

Setup Check List

- ✓ Windows
- ✓ Computer Name = “first initial” + “last name” (e.g. jdoe)
- ✓ Computer Description = “first name” + “last name” (e.g. Jane Doe)
- ✓ Local Administrator Account
- ✓ Domain Account
- ✓ Windows Updates
- ✓ Norton Antivirus
- ✓ Microsoft Office
- ✓ Office Updates
- ✓ Publisher
- ✓ Acrobat Reader
- ✓ Ultimate Zip
- ✓ Grade Quick (instructors only, is requested)
- ✓ AS/400 Client
- ✓ Clean Slate (if a student machine)