

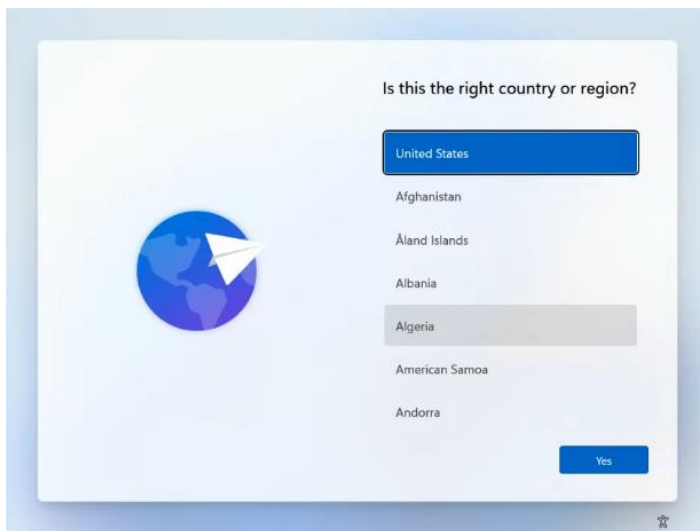
Welcome to the Windows Setup Instructions Process!

The new process takes **2-4 hours**; please continue working on your existing device as the new one builds. Pre-installation action and notes include:

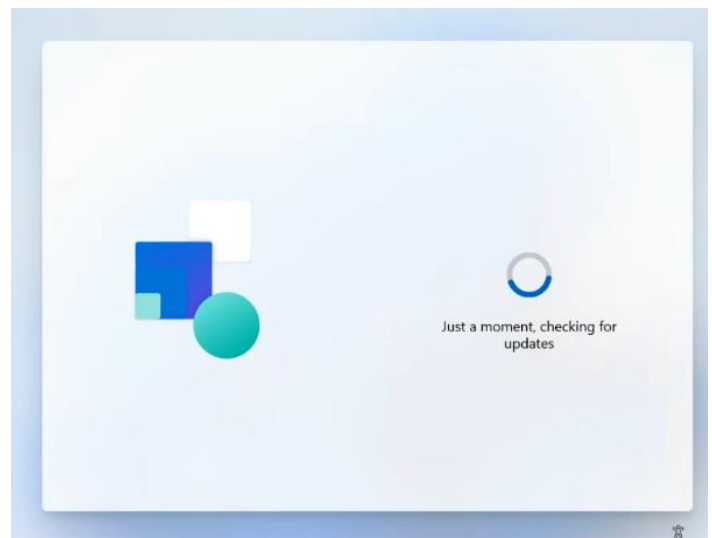
- Make sure you have the device plugged in via power supply or to a docking station
- Do NOT power the computer off during the installation process; it may seem like it is not progressing, but it is
- It is preferred you perform the setup in the office, but you could do it at home if you have internet access
- Connect to a network, preferably with an actual network cable “Hardwired”, but it also works on Cargill’s wireless (CWLAN) network
- The overall timeline varies based on the size of your mailbox and OneDrive synchronization
- Please do not start this at the office and then halfway through decide to finish at home
 - If, however, you get to the point where you’ve logged into the computer and you are sending\receiving email and accessing your data, you could finish the process at home

Let’s get started!

When you power the computer on, you’ll be asked to select your country; select according and click Yes.

