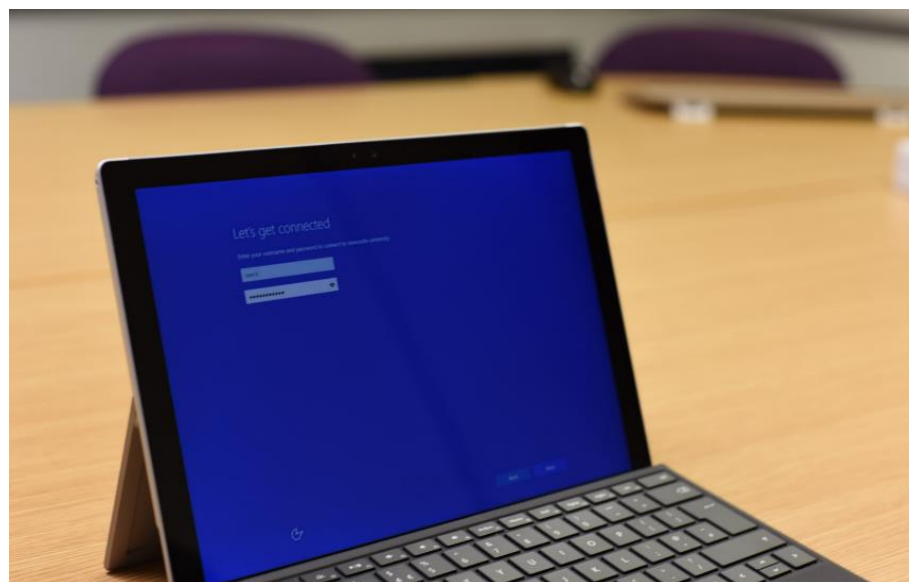
4. Click 'Next' when the pen pairing has been successful.



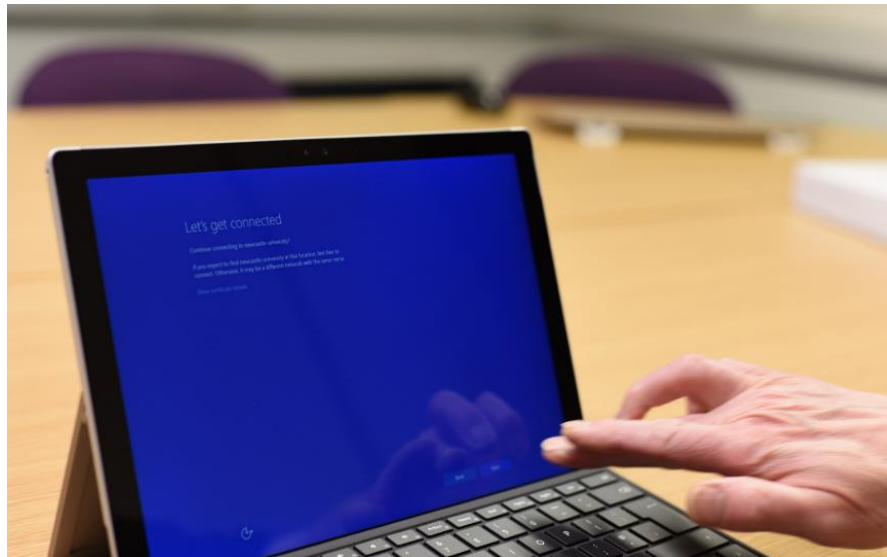
5. Select 'Newcastle-University' from the listed Wi-Fi networks.



