Welcome to your PC

Introduction

You should be seeing this page as you have followed the link "Your new computer" on the Desktop of your PC. This page links to guides for the final few steps of setting up your PC - logging in to OneDrive, Office, Teams, configuring Outlook, connecting to the VPN the first time and (if required) connecting network drives.

Instructions

RAVEN

1. Before you sign in to office and OneDrive, you must ensure you have reset your RAVEN password (if you are a new-starter and have been supplied with the pre-set password) - or know your current RAVEN password. Please visit the "Raven Password Management Site" to reset it.
2. You should also configure "Multi Factor Authentication" for your RAVEN account: https://help.uis.cam.ac.uk/service/accounts-passwords/multi-factor-authentication/mfa-set-up

3. MS Teams will automatically sign you in with your @medschl account - which is not in use. You will need to sign out and back in with your **@cam** account. Please see our MS Teams page for more information.

4. What you should do next
    a. Log into the Computer using your normal "crsid" and CSCS password. If the PC has not finished synchronising (or you are using a Zoology / Biosci account) you may need to enter your *crsid* followed by @biosci.cam.ac.uk (for Zoology / Biosci users) or *crsid*@medschl.cam.ac.uk as the username the first time.
    b. Log into One drive using your "<crsid>@cam.ac.uk" email address and Raven password.
    Note: Once you sign in to OneDrive your "Documents", "Desktop" and "Pictures" folders will redirect to OneDrive (any existing local files will be uploaded automatically. Please see our guide on copying your Home Drive (U://) contents to your OneDrive.)

    > ⓘ Please read the UIS page on Data Security Classification and Guidance regarding OneDrive: https://help.uis.cam.ac.uk/service/storage/onedrive/security-guidance
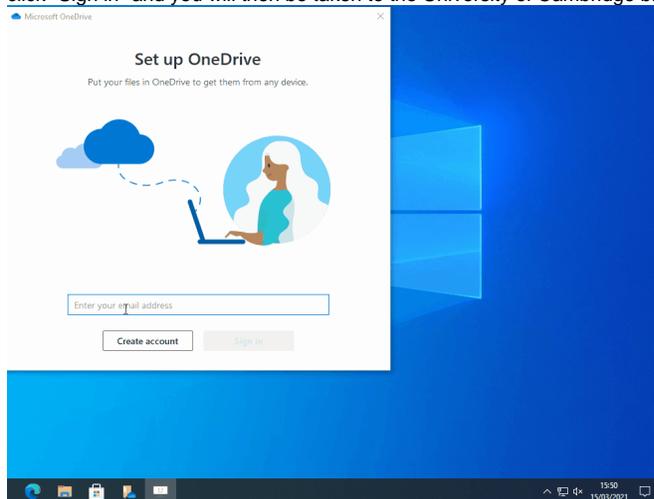
        i. Click on the OneDrive icon by the clock (you may need to click the "up arrow" to show the icon):
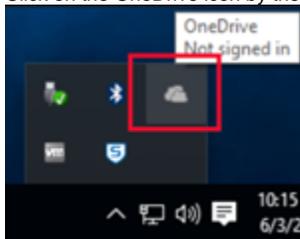
ii. You will then get a popup box, click "Sign in"

iii. You will then get a new box asking for your email address - please enter your "<crsid>@cam.ac.uk" email address and click "Sign in" and you will then be taken to the University of Cambridge branded login page:

iv. Enter your Raven password and click "Sign in"
v. The OneDrive icon will then change to become blue, indicating it has signed in:

i. Open Explorer - by clicking on the Folder icon on the desktop, or by pressing the Windows key and E together.
ii. You should see "OneDrive - University of Cambridge" listed on the left:

iii. Expand this by clicking the arrow beside it, and you should see at least the folders "Desktop" and "Documents" listed.
iv. Create a file on your Desktop - right-click on a blank space of the Desktop and choose "New > Text Document" you can give it a name or leave it as "New Text Document". It should briefly show two blue arrows in a circle, indicating it it being Synchronised to OneDrive, before then getting a green-tick indicating it has been uploaded:
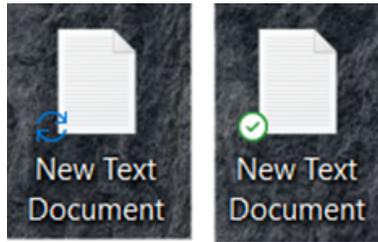
Synchronising   Synchronised

v. Go to the "Documents" folder in Explorer, and repeat the process - the file should get the blue arrows in the "Status" column initially, before changing to a green-tick:

vi. If you had anything in your University of Cambridge OneDrive you should see it listed in the OneDrive folders.

c. Launch the "Company Portal" application (search the Start menu for "Company Portal"):
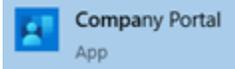
If prompted, select the correct category (Medschool or Zoology) and click Done (If you are not prompted then this may have been pre-set):


Clinical School Computing Service

Choose the best category for this device

This category helps your IT admin provide access to company resources for this device. After setting this category, you must contact your IT admin to change it.

○ Medschool

○ Zoology

Please note: When you first open the Company Portal App (or if your device has not been switched on for 4+ days) you may be present with a screen which says in red "Can't access company resources". This is simply as the device is still applying our security policies or checking in with the service and is nothing to be concerned about. After about 20-30 minutes of the device being on this page should go green and advise that company resources are accessible.
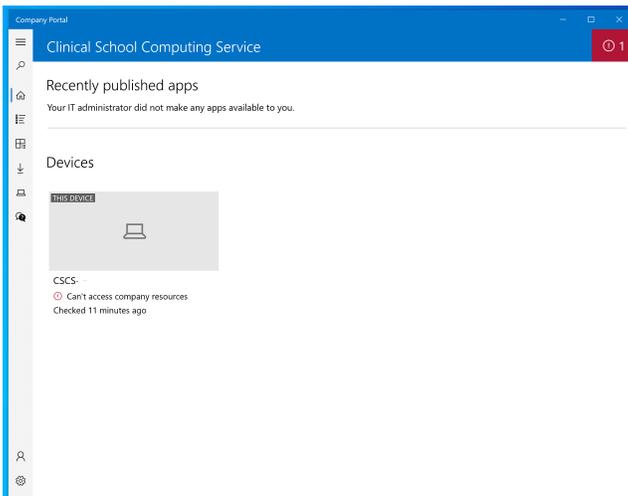
d. Mapping network drives is the same as on other remote Windows devices - please see the guide page here: Mapping a Network Drive via VPN - Windows

e. Installing applications - please visit "https://software.medschl.cam.ac.uk/" and select the software you need. You computer will be called "CSCS-<SerialNumber>" - the name can be confirmed by launching the Company Portal app, scrolling down the main page until you see "Devices", and you will see "This device" and the name underneath:

Devices Show all

THIS DEVICE
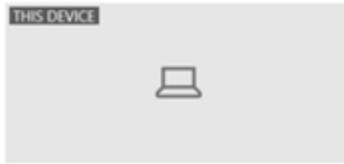
CSCS-LR0DGJ3E

⊘ Can access company resources

Checked 2 hours ago

Alternatively, you should have Administrator rights on the PC, and can download and install applications yourself - if you cannot please contact the Service Desk to be made an administrator.

Applications:

There are links below to guides for signing in & configuring each application:

- Teams
- Setting up Outlook (Office 365)
- Installing Software
- Adding a printer
- How to connect to the VPN & When to use the VPN
- Mapping a group drive

FAQ

Please see our FAQ pages for answers to common questions and issues: Remotely Managed Device FAQ's