



Congratulations, and welcome to InspiriTec! Let's get started!

Please follow the attached instructions to get your computer set up and email ready. If at any time you need additional assistance please reach out to our IT department to assist. We can be reached at :

wahhelp@inspiritec.org . Please be sure to include your full name and phone number when send the email.

We are excited that you are on our Team! Welcome!

Step 01	What's In the box Please verify that you have received the following items. Once you have confirmed that you have all of the contents listed below proceed to step 2. If anything is missing please contact support at wahhelp@inspiritec.org. Please be sure to include your full name and phone number when send the email.	Completed 
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(1) Laptop 	(1) AC/DC Adapter 
(1) Power Cord 	(1) USB Headset 

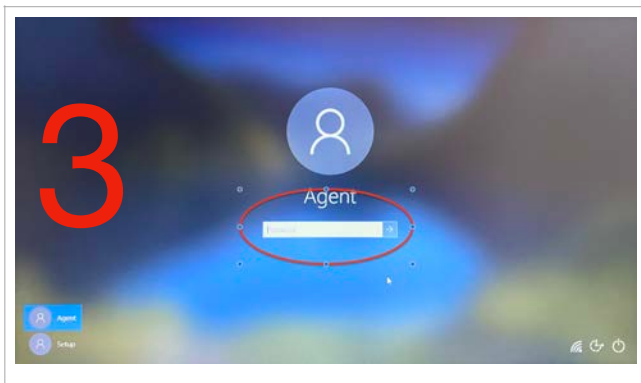
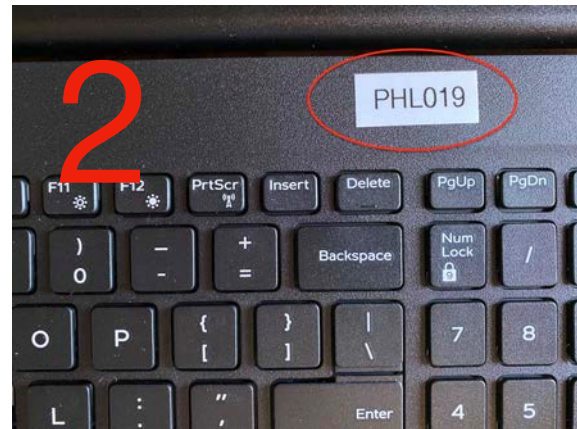
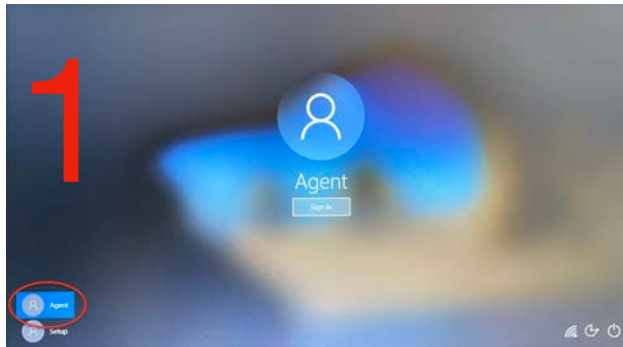
Step	What's In the box (Continued)	Completed
01		<input data-bbox="1279 436 1339 493" type="checkbox"/>