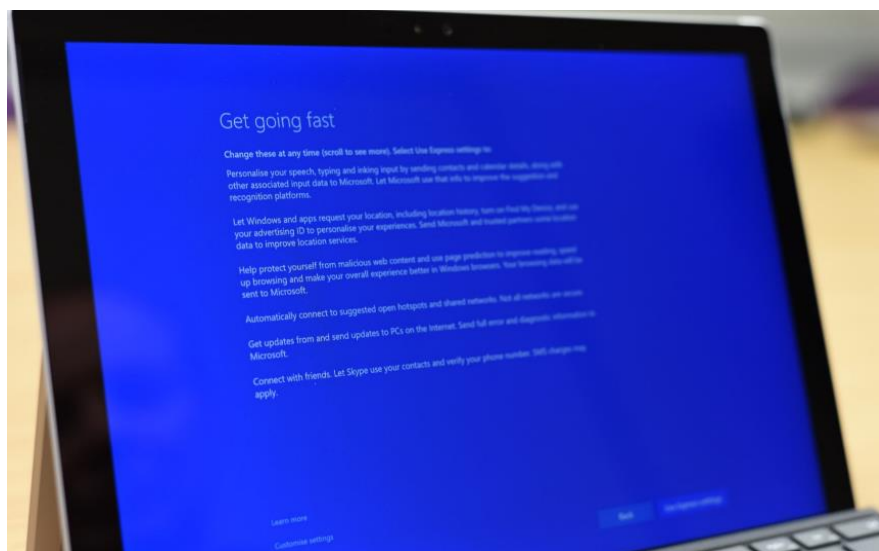
6. Type in your N'ID and Password (eg njs9), click 'Next'.



9. Click 'Next' on the 'lets get connected' box (please note if a 'connected failed box is presented, please try again from step 5).



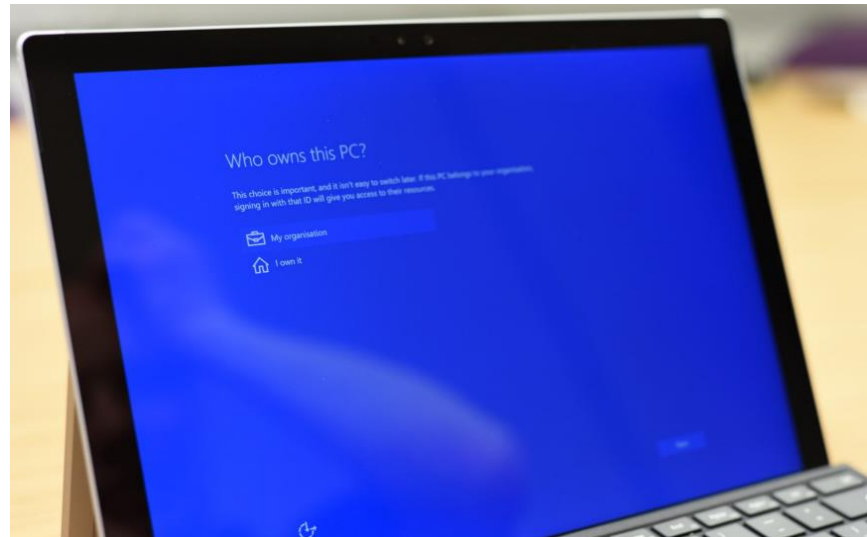
8. Click 'Use Express Settings'.



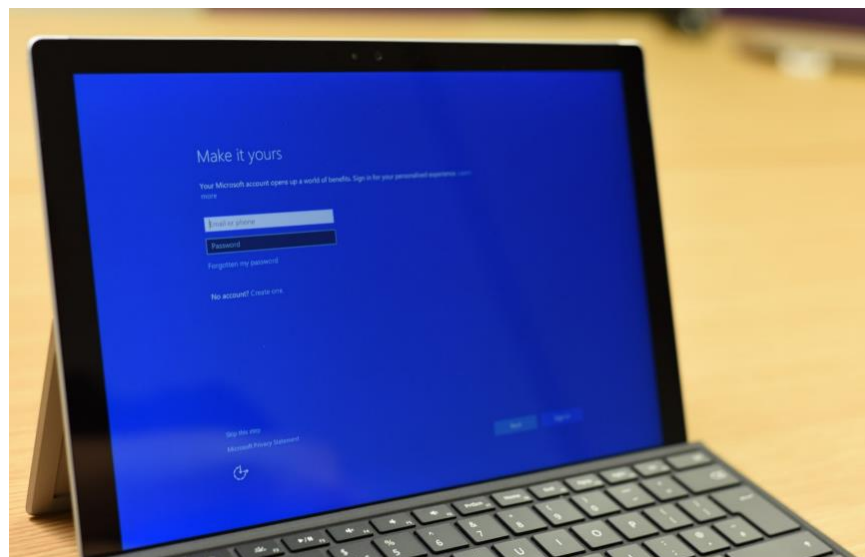
7. Wait for the device to set up.



