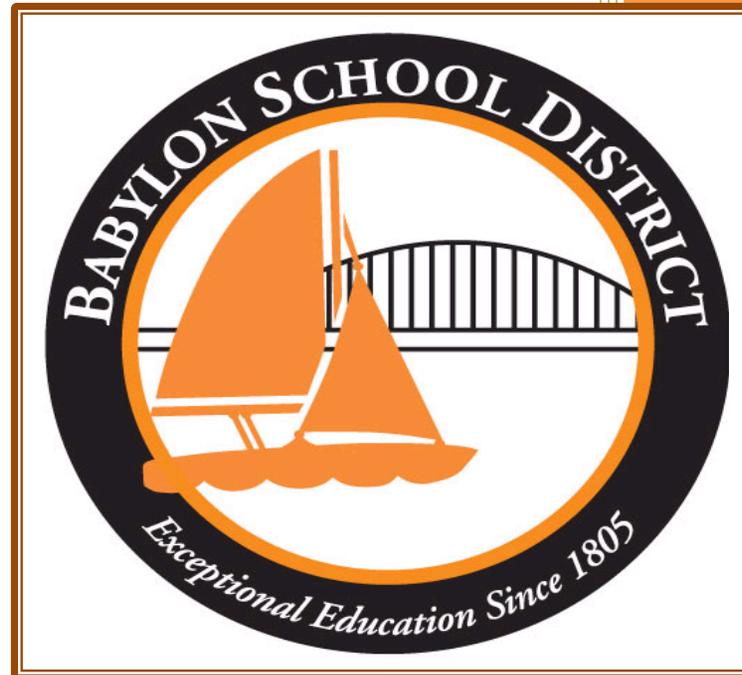


Device Configuration – Surface Pro 4 | Microtower



Technology Department
Babylon School District
50 Railroad Avenue
Babylon, NY 11702
www.babylon.k12.ny.us
(631) 893-7983

Device Configuration:

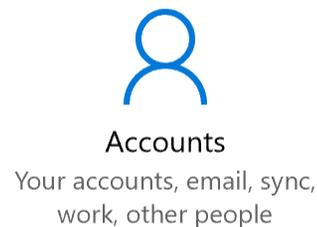
You will need to configure at least two devices in order to synchronize all of your documents/email from your Surface Pro 4 to your microtower attached to your Smartboard/projector/LED (if you teach in multiple rooms, you will need to configure more). Once you have completed this simple three-step process, you can work on either device and they will sync to the cloud and then back down to your other device.

Step 1: Adding your work or School Account

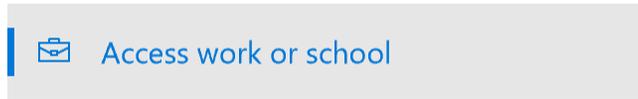
- a. Go to Start > Settings



- b. From the settings screen choose accounts



- c. Choose Access Work or School Account from the left side menu



- d. Choose the Connect button



- e. Add your school email address (ex. ddileo@babylonufsd.com)

Microsoft account



Set up a work or school account

You'll get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

someone@example.com

f. If you are prompted, choose Work or School Account



g. When prompted, put in your Password

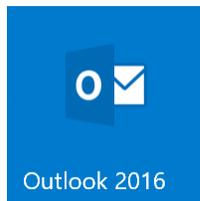
Work or school, or personal Microsoft account

Keep me signed in

h. You have now added your account to Windows 10.

