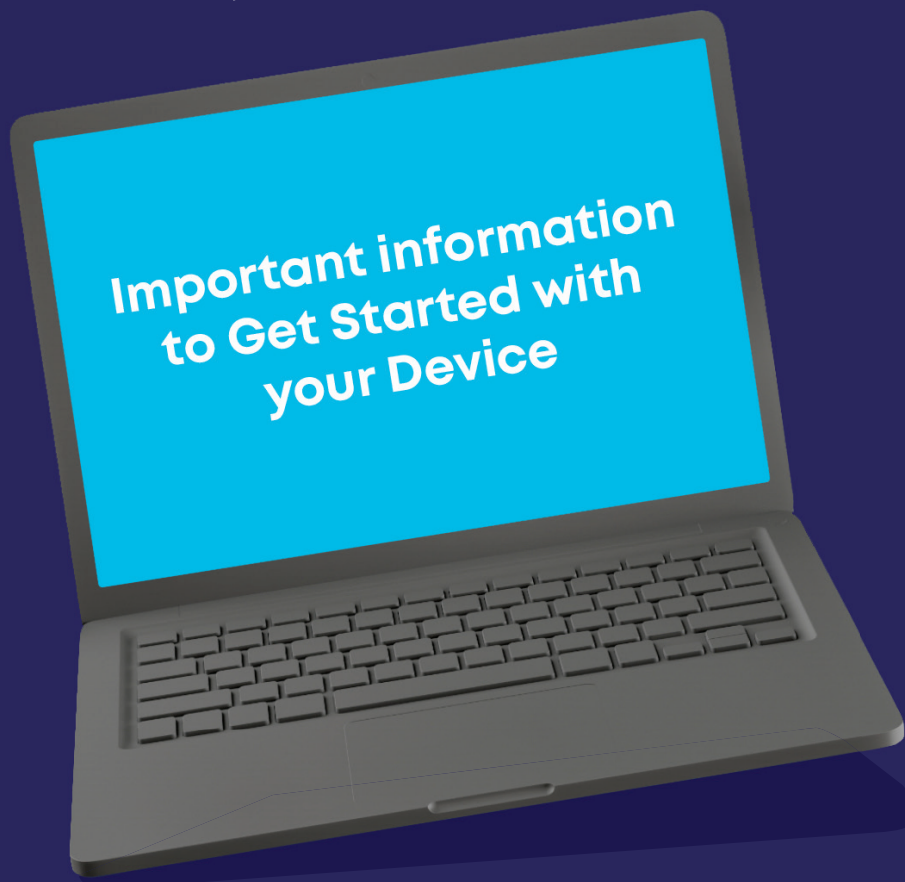


# Get Started Guide

**MUST READ**



# Introduction

Hello and welcome to your **Get Started Guide** for your new device for school. Please follow these easy steps to activate your device and start learning.



In this pack you will find important information to set up your device for learning in the following sections;

**Step 1:** Log in to Your Device

**Step 2:** Set up Your Device

**Step 3:** Set Up Your Microsoft Office 365 Suite


**Step 4:** Get Your Book Publisher Apps and eBooks



You will also find information and links to training, videos and resources included in your bundle to help you get started with your device for learning.

# Getting Started

You will need these before you get started.

 **Wriggle Information Sheet**  
School Details

**Important Information.**  
Keep this Page Safe

You will need to reference this Information Sheet as you follow your Get Started Guide

**A. First Name, Last Name** **Order Number**

Lenovo 300w Win 8GB/128GB  
Lenovo 300 series Case  
Belkin Multi Device Adaptor  
JBL Wired On Ear Headphones  
JBL Wireless On Ear Headphones  
MagSafe Powerbank 5000 mAh (Phone Only)

**B. \* Your Microsoft Account:**

**\* Your Microsoft Account Password:**

**C. Ebook Username:**

**Ebook Password:**

**SAMPLE**

Thank you for ordering from Wriggle Learning.

