

## How to connect a seven-day loan laptop to the internet

### Introduction

Rather than provide a laptop that is dependent on a constant internet connection, as is the case with our four-hour loan laptops, these laptops instead will run Windows 10 to ensure you are less dependent on requiring an internet connection at all times.

However, the first time you use it and prior to returning the laptop (to ensure any office documents you will have created locally will have time to sync to your OneDrive account) you will need to connect the laptop to the internet via Wi-Fi.

**PLEASE NOTE** – any cached network settings and your profile contents will automatically be removed so please don't leave your only copy of critical files on the laptop when you return it.

The laptops have the same software as you would find on the library student PCs already installed on them, with the notable exception of GraphPad that's only available in a few areas of the library.

### How do I log on for the first time?

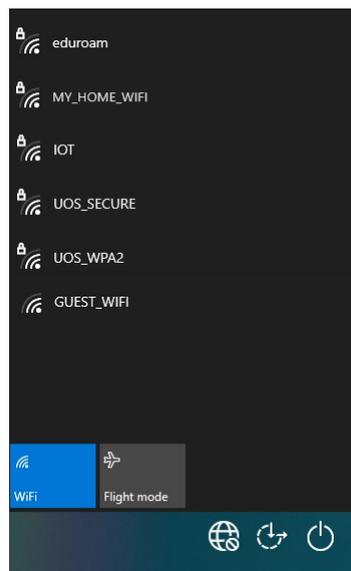
We recommend you do this via the university **eduroam** Wi-Fi but it can be done at home if you wish.

### Connect via the University eduroam Wi-Fi

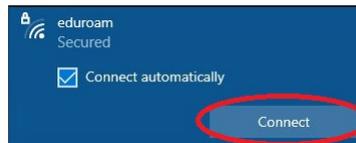
After you power on the laptop and it's waiting for you to login, either **Click** anywhere on the screen with the touchpad; or any key, such as the spacebar key, on the keyboard and the desktop will blur and you now need to **Click** on the left of the three icons (**circled in red below**) that looks like a globe and no entry logo in the bottom left hand corner of your laptop screen.



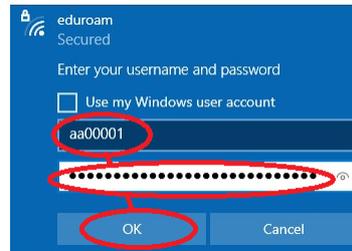
You will now be shown a list of available Wi-Fi connections, as shown below.



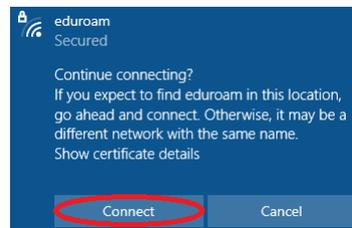
Click on the **eduroam** option from the list of available Wi-Fi options and **Click on Connect** (as highlighted in red below).



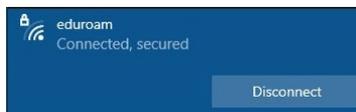
Enter your username, password and then **Click on OK**, as circled in red below.



And finally **Left Click on Connect**, as highlighted in red below.



It will then show as connected and secured, as shown below.



You can now log onto the laptop with your University IT account and password.

**Connecting using your home Wi-Fi connection (or make use of the Personal Hotspot functionality of a smartphone) instead:**

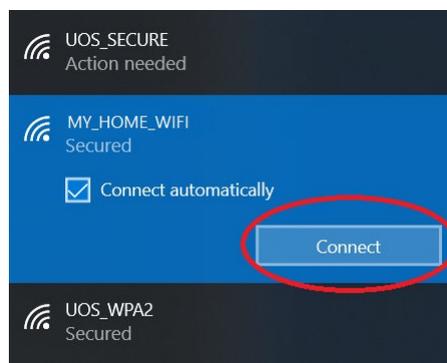
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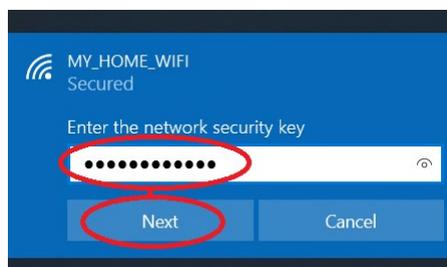
You will now be shown a list of available Wi-Fi connections, as shown below.