Step 2: Add your Email to Outlook

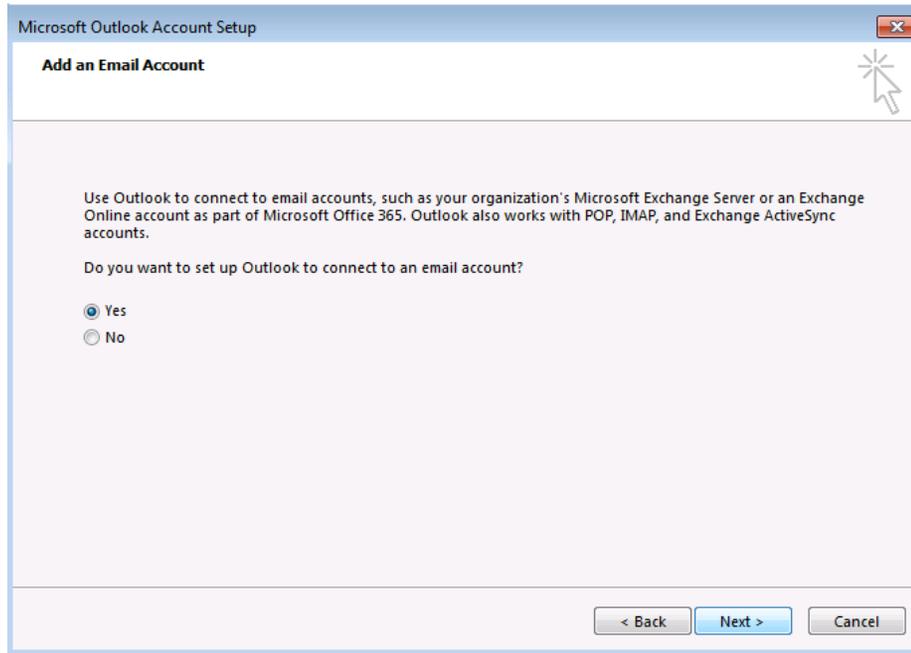
- a. Open Outlook from your start menu (Microsoft Office folder)



- b. This will open the Welcome to Outlook 2016 screen > Click Next

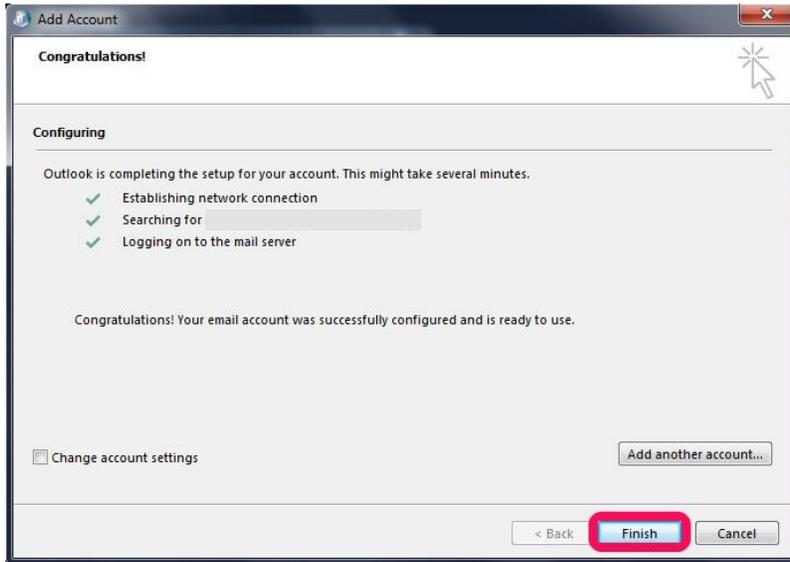


- c. Do you want to add an email account (Yes) > Click Next



- d. If you have completed Step 1, your name and email address will auto-populate for you > Click Next

e. Outlook will confirm your email address with Office 365 > Click Finish



f. You will be prompted to put your password in one more time > Check Remember Me > Click OK



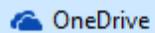
- g. You have now added your email account, and it will sync your email to your device.