Your Order: 114

<input type="checkbox"/> 82VNS0J200 Lenovo 300w Win 8GB/128GB	<input type="checkbox"/> LN-ESF-300EW-G4-GRY Lenovo 300 series Case
<input type="checkbox"/> 3YRTRAINSUPP Wriggle - 3YR Digital Technology Training Support	<input type="checkbox"/> INC016myBK Belkin Multi Device Adaptor
<input type="checkbox"/> JBLT500BLK JBL Wired On Ear Headphones	<input type="checkbox"/> JBLT520BTBLKEU JBL Wireless On Ear Headphones
<input type="checkbox"/> XWH-PMS2-13 MagSafe Powerbank 5000 mAh (Phone Only)	

Wriggle Information Sheet (located inside the box). You will need to refer to this Information Sheet as you go through your guide.



Windows Device



Case



Charger

# Before you begin...

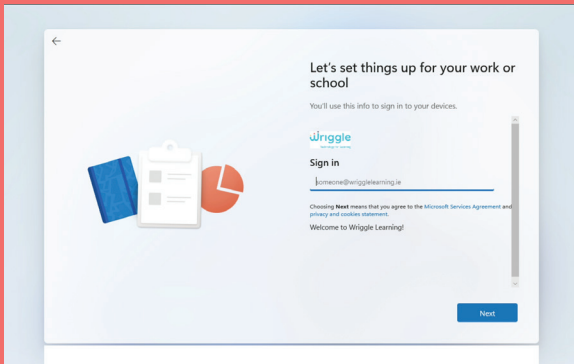
Please plug your device into the power supply provided and turn on by pressing the power button for 3 seconds.

Upon powering on your device, please go through the standard Windows Startup Steps including Region, Keyboard and Wi-Fi selection. Please note, you will be unable to login until you are connected to Wi-Fi.

**Important: If your school's name doesn't appear on the screen after this point, and you are instead greeted with a "Welcome to Microsoft" message, please restart the device.**

## Step 1. Log in to your device

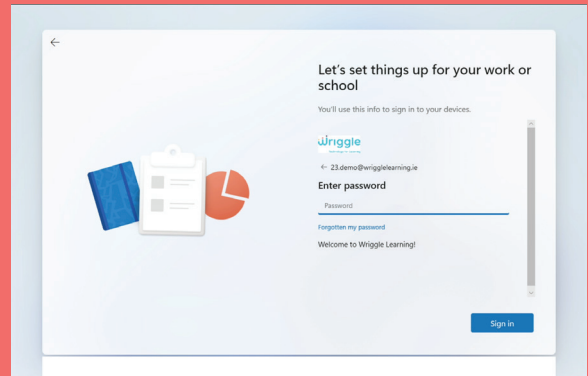
1.1 Sign in using your Microsoft Account email provided on Section B of your Wriggle Information Sheet.



B. \* Your Microsoft Account:

\* Your Microsoft Account Password:

1.2 Enter your Microsoft Account Password provided on Section B of your Wriggle Information Sheet.



B. \* Your Microsoft Account:

\* Your Microsoft Account Password:

Need help?

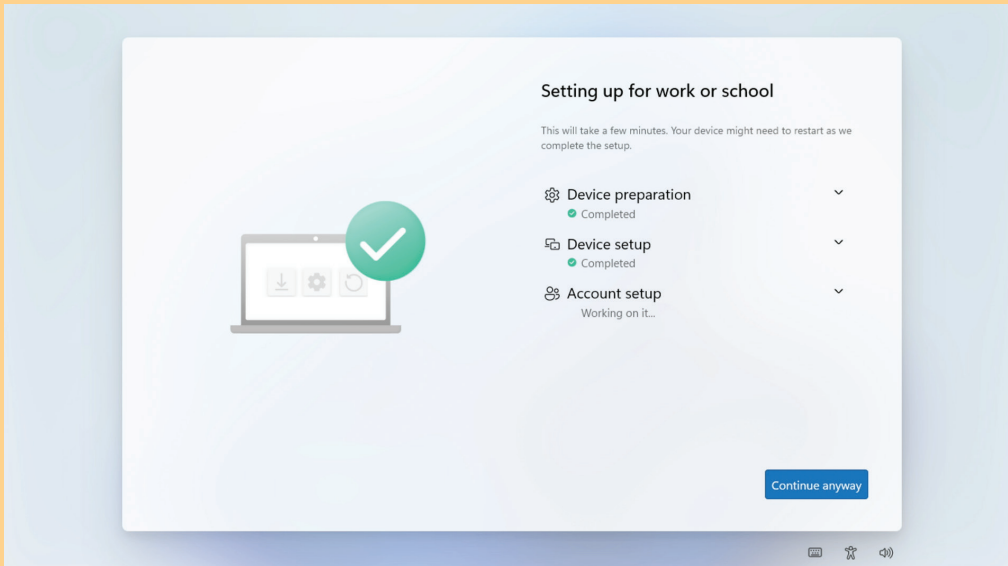
Scan the QR code or follow the link to watch a short video for steps.  
[bit.ly/wriggle-back-to-school-support](https://bit.ly/wriggle-back-to-school-support)