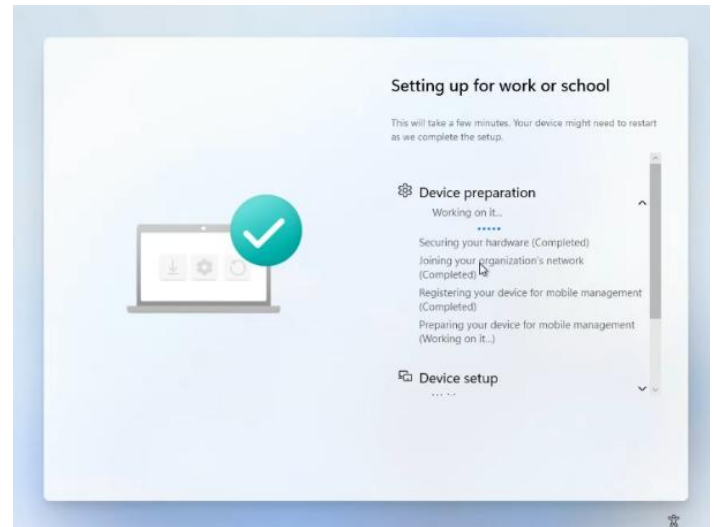
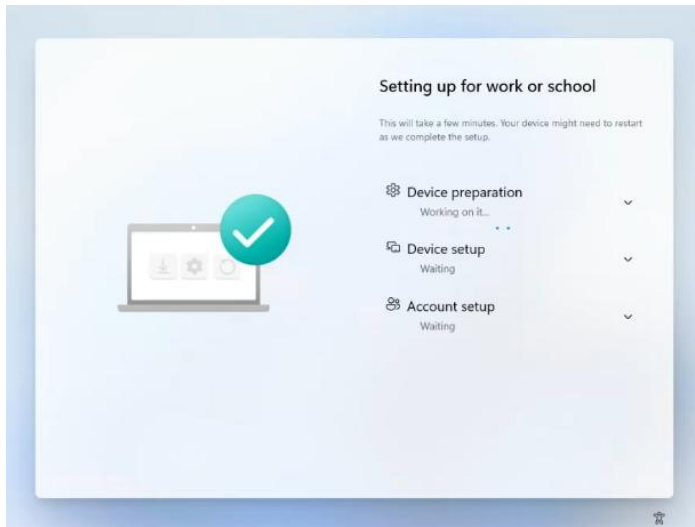


You will see the computer checking for updates.

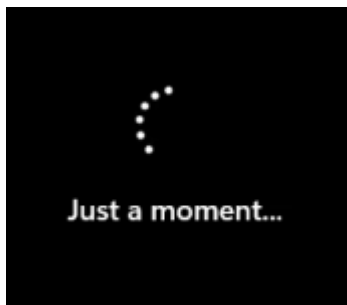


The device is building, even if it is taking a while in the Device Setup section, **do not power cycle, this section can take 60+ minutes**

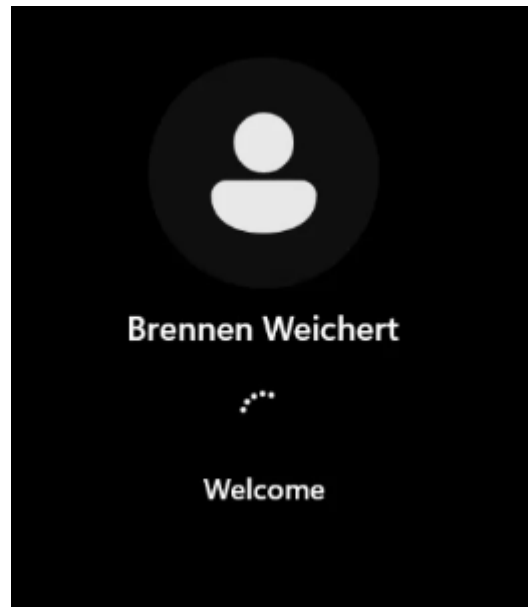
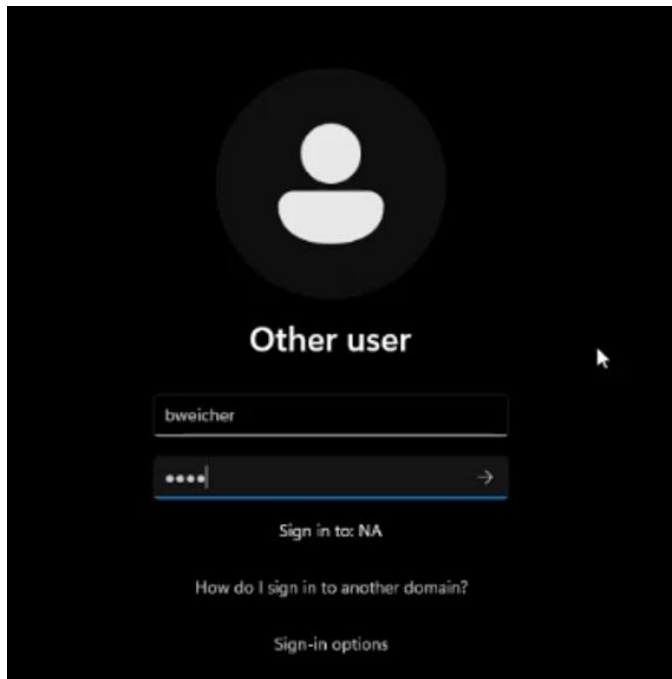
Optionally, expand the drop-down V's to see details.



