



Bringing your own laptop?

Please follow along with these instructions to get your laptop set up and ready for class. Some steps require resources that are only available on the SFU campus network. Please ensure that you are on campus and connected to the campus Wi-Fi when indicated.

These instructions will be similar whether you have a Windows laptop or MacBook.

If you need help with any of these steps or more, please stop by the IT Helpdesk in the Library on campus during business hours, or call our 24/7 support line at 814-472-2800.

- ☐ **Connect to SFU Wi-Fi (on-campus only)**
- ☐ **Microsoft Office Installation and Sign-in**
- ☐ **Microsoft OneDrive Setup**
- ☐ **Install SFU Printers (on-campus only)**

Note: If you are prompted to pay for subscriptions to Microsoft Office or OneDrive during this step, please decline. Licenses for these services are included with your SFU Microsoft account.

Connecting to the SFU Wi-Fi network:

The SFU Wi-Fi network is only available on campus. When connecting to the SFU Wi-Fi, please choose **SFU-Secure**. It will require you to login with your username (the letters and numbers before the @francis.edu part of your email) and your SFU password.

Installing and Signing into Office Apps:

Login with your SFU email at <https://portal.office.com>. Click the “9 dots” button aka “waffle menu” in the upper left and choose **More apps**. Click the **Install apps** button in the upper right corner and then choose **Microsoft 365 apps**. On the next screen, choose **Install Office** under the **Office apps & devices**. You will be asked to save a file. This is the Office installer file. Save and run the file. Installation can take up to 30 minutes.

Upon opening any of your Microsoft Apps (Word, PowerPoint, Excel, etc.), please sign in with your SFU email, password, and authentication to edit and create documents. This is included with your SFU Microsoft account and will give you full access to the applications you need for class.

Microsoft OneDrive:

Microsoft OneDrive is included with the Office installation you performed above. Please add your SFU account by right clicking the gray cloud icon in the lower right by the clock (on Mac, it will be in your apps menu), then Sign In. Once you are signed in, you will find a new folder on the left side of File Explorer (Finder on Mac) with the blue cloud icon, your name, and “Saint Francis University.” Please save your schoolwork here. Should anything disastrous happen to your laptop, this will prevent you from losing your work as the files will be stored in the cloud on OneDrive and accessible online at office.com. SFU OneDrive accounts come with 1000 GB (1TB) of storage, whereas a free personal Microsoft account only includes 5 GB of storage.

Installing SFU Printers

Installing and printing to SFU printers is only available on campus. Please go to the following link when connected to the SFU Wi-Fi network for instructions on installing the PaperCut Mobility software and printers. <https://asklibrarians.francis.edu/techhelp/faq/339863>

Be sure **Student Printers** is selected.

You will login using the same username and password that you used to connect to the SFU-Secure Wi-Fi.

**This step is often missed on Macs as macOS wants to use your username and password for your Mac.*

*Please make sure you change it to your SFU username and password.**

Sending to Student Printers will send to the queue of all student printers. You will need to use either your username and password, or Student ID number to retrieve your print job. The color printer is located in the Scholars Break Room in the main entrance of the Library & Learning Commons.

Links in this document can also be found on the “Students” tab of my.francis.edu.