Microsoft Intune / Windows Autopilot New Device Guide

In partnership with UIC Technology Solutions (Formerly ACCC), LAS IT is using Microsoft Intune and Windows Autopilot for initial configuration of new devices, and to provide UIC licensed software.

Please read through this document at least once before starting. As always, should there be any questions or concerns with this process, please feel free to utilize LAS IT (https://it.las.uic.edu/help-desk/request-help-desk-support/) as an information resource.

Note: The setup process outlined below prompts you to provide a secondary authentication code, which can be sent to you via text, phone call, or generated by your preferred Two-Factor Authentication (2FA) app, such as Duo Mobile.

Instructions on how to configure your Microsoft Office 365 (O365) account for use with 2FA authentication, please see the MS 2FA Options document, available at https://it.las.uic.edu/ms2fa.pdf

Windows Out-of-Box Experience walk-through

When you first turn on your new computer, The Windows 10 Out-of-Box Experience (OOBE) wizard will present you with a series of steps to initialize it and install UIC licensed software.

Windows Autopilot is one of the steps in this OOBE walk-through, but you must first establish an internet connection. The OOBE walk-through will also assist you with establishing the internet connection.

The first screen you will see is the Windows 10 License Agreement. Please accept if you wish to continue with set up.

![Windows 10 License Agreement](image)
When presented with the **How would you like to set up?** step, select **Set up for an organization**.

At the **Sign in with Microsoft** step, please use your full `netid@uic.edu` email address and corresponding UIC common password.
At the **Sign in with your organizational account**, use your full `netid@uic.edu` email address and corresponding UIC common password once again. This will look similarly to how you log in to your email account using a web browser.

After a few minutes, you will see the **Setting up your device for work** message. After a few more minutes, you will also see a **Continue Anyway** button, which you may select at this point.
When presented with the **Do more across devices with activity history**, you can select **No** if you do not want to send Microsoft your activity history. Using this feature is optional.

When presented with the **Choose privacy settings for your device**, you can either select **No** for each displayed option, or **Accept** the defaults.
You may be presented with a **Protect your device** window, which you can skip.

The next step will start getting things ready for your device.
At the **Use Windows Hello with your account** step, shown below, press **OK**

You will be then be prompted to enter the code sent to you by text, phone call, or generated by your authenticator app. If you have not yet set up 2FA for your Microsoft account, please follow the steps outlined in the *MS 2FA Options* document, available at https://it.las.uic.edu/ms2fa.pdf
After providing the 2FA code, you will be prompted to **Set up a PIN**, which will be used to log into the computer.

The OOBE wizard completes with the **All Set!** step.

**Note:** LAS IT has designated some apps to automatically install. You may see notifications when an app is installing. It may take some time to complete, depending on the speed of your internet connection.
There will also be some apps that are available for you to self-install. These apps will be listed in the Company Portal app, but it may take a few minutes for these apps, including Company Portal, to appear.

To open Company Portal, click on the Windows Start Menu and look for the app under the letter C, or type the name in the Cortana search bar.

The first time you open Company Portal, you will be asked to categorize your device. Please choose either Laptop or Workstations, as appropriate.
Most apps should be installed, or available to install, within 24 hours if the computer remains connected to the internet.

The apps listed below will be installed automatically for All LAS Windows devices.

Adobe Acrobat and Adobe Creative Cloud.
Cisco AnyConnect VPN
Microsoft Company Portal
Microsoft Office 365

There may be other apps that are mandatory for your department or unit not listed here. If you have any questions regarding availability of an app, or need assistance with any of the above, please submit a support request at https://it.las.uic.edu/help-desk/request-help-desk-support/.