The build process will say Device Setup Complete and then you'll see it restart. Eventually you will be asked to logon to the computer, Click Ok to the Cargill Legal Notice



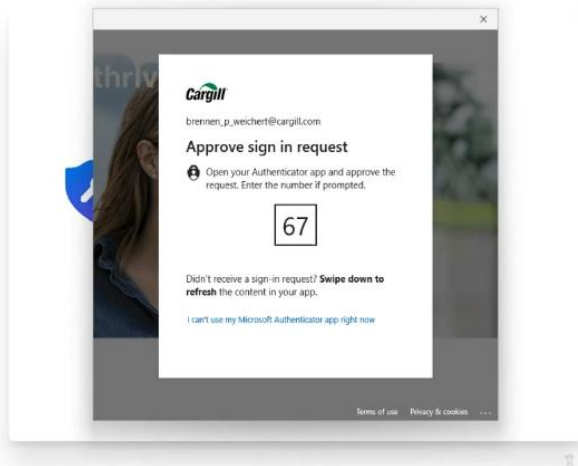
Key in your User name (aka Digital ID) and your password. If you are new to Cargill, your manager will share the User ID and initial password with you. When you see your name and the Welcome prompt, you are in!



You'll see a few standard Windows welcoming screens

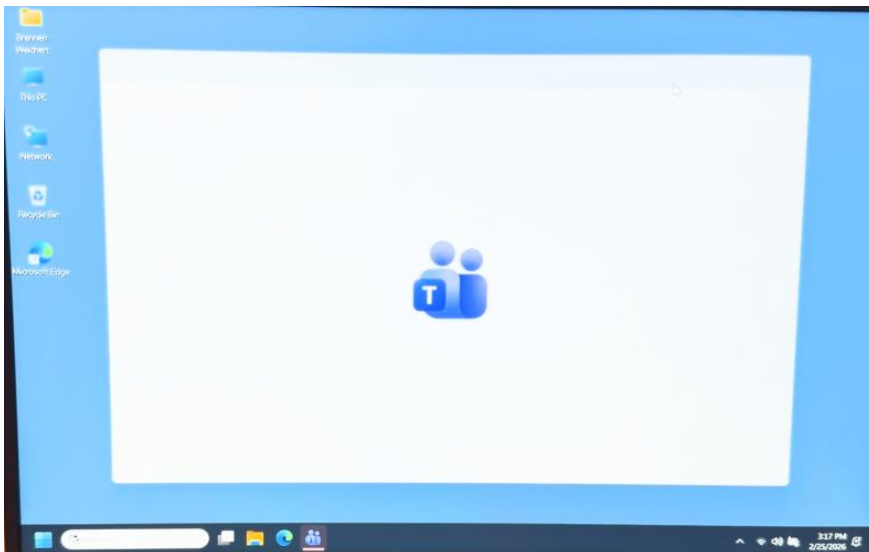


You *may be asked* to authenticate your new device where in this example the Microsoft Authenticator app is being used on a mobile device to key in the number on the screen. You can have your MFA setup as a text message, email or phone call, etc.



Windows will load and Teams will open; you could join a Teams meeting right away if needed. OneDrive will also load and sync your Documents, Pictures and Desktop folders to your new computer. Depending on how much data you have in your OneDrive and your internet connection speed, this might take 5 minutes or more than an hour. Open Outlook and let it build out your mail profile as well.

Our recommendation is to let the computer sync everything (email & OneDrive) for 1-2 hours before actively using it.



Your computer comes with Microsoft Office, Virus protection software, VPN Client and the Edge Browser. To install additional software there are two methods which are shown in more detail on the “Meet your new computer” webpage.

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