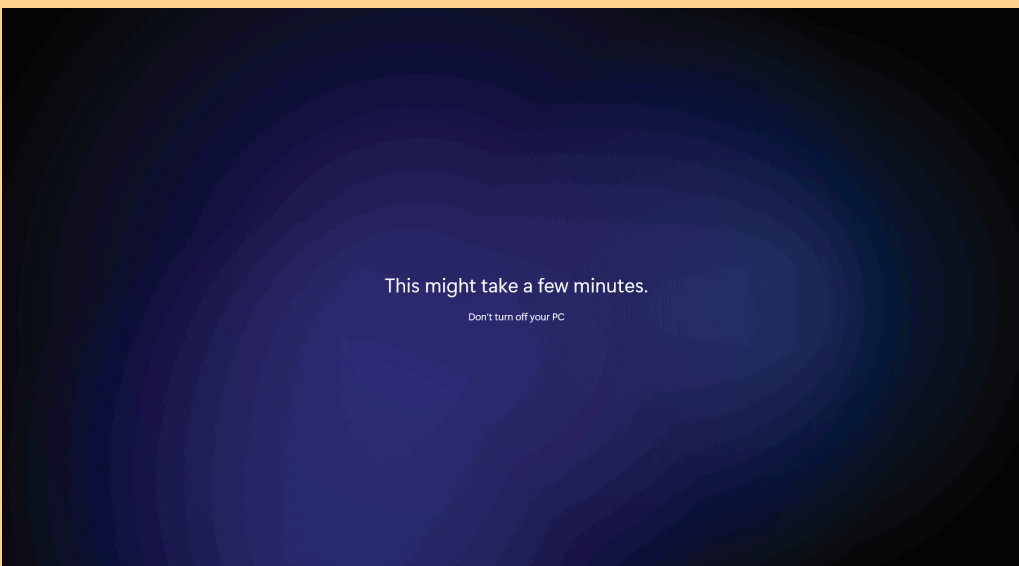
## Step 2.

# Set up your device

- 2.1** Your screen will now look like this. Please wait while your device is being set up. If an error occurs, click **Continue** anyway to move on.



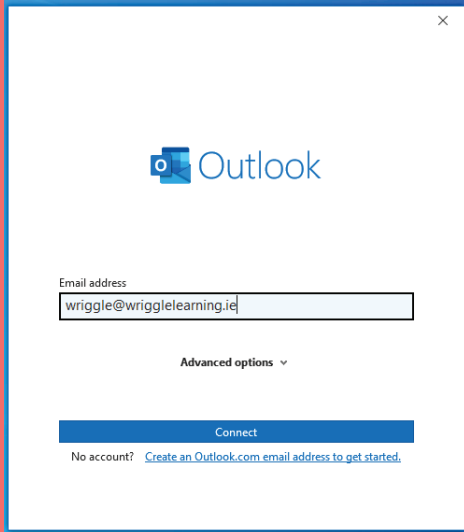
- 2.2** Wait for the device to load.  
**\*This may take some time depending on the speed of your broadband connection.**



### Step 3.

## Set Up Your Microsoft Office 365 Suite

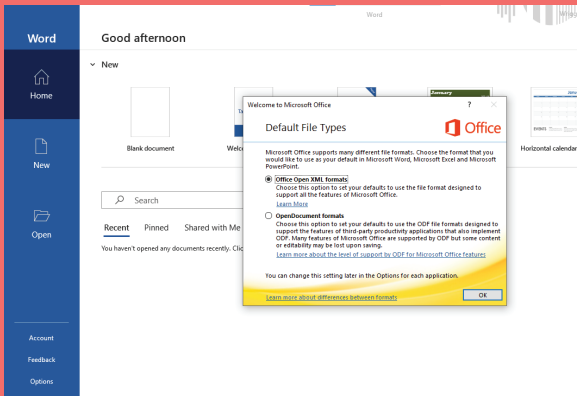
### 3.1 Open the Microsoft Outlook App and sign in using your account details listed in Section B of your Wriggle Information Sheet.



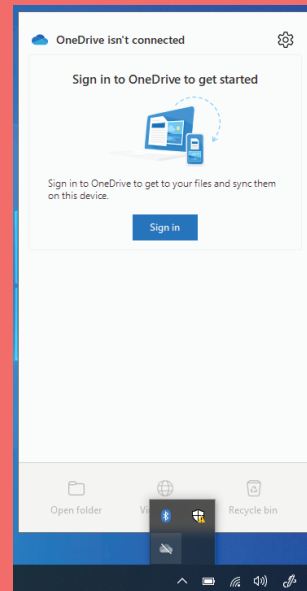
B. \* Your Microsoft Account:

\* Your Microsoft Account Password:

### 3.2 Open Microsoft Word. Choose the option Office Open XML formats and click OK.

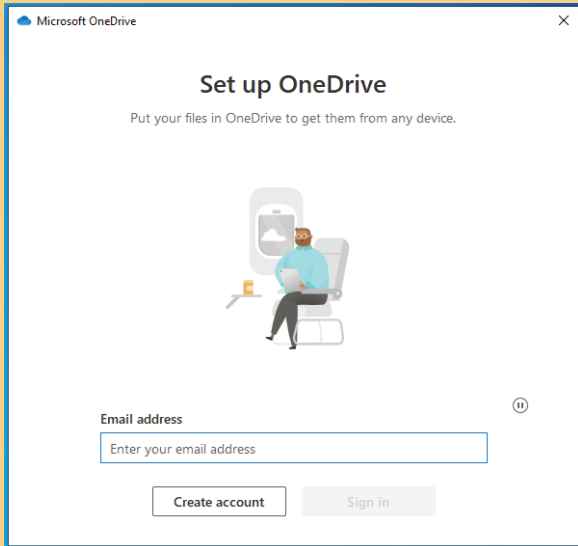


### 3.3 Open Microsoft One Drive. If you see the below message, click Sign in.



## Step 3. Continued

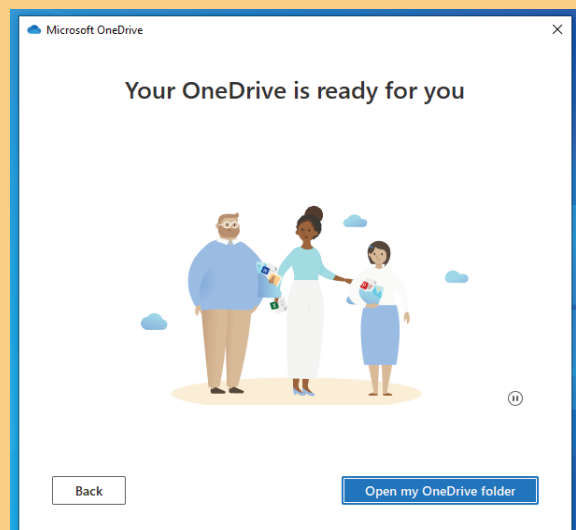
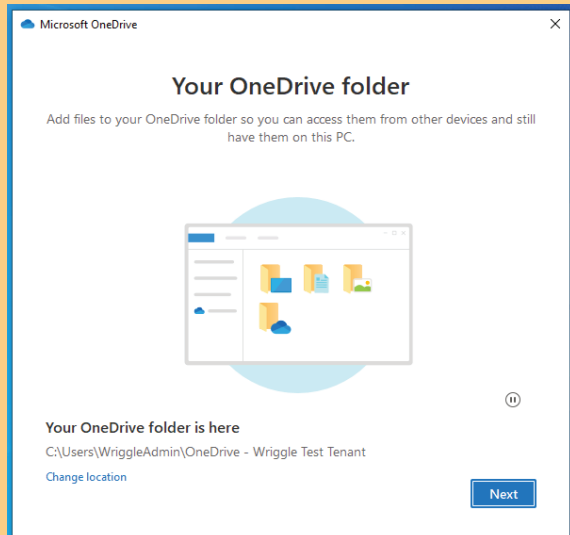
3.4 Now enter your account details from **Section B** of your Wriggle Information Sheet.



