



# Technical Configuration Instructions for Windows

Hello and Welcome to Fuqua!

The intention of the following instructions is to allow all incoming Fuqua School of Business students to install and configure, on their own, the mandatory software that is required to complete coursework. Most items have a comprehensive video that explains step-by-step how to install and configure these items. It is required of all students to configure their own laptops *prior* to the first day of their orientation.

The Fuqua Technical Support Center (TSC) is available to address any specific problems, concerns or questions throughout the summer and school year; we can be contacted either through email: [help@fuqua.duke.edu](mailto:help@fuqua.duke.edu) or by telephone: 919.660.7878.

In addition to the YouTube videos, students can utilize the help documents found within the Technical Support website: <https://it.fuqua.duke.edu>.

Please note that the 2018-2019 Academic platform is utilizing Microsoft Office 2016, 64-bit version.

**Some things have changed since the instructional videos were created, this includes the initial software website where you will download your software. Please watch the videos completely, reading all instructions below so you can follow along properly.**

When students receive their NetIDs they are asked to set a password, however, at the point that password was created, many of the Fuqua specific accounts were not set-up yet. In order to synchronize their Duke NetID to the Fuqua Network, it is required that each student reset their password *prior* to configuring their laptops. Access to the Fuqua wireless network and ePrint could be compromised if passwords are not reset. Please logon to Duke's OIT Self Service website: <https://oit.duke.edu/selfservice>, on the right side under NetID, select Change Your Password and type the current password you have in all three fields. This will force your same password through all existing accounts, both Duke and Fuqua accounts.

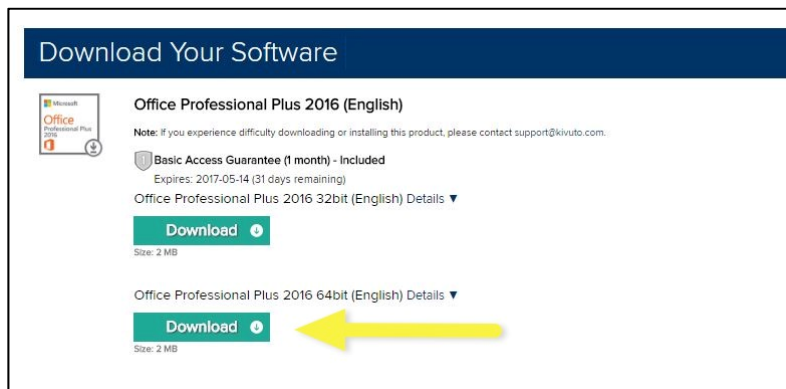
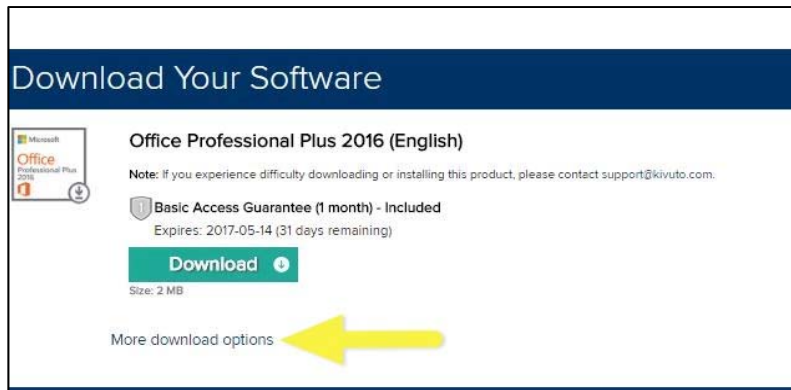
Again, if you should have any specific questions or problems, please don't hesitate to contact us!

## These Instructions Are Intended for Windows Users Only:

### Downloading and Installing Duke Provided Software

**Make sure to save the product keys for your reference**

When downloading Microsoft Office 2016 for Windows, it is important to select the **64bit version**. Please see the images below for selecting the proper version to download:



The following video will instruct you on how to order and download the Fuqua required software from the Duke Software Licensing site (<http://dukeoit.onthehub.com>). Please note that the video will start at the 2:25 minute mark:

<https://youtu.be/BkDej6wrMUo?t=2m25s>

### Installing Microsoft Office 2016

Install your permanent copy of **Microsoft Office 2016 64bit** on Windows.

**Make sure to save the product keys for your reference.**

[https://www.youtube.com/watch?v=ZeH\\_aRNW2bw&index=4&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI](https://www.youtube.com/watch?v=ZeH_aRNW2bw&index=4&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI)



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## **Configuring Email within Microsoft Outlook 2016**

You must have Microsoft Outlook 2016 installed before configuring your Outlook Email client.

<https://www.youtube.com/watch?v=xaoybT1cg2A&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI&index=5>

## **Setting-up Your Email Signature in Microsoft Outlook 2016**

Information on setting up your Fuqua signature can be found on the Technical Support webpage.

<https://it.fuqua.duke.edu/email.htm>

## **Anti-Virus Protection**

Duke's IT Security Office recommendations for anti-virus software for personal computers can be found at the below link.

<https://software.duke.edu/node/541>

## **\*\* Install Fuqua's ePrint Drivers Once You Arrive on Campus**

Once you are connected to the Fuqua Wireless network, you can download and install the Fuqua ePrint software required to use the student printers throughout Fuqua.

<https://www.youtube.com/watch?v=sbPXGrHlJlw&list=PLwEToxwSycW3-Esx86rbjCH24mVZ501MI&index=3>

## **\*\* Please Note:**

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