

# Plan for PC Preparation

Transition to Windows 11, company domain, Office 365 and OneDrive

Internal information

Wait for instructions before taking any action



**Windows 11**  
**Office 365**  
**OneDrive**

## Before you start

The SMS from Atea has been received – but it must only be used when you are contacted internally.

**Do not do anything yet**

### **1. Wait for internal contact**

You will be contacted internally when we are ready to prepare your PCs.

### **2. Save the SMS from Atea**

The SMS contains the password required for the Office 365 installation.

Message to everyone: No changes, installations or password changes may be made until you are instructed to do so.

# What will happen?

Overall process for preparing PCs.

## 1. Wiping

The PC will be wiped and formatted.

## 2. Windows 11

Windows 11 will be installed on all computers.

## 3. Company domain

The PC will be joined to the company domain to maintain security.

## 4. Office 365

Email and other O365 solutions will be installed using the password from the Atea SMS.

## 5. Programs

The necessary work programs will be installed.

## 6. Test

The password will be changed, and the user will test that everything works.

Existing PCs must not be connected to the network or the new system. This includes email, etc.

The purpose is to ensure a consistent, secure and updated PC setup for everyone.

# Files and USB Media

It is possible to save relevant document files before the PC is wiped.

## Allowed to save

- ✓ Excel files
- ✓ Word documents
- ✓ PowerPoint presentations
- ✓ Other clean document files

## Not allowed to save

### No .EXE files or other program files

The USB drive **MUST** be scanned and approved by MBE before use in the new computer. Going forward, USB use requires administrator approval.

If you need a USB drive, you can ask Morten to borrow one for this purpose.

# Office 365 and OneDrive

After preparation, you will have access to email and cloud document storage.

## **Office 365 installed**

Email and relevant Office programs will be set up on the PC.

## **Password from Atea SMS**

The SMS is used during the O365 installation.

## **OneDrive going forward**

Going forward, documents can be stored in OneDrive instead of locally on the PC.

## **Guidelines to follow**

Further instructions will be provided once everyone is up and running.

Recommendation: Save ongoing work documents in OneDrive once the solution has been set up.

# What should you do now?

Three simple things until the internal preparation starts.

1

## Save the SMS from Atea

It will be needed later – but not yet.

2

## Prepare document files only

No program files or .EXE files may be transferred.

3

## Wait for internal instructions

You will be contacted when we are ready for you.

Questions about USB media: Contact Morten.