12. Click 'I own it'.



11. Click 'Skip This Step'.



10. Type your N'ID (eg njs9) in the 'who's going to use this PC?' box. Type a Password and Password Hint in and click 'Next'.

## Create an account for this PC

If you want to use a password, choose something that will be easy for you to remember but hard for others to guess.

Who's going to use this PC?

Make it secure.

A hint is required. Make sure it helps you remember your password.

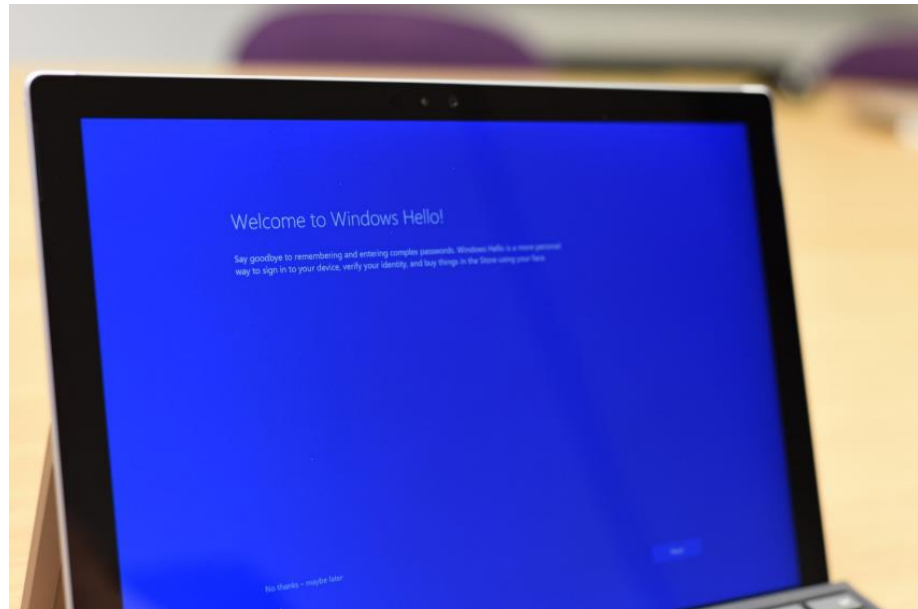


Back

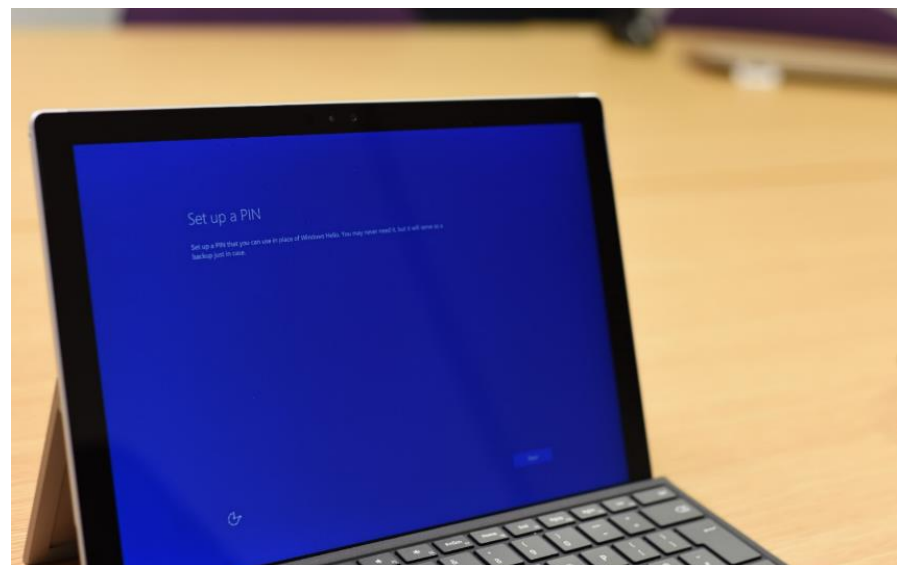
Next



15. Click 'Next' to set up a pin, or alternatively click 'No Thanks' to skip.



14. If you chose to make a pin, type in a pin and Click 'Next'.



13. Your Surface setup will now be completed and the device will load to Windows.



## 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](https://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](https://campus\pss) for on campus access  
Click Next.