(1) USB Mouse	(1) Mouse Pad
	

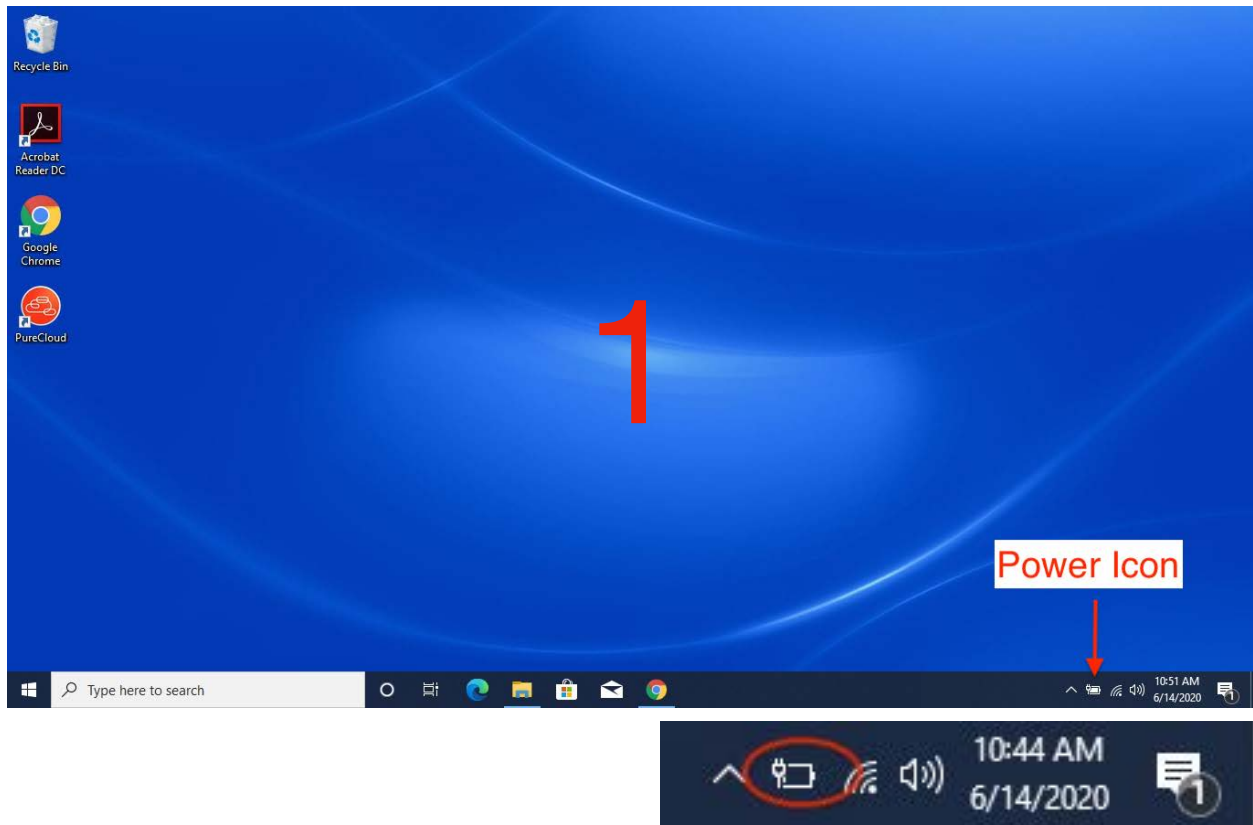
	Connecting and powering on	Completed
Step 02	(1) Open the computer and plug the round side of the AC/DC adapter into left side of the computer. (2) Plug the power cord into the AC/DC adapter. (3) Plug the other side of the power cable into your electrical outlet. (4) Turn the power on by pressing the power button above the keyboard on the right side and wait for the computer to boot.	Completed 



	Logging on	Completed
Step 03	(1) You will see 2 user profiles in the logon screen: “Setup” and “Agent”. Click on the Agent. (2) Locate the label on the top right of your keyboard. (3) Type what is on the label into the password box. *The password is case sensitive and must be entered exactly as written. Example: “PHL099”.	



