



New laptop setup guide

The order to do things in when a new machine arrives, so you do not end up redoing it in a month.

The order that saves you redoing it

- 1 Before it arrives**
Back up the old machine, list the software and licences you rely on, and make sure your passwords are in a password manager — not saved only in the old browser.
- 2 Sign in with your work account**
For business laptops, set the machine up with your Microsoft 365 work account rather than a personal one, so it can be managed and protected. Set a strong PIN or Windows Hello sign-in.
- 3 Update everything first**
Before installing anything else, run Windows Update (or macOS Software Update) repeatedly until it finds nothing new, then install any updates from the manufacturer.
- 4 Switch on the security**
Check that device encryption (BitLocker on Windows, FileVault on Mac), Microsoft Defender or other anti-malware, and the firewall are all turned on. Use a standard account day to day, not an administrator.
- 5 Remove what you do not need**
Uninstall trial software and pre-installed apps you will not use. Less software means fewer things to update and fewer ways in.
- 6 Install your software**
Install only from official sources: Microsoft 365, your browser, your password manager, printer software and any business applications. Sign in to each one.
- 7 Move your files across**
Copy documents, photos and other files from the backup or old machine. If you use OneDrive, sign in and let it sync, then check your files are all there.
- 8 Set up backup**
Make sure important folders are backed up automatically — for example, OneDrive syncing for Desktop, Documents and Pictures — and confirm it is working.
- 9 Test the essentials**
Print a page, send and receive email, join a test Teams or video call to check the camera and microphone, and connect to any shared drives or VPN.
- 10 Retire the old machine safely**
Sign out of all accounts, remove it from your Microsoft 365 devices, then securely wipe it before selling, donating or recycling it. If the drive has failed, have it securely destroyed. Recycle electrical items properly rather than putting them in general waste.

Buying through us? We do all ten steps before the laptop reaches you — configured, updated, secured and joined to your Microsoft 365, with your data moved across.