

EOHHS-Information Technology

Executive Office of Health and Human Services

User Guide Library Series



New Laptop Quick Setup Guide (COVID Event) (HP ProBook 400 G5 and G6)



Summary:	The following instructions will explain how to setup a new HP ProBook 400 G5/G6 laptop deployed during the COVID event.	
Content:	Quick Setup	
	• Logging On	
	<u>Connecting to Internet (Wi-Fi)</u>	
	<u>Connecting to VPN</u>	
	 <u>Connecting to and Disconnecting from Remote Desktop (RDP)</u> 	
	Disconnecting from VPN	



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As of 4/10/20

Quick Setup

LOGGING ON:

Step 1:	Open the laptop lid. The "hp" logo will be right-side up.	<text></text>
Step 2:	 The power button is located at the upper left corner Press the button to turn on the laptop 	Power button. Press here to turn on Laptop
Step 3:	 Once powered on, the below screen will appear Hold down the CTRL+ALT+DEL keys to view the login screen 	<text></text>



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CONNECTING TO INTERNET (WI-FI):

Step 1:	On the taskbar, click on the Wi-Fi icon		
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	NOTE: If the Wi-Fi icon is not displayed, click on the up-arrow icon () to display additional icons		
Step 2:	Click the Wi-Fi network to be used.		
	Gecured Your WIFI NETWORK		
Step 3:	 Click on "Connect" Optional: Enable the "Connect Your WIFI Network Secured Connect automatically 		
	automatically" checkbox		



Step 4:	Enter the Wi-Fi password	(h.	Your WIFI Network Secured
			Enter the network security key

CONNECTING TO VPN:

Step 1:	 Click the Windows Start button () button Scroll to the Pulse Secure application () Click the icon to launch the application NOTE: A VPN icon can be added to the taskbar by right-clicking on icon and selecting Pin to taskbar.
Step 2:	When the Pulse Secure application opens, click Connect Image: Connect opens, click Connect opens,



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Step 3:	 A browser window will open with a login prompt Enter the User Name (email address): <u>FirstName.LastName@mass.gov</u> or <u>FirstName.LastName@MassMail.State.MA.US</u> 	
	• Click Next	Centrify Login - Internet Explorer
Step 4:	 Enter the Password used to log onto Windows at the office Click Next 	Centrify Login - Internet Explorer – – ×
Step 5:	Choose an Authentication Method to complete the multi-factor authentication (MFA) login process	Centrify Login - Internet Explorer



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CONNECTING TO and DISCONNECTION FROM REMOTE DESKTOP (RDP):

Connecting to RDP:

Step 1:	Locate the search option:
	 It may already be on the taskbar: Type here to search
	 If it the search option is not already on the taskbar,
	click the Windows Start icon (), then press the space bar or start typing the search term
	Search Windows \square \square \blacksquare
Step 2:	 Type "Remote Desktop Connection" in the search field ■ □ ◎ Filters ∨ Best match
	Click on the appropriate result to launch the application
	NOTE: A Remote Desktop Connection icon can be added to the taskbar by right-clicking on the search result and selecting Pin to taskbar .
	Remote Desktop Connection



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Step 3: In the **Computer** field, enter the IP Nemote Desktop Connection \times • address or the computer name of Remote Desktop the remote workstation Connection Click Connect Computer: Example: computer.fabrikam.com \sim User name: None specified The computer name field is blank. Enter a full remote computer name. Show Options Connect Help Step 4: Enter the Password used to log onto Windows Security × Windows at the office Enter your credentials These credentials will be used to connect to 10.195.12.345. Last, First (EHS) Password EHS\flast Remember me More choices OK Cancel Step 5: Click Yes Remote Desktop Connection \times The identity of the remote computer cannot be verified. Do you 1 want to connect anyway? The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed. Certificate name Name in the certificate from the remote computer: EHS-QNY-L123XYZ.ehs.govt.state.ma.us Certificate errors The following errors were encountered while validating the remote computer's certificate: The certificate is not from a trusted certifying authority. Do you want to connect despite these certificate errors? Don't ask me again for connections to this computer View certificate... Yes No



Disconnecting from RDP:

Step 1:		upper- desktop
Step 2:	Click OK to disconnect	Remote Desktop Connection ×
	NOTE: Clicking the checkbox next to Don't display this message again will discontinue future notifications	 Your remote session will be disconnected Programs on the remote computer will continue to run after you have disconnected. You can reconnect to this remote session later by logging on again. Don't display this message again



DISCONNECTING from VPN:

