

?? Windows 11 OOBE Setup Checklist (GTH)

“ **Before you start:** Have the employee's name, their assigned username, and the domain credentials ready before you power on the device.

Live build checklist → use the **IT Build Station** section on Start.me to tick off items as you go. This page is the reference — the checklist is your companion.

? 1. Initial Setup

- Plug device into power
- Connect to network — Ethernet preferred
- Power on device
- Wait for Windows setup to load — this can take several minutes

? 2. OOBE (Out-of-Box Experience)

Follow the on-screen prompts in order:

- Select **Language**
- Select **Region**
- Confirm keyboard layout: **US**
- Skip adding a second keyboard
- Accept the license agreement

? 3. Setup Type

- Choose: **Set up for an organization**
 - On the next screen, click "**Domain join instead**" — bottom-left corner
-

? 4. Local Admin Account Setup

Create a temporary local admin account using the standard credentials:

- [] Username:
- [] Password:

Security questions:

- [] City where born:
 - [] Childhood nickname:
 - [] First pet:
-

?? 5. Privacy & Setup Options

Work through each option carefully — do not just click through:

- [] Activity history → **No**
- [] Cortana → **Decline**
- [] Privacy settings:
 - Advertising ID → **No**
 - All others → **Yes**
- [] Support & Protection → **Leave blank**
- [] "Let Microsoft use my info" → **Uncheck**

→ Continue to desktop

?? 6. Rename & Domain Join

- [] Press **Windows Key** → type
- [] Right-click → **Properties**
- [] Click **Rename this PC (Advanced)**
- [] Set computer name following the naming convention
- [] Join domain:

→ Reboot when prompted

? 7. Admin Login

- [] Log in as: `micsmiadmin`
-

? 8. User Setup

Navigate to: **Control Panel** → **User Accounts** → **Manage another account**

- [] Add `micsmiadmin`
 - [] Add the assigned GTH staff user
 - [] Confirm both accounts have the correct permissions
-

? 9. Security Configuration

- [] Enable **Ctrl + Alt + Delete** login requirement
 - Path: **User Accounts** → **Advanced tab**
-

? 10. Switch to End User

- [] Log off `micsmiadmin`
 - [] Log in as the assigned user
-

?? 11. Printer Setup

- [] Install all required printers
 - [] **△ Disable color printing on Sharp printers**
-

? 12. Software Installation

Install the following — in this order where possible:

- [] Chrome

- PDF reader
 - FortiClient *(if required for this user)*
 - Antivirus (AV)
 - OneNote
-

?? 13. User Configuration

- Configure email signature
 - Apply any user-specific environment settings
-

? 14. Power & Display Settings

- Configure screen saver
 - Configure sleep settings
-

? 15. Final Security Step

- Remove user from local admin group *(if they were added during setup)*
-

? Completion Checklist

Before handing off, confirm every item below is done:

- Device is domain joined to `georgethall.com`
 - Assigned user can log in successfully
 - All required apps are installed and working
 - Printers are working — B&W only where Sharp printers are involved
 - No unnecessary admin access remains on the machine
-

*Page maintained by IT. Last process review: *(add date when you publish this)*

Revision #1

Created 2026-04-13 16:44:21 UTC by Danicus

Updated 2026-04-13 16:44:34 UTC by Danicus