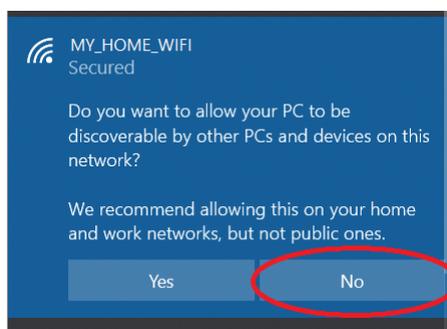
Select your home Wi-Fi option from the list available, in the example below we refer to this as MY\_HOME\_WIFI, and **Click on Connect**.



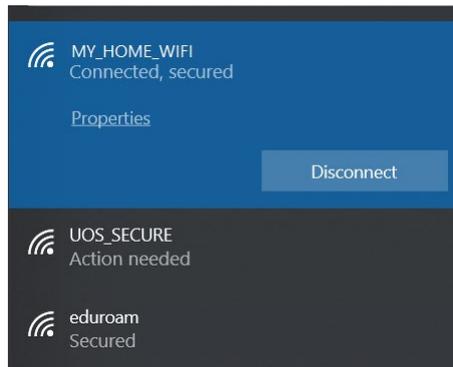
When prompted enter your home Wi-Fi network security key and **Click on Next** as shown below:



You will then be given the following option of allowing the laptop to be discoverable by any other PC or device on your network:



**Unless** you need to connect to your home wi-fi printer at home select **No** and you should now be connected to your home wi-fi as shown below:



You can now log onto the laptop with your University IT account and password.

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When you log onto the laptop for the first time, please be aware we need to do some background cleaning of the last user to use the laptop, which will regrettably mean re-entering your Wi-Fi details in again to ensure OneDrive is able to cache files onto the loan laptop.

### Connecting to the network post login

Via the University **eduroam** Wi-Fi:

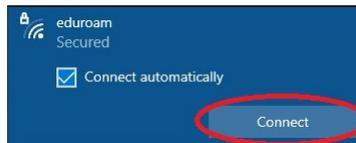
**Click** on the globe and no entry logo highlighted in red below in the bottom right taskbar area of the screen to display a list of available Wi-Fi connections you could connect the laptop to.



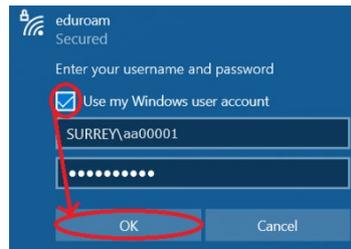
Select **eduroam** from the list as highlighted below in red



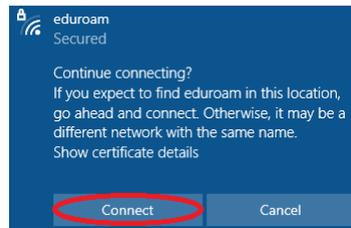
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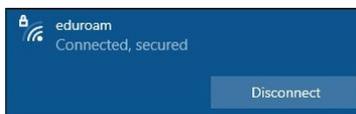
Then **Click on the 'Use my Windows user account'** option which will display Surrey\your username along with your hidden password credentials and then **Click on OK**, as shown below.



And finally **Click on Connect**, as highlighted in red below.



And it will then show as connected and secured, as shown below.

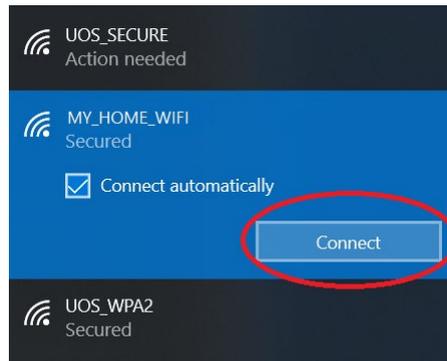


**If you need to connect to your home Wi-Fi connection post logon:**

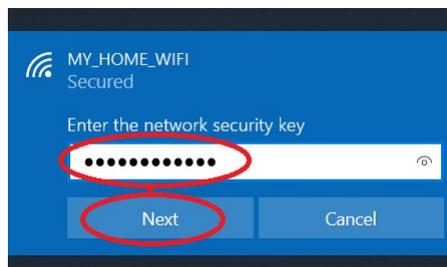
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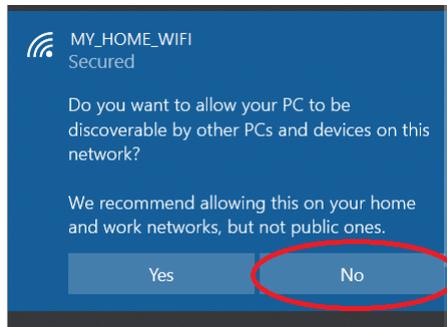
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