B. \* Your Microsoft Account:

\* Your Microsoft Account Password:

3.5 Once you are signed in, follow these steps and click **Next**, then **Open my OneDrive folder** to finish setting up your OneDrive account. It is essential that documents are saved here to ensure that they are backed up correctly.



## Step 4.

# Get your Book Publisher Apps & eBooks

**Important:** If you receive physical textbooks from your school, you will be able to download a digital eBook for each of your textbooks to your device. We have made this process easier for you by creating the account you can use to log into your eBook Apps.

Schools may have different processes around physical books and eBooks, so please check with your school if you are unsure.



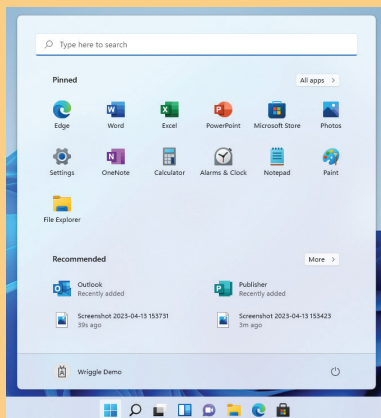
### Need help?

Scan the QR code or follow the link to watch a short video for steps. [bit.ly/windowsebooksdownload](https://bit.ly/windowsebooksdownload)

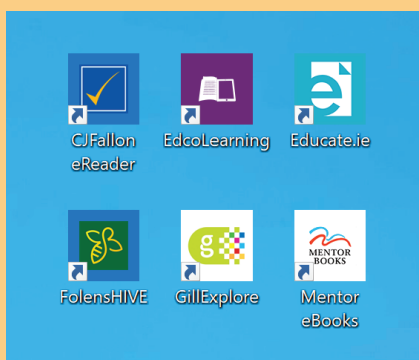
Every publisher is slightly different. Please scan the QR code or follow the link to watch the video guides before you attempt to log in.

Once you have followed all videos and guides for each of your books' publishers, you may now follow Step 4 to log in.

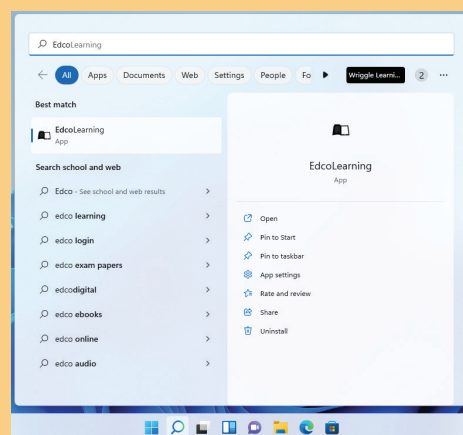
**4.1** On the far-left side of the middle section of the bottom of your screen, find and click the Windows icon. Now click **All apps**. Here, you will see all the apps that are installed on your device.



Your book publisher apps look like this.



**4.2** You can search for apps by typing in their name in the search bar below. To access your book publisher apps, type the name of each book publisher into the search bar and click to open. If the app is not visible, you can access it in the **Company Portal** app. See page 9: "Additional Important Information" for more details on how to do this.



**4.3** Sign into each of your Book Publisher apps using the eBook username and password on **Section C** of your Information Sheet.

**C.** Ebook Username:  
Ebook Password:

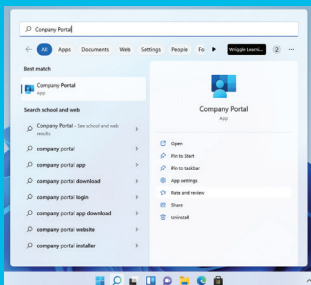


# Additional Important Information

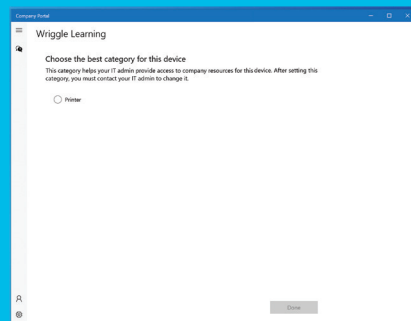
## How to Find Existing Apps and Install New Apps

