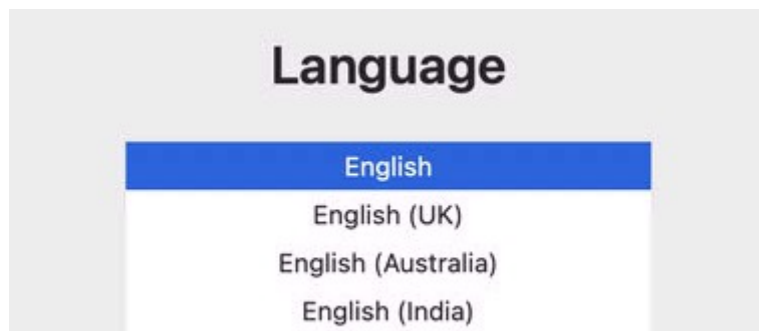


Teacher Laptop Setup Guide

CA Tech Support Team

Updated 2023-07-05

Turn your computer on. If the language selector opens, select English for your language and continue.



Select your country or region. In the next screen, select Japan and continue.



Written and Spoken Languages. Set as you like and click continue. Note that Japanese language and Japanese language input are automatically added because you selected Japan as your location. If you don't need these, you can manually turn them off later.

Written and Spoken Languages

The following languages are commonly used in your region. You can set up your Mac to use these settings, or customize them individually.



Preferred Languages
English (Japan)
Japanese



Input Sources
ABC
Japanese – Romaji




Dictation
English (United States)


Accessibility. Set as necessary or click Not Now to continue.

Accessibility


Accessibility features adapt your Mac to your individual needs. You can turn them on now to help you finish setting up, and further customize them later in System Settings. See what's available in each of the categories below.




Vision



Motor



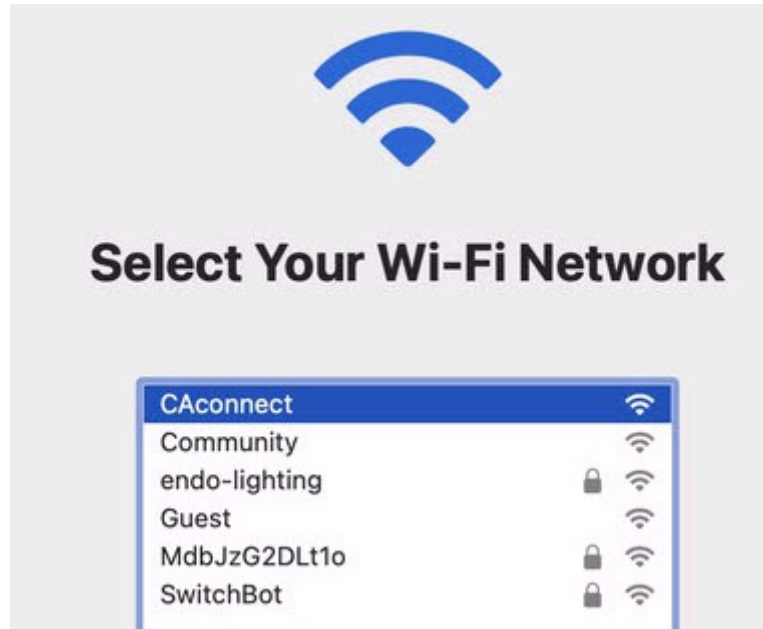
Hearing




Cognitive

Select your Wi-Fi network.

If you are on CA campus, select CAconnect. The first time you connect a device, you will be prompted to sign in with your school ID and password. Your iD is your school email username before “@canacad.ac.jp.” Use the login credential you received from the school.



Data & Privacy. Click continue.



Data & Privacy

This icon appears when an Apple feature asks to use your personal information.

You won't see this with every feature since Apple collects this information only when needed to enable features, secure our services, or personalize your experience.

Apple believes privacy is a fundamental human right, so every Apple product is designed to minimize the collection and use of your data, use on-device processing whenever possible, and provide transparency and control over your information.

