

Set Up Your Laptop on Campus

Welcome back to the office!



Call the IT Service Desk if you have issues setting up your equipment.

Connect to Your Docking Station

The dock provides power and connection to the monitors, keyboard, and mouse. When plugged in to the docking station, your laptop connects to the network through the docking station.

To connect your laptop to your docking station:

1. Push the **Power** button on the docking station to turn it on.
2. Find the loose end of the USB-C cable (the other end is connected to your docking station).



3. Plug the USB-C cable into the USB-C port on the left side of your laptop.



Get Started with Your laptop

1. Push the **Power** button to start your laptop. It may take a few minutes to start up.
2. Sign into your laptop as you normally do.
3. Configure your dual monitor display if necessary.

Configure Your Dual Monitor Display

1. Connect your laptop to your docking station.
2. Press the Windows key and the P key simultaneously.



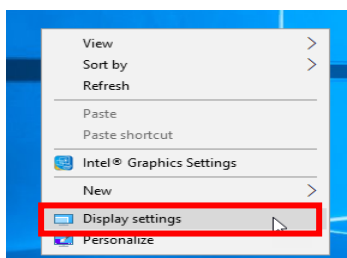
3. With your cursor on the desktop, right-click and select **Second screen only**.



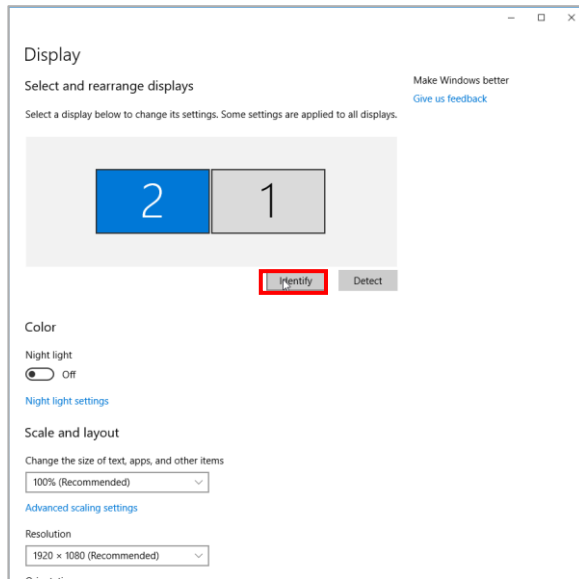
4. Once your laptop display has been disabled, close the lid.

If your login screen is on your left monitor and your mouse moves correctly between the screens, your display is set up correctly. If you see the login screen on your right monitor and/or your mouse does not move properly between the monitors, follow the steps below to correct the configuration.

1. Right-click on your desktop and click **Display settings**.



2. Click **Identify**.



3. Numbers will appear on your monitors.
4. If the numbers on the screen do not match what was identified, click to highlight the monitor you want as your primary display.
5. Drag the monitor to the side and straighten the alignment.
6. To set your primary monitor (generally on the left) scroll down to **Make this my main display** and click on the check box.
7. Close the window.