Lab – Windows Installation (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Objectives

In this lab, you will install Windows 10.

# Background / Scenario

You may have already installed Windows 10 earlier in the course.

# Required Resources

* A computer with a blank hard disk drive
* Windows 10

**Instructor Note**: Complete an installation before class to ensure that the process goes smoothly. If installing from a USB flash drive, copy the Windows install files from an ISO disc image to the USB flash drive. Check each student computer to make sure that the BIOS boot sequence is set to boot from the DVD or USB first. To set the BIOS boot sequence, enter the BIOS using the appropriate key or key combination for your computer while POST is running. Use the manufacturer’s documentation to determine how to enter the BIOS. Find the screen that displays the boot sequence. If the DVD or USB drive is not listed as the first boot device, add it to the list as the first device or move it to the top of the list. Press F10 to save and exit the BIOS.

# Instructions

## Starting the Installation Media

* + 1. Insert the Windows 10 installation DVD into the DVD-ROM drive or plug the USB flash drive into a USB port.
    2. When the computer starts up, watch for the message **Press any key to boot from CD or DVD.**

If the message appears, press any key on the keyboard to boot the computer from the DVD. If the **press any key message** does not appear, the computer should automatically start loading files from the DVD.

**Instructor Note**: The computer may boot the DVD without this message.

* + 1. The computer starts loading files from the DVD or USB flash drive.

## Configuring Initial settings

* + 1. The **Windows Setup** window opens. Click **Next** to continue unless you need to change the default settings.
    2. Click **Install now** to continue the installation.

## Collecting Information

* + 1. In the Enter the product key to activate Windows window, enter the product key.

**Note**: You can find the product key on the case or sleeve in which the Windows DVD was packaged, or you can get it from your instructor.

* + 1. The **License terms** window opens. Read and confirm that you accept the license by selecting the box **I accept the license terms**. Click **Next**.
    2. The Which type of installation do you want? window opens. Click Custom: Install Windows only (advanced).
    3. The **Where do you want to install Windows?** window opens. Select the hard drive or partition on which Windows will be installed. In this example, click to select **Disk 0 Unallocated Space**. Click **Next** to continue. Setup has finished collecting information for the installation.

## Installing Windows

* + 1. The **Installing Windows** window opens. Windows will take some time to copy the files and install the OS on your computer. During the setup, the computer might restart several times.
    2. When the **Windows needs to restart to continue** window opens, your computer will automatically restart or you can click **Restart now**.
    3. If you get the message **Press any key to boot from CD or DVD…**, do not press any key and Windows will boot from the internal drive to continue the installation.

## Basics Setup

In this step, you will select your region and your keyboard layer.

**Note**: The personalization sub-steps may be different depending on your Windows version.

* + 1. Verify the region and select **yes**. If not, choose your region and select **yes**.
    2. Verify the keyboard layout and select **yes**. If not, choose your keyboard layout and select **yes**.
    3. Click **Skip** if you are not adding a second keyboard layout. Otherwise, click **Add layout** and answer the prompts to add a second layout.

## Network Setup

In this step, the installation may continue without your input. If prompted, provide the installation with the necessary information.

Select **Set up for personal use**. Click **Next** to continue. Your instructor may ask you to choose to select **Set up for an organization**.

**Instructor Note**: If you do not wish students to use a Microsoft account (due to a lack of Internet connection, privacy concerns, etc.), be sure to instruct them to create an offline account in the next step.

## Account Setup

In this step, you will set up a local account to access the computer. You will not be creating a Microsoft account for this exercise. If you already have an account or choose to do so, you may use your Microsoft account for this step.

**Note**: The account setup sub-steps may be different depending on your Windows version.

* + 1. Click **Offline account** to create a local account. If you already have a Microsoft account and choose to use it, enter the required information and click **Next** to continue.
    2. Click **No** to continue using a local account, instead of a Microsoft account.
    3. Enter a username and click **Next** to continue.
    4. Create a password and confirm the password when prompted. Click **Next** to continue.
    5. Answer all the security questions and click **Next** to continue.

## Services Setup

**Instructor Note**: If you do not wish students to use Cortana (due to a lack of Internet connection, privacy concerns, etc.), be sure to instruct them to click **No** in this step..

In this step, you can give permission to use Cortana and select your privacy settings.

* + 1. You can choose to use Cortana as your personal assistant. Click **Yes** or **No** to continue.
    2. Read the privacy settings and click **Learn More** to find out more details. Then decide which features to use and click **Accept** to continue.

## Finishing the Installation

* + 1. When you are finished with the installation, Windows continues to finalize your settings.
    2. After the installation is completed, the Desktop displays and you are logged into Windows for the first time.

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