Step 04	Verifying power We recommend that you keep your computer connected to power while working. (1) To verify that your computer is properly connected to power, locate the power icon in the system tray. (2) Verify that the icon has a small plug on the left side of the icon.	Completed 
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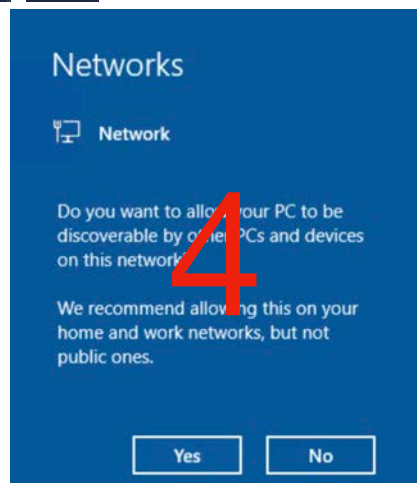
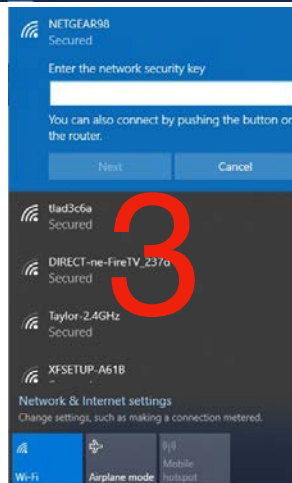
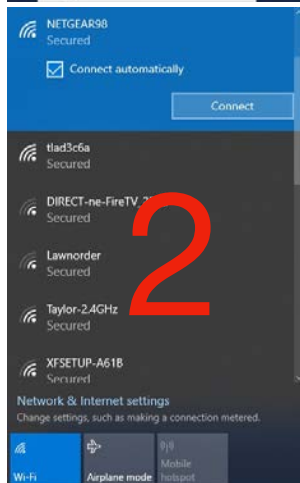
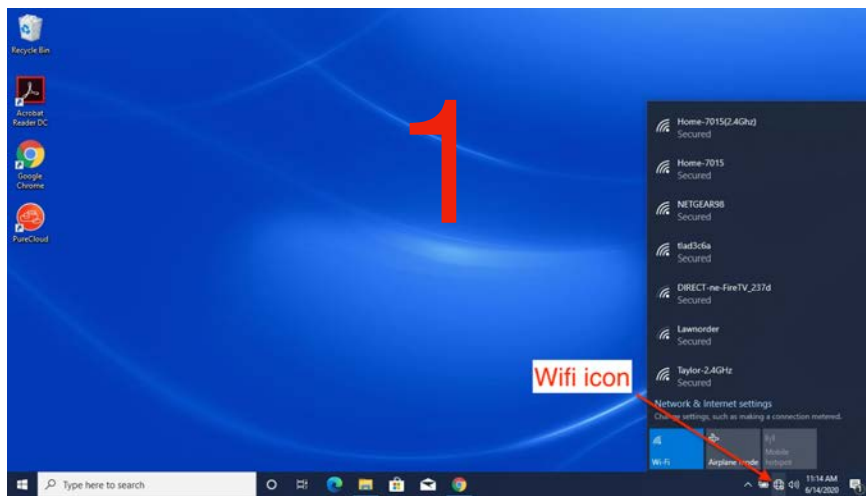