Step 3: Adding your OneDrive

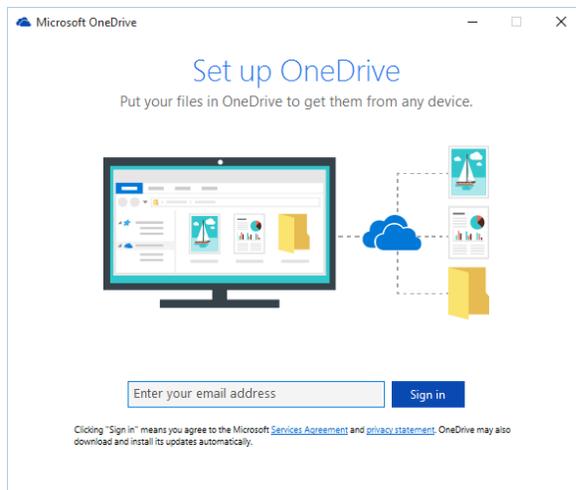
- a. Open File Explorer from your taskbar



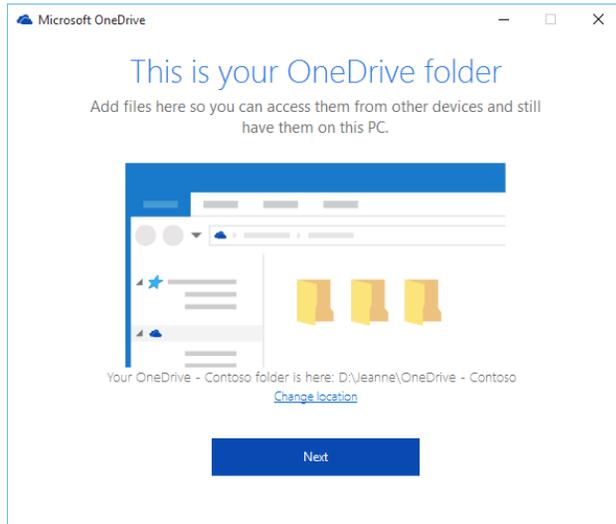
- b. On the Navigation Pane > Click OneDrive



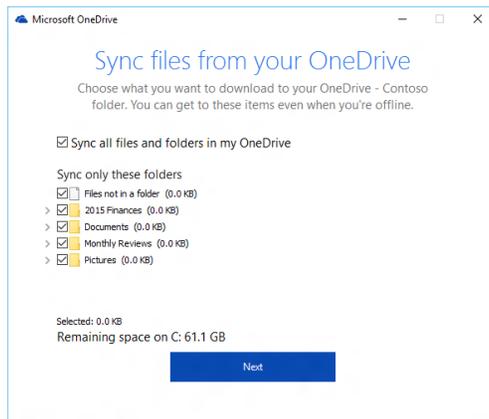
- c. This will take you to the OneDrive Setup Screen > Enter your email address (ex. ddileo@babylonufsd.com)



d. You will be prompted to save your OneDrive to a specific location > Click Next (leave the default)

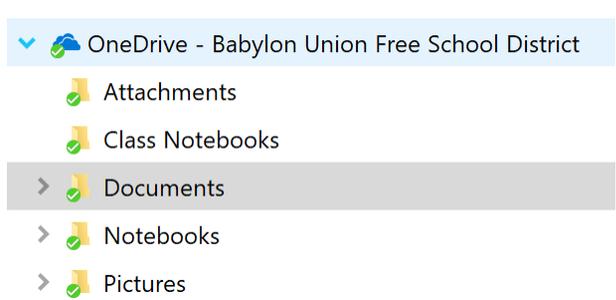


e. You will be prompted as to which folders/files you want synced to your computer.



***Although you have 1 Terabyte worth of storage in your OneDrive, you can only sync about 70Gb worth of data to your computer. For most users this is not a problem and you can sync all your folders/files. For those with massive amounts of video/audio you will want to uncheck those from syncing to your computer. This does not mean you cannot access them from your device. It just means Windows will reach out to the cloud, download the file quickly for opening.

- f. You can close the Go To OneDrive window by clicking the x in the top right corner. Now in the Navigation Pane of File Explorer, you will see your OneDrive for Babylon School District folder



You have now completed your device setup. Once you do this for each device you teach on, you will be able to access your email/files instantly.

If you have any questions, please contact Steve Silipo (ssilipo@babylonufsd.com) or Dave Dileo (ddileo@babylonufsd.com).