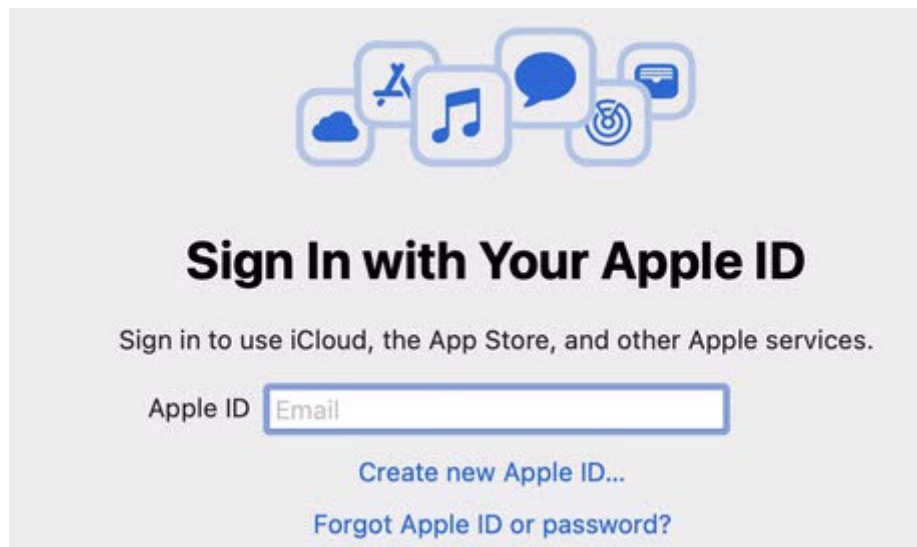
=Transfer Information to This Mac (optional, NOT recommended)



We recommend making a clean new user account rather than importing your account from your previous computer. Select “Not now” (at lower-left corner) and click Continue. (Later, you can manually import your files and applications from another computer or your data backup.)

If you want to import your files and settings from your previous computer, use your most recent Time Machine backup on a USB drive, or connect the two computers with a Thunderbolt or USB-C cable. The cable you need may vary with the computer model. Contact Tech Support if you need assistance.

Sign In with Your Apple ID (optional) If you want to use your Apple ID to log in to your computer, enter your ID and password here. If you want to set up your login account separately from your Apple ID, select “Don’t sign in” and skip this section.

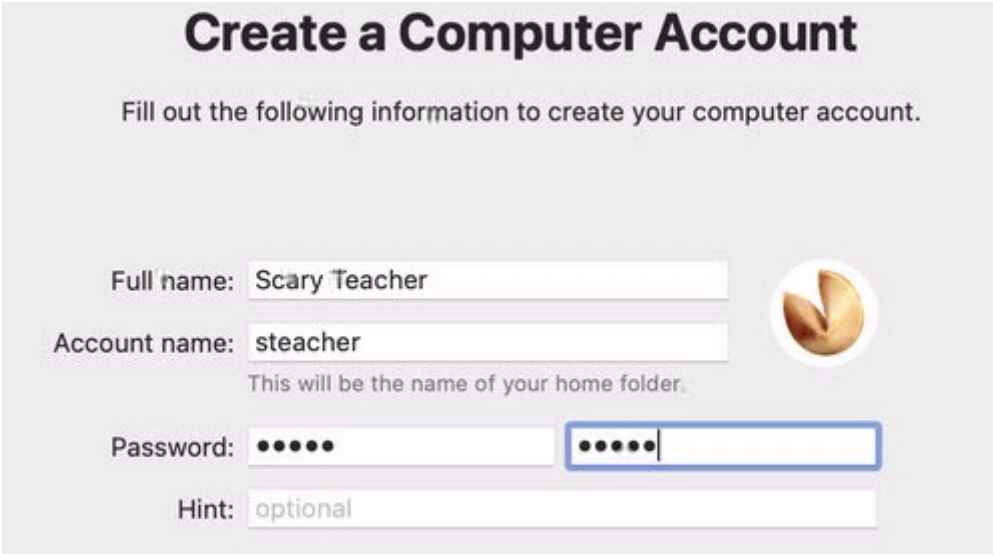


Terms and Conditions. Click Agree to continue.

Terms and Conditions

Important: Use of your Mac computer, the macOS software and related services is subject to these Terms and Conditions. Please read them carefully.

Create Your Computer Account



Create a Computer Account

Fill out the following information to create your computer account.

Full name: Scary Teacher

Account name: steacher
This will be the name of your home folder.

Password: ●●●●● ●●●●●

Hint: optional

This will come up only if you choose not to use your Apple ID to log in to your computer. Enter your Full Name, preferred account name (short name), and password to create your login account on your new computer.

Location Service, Analytics, Screen Time, Siri, Light & Dark Mode, etc... Go through the last few steps to finish setting up your Mac.

Install Essential Software for School Work

Microsoft 365

<https://tech.canacad.ac.jp/PDF/Microsoft365forMac.pdf>

PaperCut for Mac

<https://tech.canacad.ac.jp/PDF/InstallPaperCutForMac.pdf>

(Do this this when you are at school. PaperCut won't work when you are off campus.)

Google Chrome

Download from <https://chrome.google.com/>

IMPORTANT

The first time you open **Microsoft Word, Excel, or Powerpoint** on your computer, you will be prompted to “Sign In to Access Cloud Storage.” You **DON'T NEED TO SIGN IN** if you don't have a Microsoft ID. Just click “Skip sign in” at the bottom and continue.



Sign In to Access Cloud Storage

Get your documents that are stored in the cloud. Use your Microsoft account or the account assigned to you by your work or school.

Sign In

Skip sign in >