2

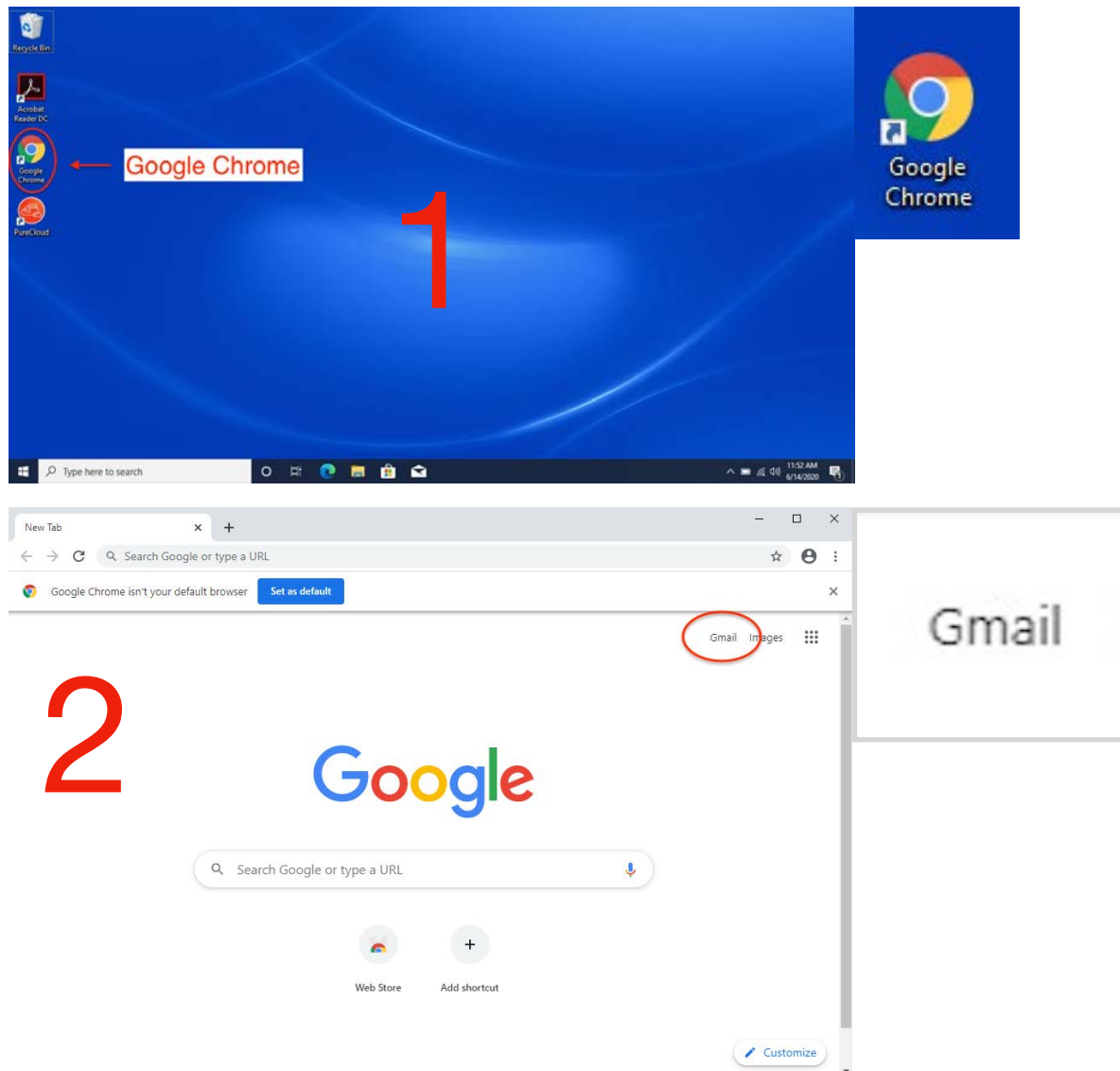


The power icon will have a power cord on the left side when power is properly connected.