**Important: If you are missing any required apps, or if your school requires you to download a new application after your initial setup, please follow these steps.**

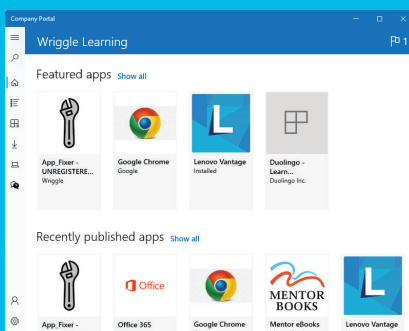
1. On the far-left side of the middle section of the bottom of your screen, find and click the Windows icon, and in the Search bar, type in **Company Portal**. Now, click **Open**.



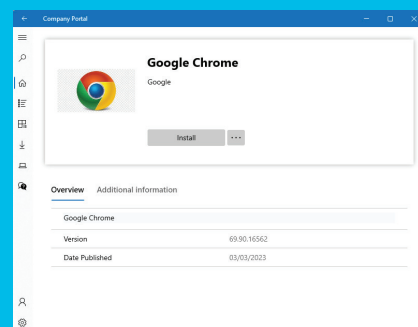
2. On the welcome screen please choose the **Printer** (if you see the option **Device**, please choose this). Now click **Done**.



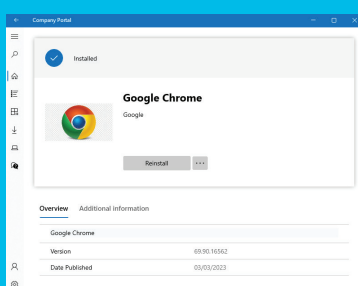
3. You will now see a list of available apps to download. Each portal is setup differently. Choose the app you wish to download.



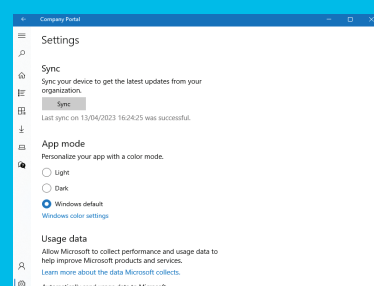
4. Click **Install** and let the process begin. The installation time will vary depending on your internet speed and size of the app.



5. Once the app is successfully installed, you will see a button to **Reinstall**. If you ever have an issue with an app you are using, you can click this button to reinstall it.



6. If you are ever unable to find a required app within your device, go to **Settings** and click **Sync** to refresh the portal.



# wriggleConnect

## family

Now that your device is setup, you will need to access our online training platform.

This platform is designed to support you with guidance on downloading and using eBooks, device settings, managing updates and lots more!

### To gain access to the platform you will need to follow these steps:

- Go to the inbox of the email account (parent/guardian) that was used to purchase the device bundle on the **Wriggle Store**.
- You will recently have received an email from **Wriggle Connect** advising you to activate your account (you may need to check your junk/spam filter in case it has been caught in there).
- Once you have activated your account and set a password, you will now be able to access **Wriggle Connect**! If you have any issues with signing in, you can simply click the “**Forgot your password?**” icon on the login screen at **[www.family.wriggleconnect.ie](http://www.family.wriggleconnect.ie)**
- When you have logged in, we would advise that you click on the ‘**Getting Started with your Window’s Device**’ course, watch the videos, answer the questions and get your first certificate on **Wriggle Connect**!



# 4 Courses to Help You Get Started

Scan the QR codes below with your smart phone or follow the links to access the courses below.

1



[bit.ly/windows11troubleshooting](https://bit.ly/windows11troubleshooting)  
Troubleshooting on your  
Windows Device

2



[bit.ly/learningsupporttools](https://bit.ly/learningsupporttools)  
Tools to Support Your Child's  
Learning

3



[bit.ly/checkingschoolwork](https://bit.ly/checkingschoolwork)  
Checking school work on your  
child's device

4



[bit.ly/cybersafekidsbtb](https://bit.ly/cybersafekidsbtb)  
CyberSafe Kids - Back to  
Basics





AEP  
Authorized Education  
Gold Partner

[wriggle.ie/support/](http://wriggle.ie/support/)

[wriggle.ie](http://wriggle.ie)

[info@wrigglelearning.ie](mailto:info@wrigglelearning.ie)