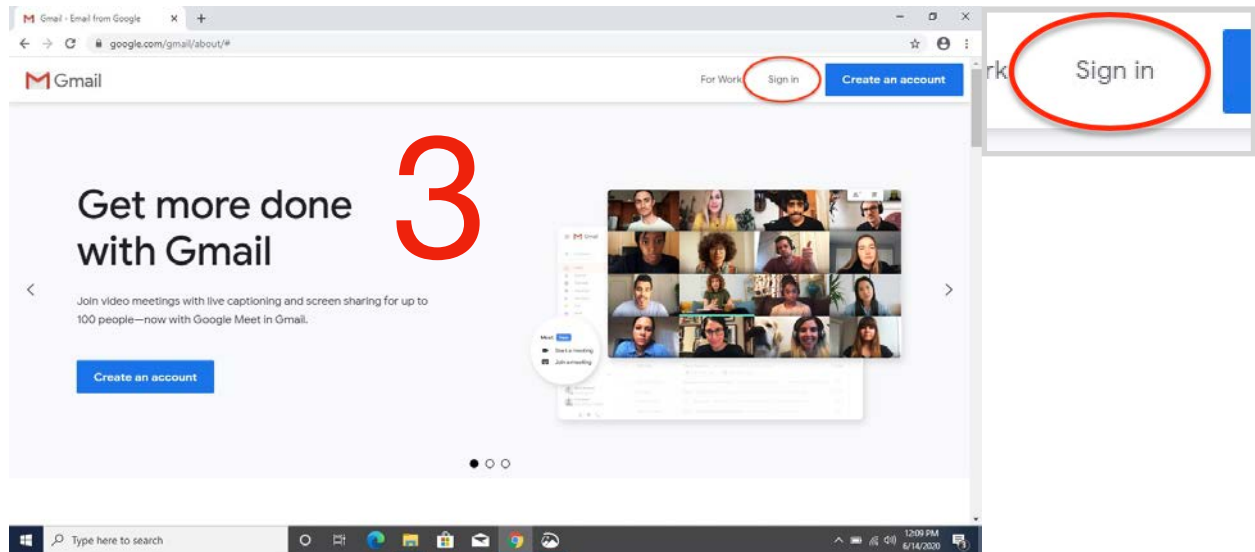
Step 05	Connecting computer to your Wifi You need to connect your computer to your home wifi. Follow the instructions below to connect your computer to your wifi network. (1) Click the globe icon in the system tray. (2) Click on your wireless network. Click on Connect (3) Enter your wifi password and click Next. (4) If you are prompted “Do you want your PC to be discoverable by other PC and devices on this network?” select the “yes”	Completed
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Step 06	Setting up Email (1) Double click the Google Chrome icon on your desktop to open the Google Chrome browser. (2) Once Google Chrome opens click the Gmail link on the top right.	Completed
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Step 06	Setting up Email (continued) (3) Click the Sign in link on the top right. (4) Type in your <u>inspiritec.org</u> email address and click Next. (5) Enter your temporary password and click Next. (Your temporary password will be provided to you).	Completed 
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4

Google

Sign in

to continue to Gmail

Email or phone

jdoe@inspiritec.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next

5

Google

Hi John

jdoe@inspiritec.org

Enter your password

[Forgot password?](#)

Next

Step	Setting up Email (continued)	Completed
06	(6) Click Accept to accept the terms and conditions. (7) You are required to change your email password. Enter a unique password. Use at least 3 of the following types of characters: (a) uppercase letters, (b) lowercase letters, (c) numbers, and/or (d) special characters. Click Change password. Confirm your password by re-entering your password. (8) Congratulations you've successfully setup your email. *Remember to keep you password safe. DO NOT SHARE YOUR PASSWORD WITH ANYONE FOR ANY REASON.	



Welcome to your new account

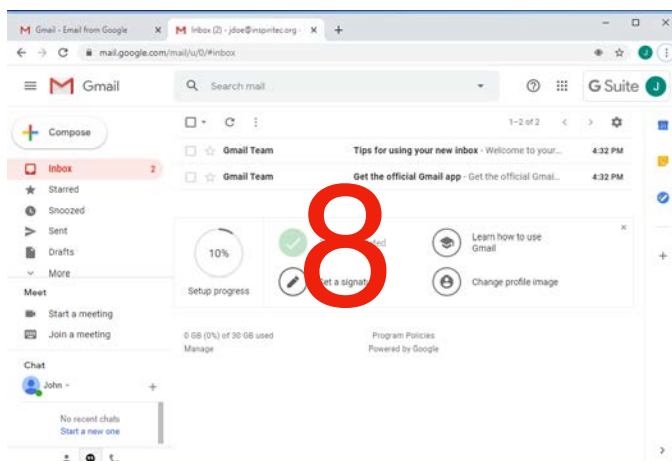
Welcome to your new account: jdoe@inspiritec.org. Your account is compatible with many Google services, but your inspiritec.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your jdoe@inspiritec.org account information, including any data you store with Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

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Click "Accept" below to indicate that you understand this description of how your jdoe@inspiritec.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept



Change password for
jdoe@inspiritec.org

[Learn more about choosing a smart password](#)

7



Create a new, strong password that you don't use for other websites.

Create password

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Confirm password

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Change password