Welcome to Auburn University at Montgomery.

We’re excited to have you on campus and can’t wait to see what great objectives you will achieve. You’re part of a new chapter at AUM. As we all continue to adjust to a new normal, we are always looking for ways to better serve you. Your new laptop/notebook computer will serve you in completely classwork, virtually meetings or classes, and working with fellow students. Plus, your laptop/notebook computer is your and a valuable asset in many way.

This laptop is being given to you on a probationary basis. Ownership of the laptop will be transferred to you upon completion of your first semester of coursework with satisfactory academic performance.

This manual offers you suggestions to get the most out of your laptop and keep your machine in top shape.

1: Set a password and change it on a schedule.

At Auburn University at Montgomery, you are issued a student account that serves as your student identification for public computers, email accounts, and much more. This is your private information and should not be shared. The computer you are given is not associated with your student account. You will set up the password and account for your computer. This is unrelated to your student account. We highly encourage you to set a strong password for this machine and to change it regularly. Best practices suggest changing your passwords every 90 days. You can change your password at any time by pressing Ctrl + Alt + Delete and choosing “Change a Password”.

2: Connect to Warhawk WiFi

Auburn University at Montgomery has several wireless networks that span the campus. The common network for students, faculty, and staff to utilize is named WarHawk WiFi. Here are instructions for how to connect your notebook to this network: (Note: You will need to have your AUM credentials established before you will be able to join this network, as it requires the credentials as a condition for successfully logging in.)

1. From your desktop, the taskbar on the bottom of the screen towards the right side has an arrow that points up. Click that, and in the subsequent menu that appears, right-click the WiFi icon. Then choose the “Open Network and Sharing Center” menu item.
In the Network and Sharing Center windows that appears, choose to **Set up a new connection or network**.

After choosing that, the **Set up a Connection or Network wizard** will open. In that window, choose to **Manually connect to a wireless network** and then click Next.

When you choose to manually connect to a wireless network, you’ll enter in the Network name, which is “**WarHawk-Wifi**”. Please take care to enter this correctly, and the quotation marks are not included. You’ll also choose the security type, which is **WPA2-Enterprise**. The encryption type should automatically set to AES, but you can select it if it does not. **Check the box for “Start this connection automatically”** so that you can automatically connect while on-campus. Do not enter a security key at this time, and instead choose to click **Next**.
Clicking Next will add the Warhawk WiFi network as an option. In the subsequent menu, we will choose to **Change Connection Settings**.

The Warhawk WiFi properties window will appear. Choose the **Security tab** at the top. Under Choose a network authentication method, choose **Microsoft: Protected EAP (PEAP)**. Then click the **Settings box** next to the drop-down menu.
In the Settings for the Protected EAP settings, uncheck the “Verify the server’s identity by validating the certificate” field. In the same window, in the drop-down box under Select Authentication Method, choose “Secured password (EAP-MSCHAP v2)”, and uncheck the box next to “Enable Fast Reconnect”. Then click the Configure button next to the Secured Password drop-down selection.

In the EAP MSCHAPv2 Properties box that pops up after clicking Configure, uncheck the box next to “Automatically use my Windows logon name and password (and domain if any)”, and click OK. This will close that property box. Then click OK on the Protected EAP Properties box underneath it to close it out as well.
After closing out the two property boxes, you’ll be back in the Warhawk WiFi properties box you started in. Click **Advanced Settings**. In the Advanced settings box, check the box next to the Specify authentication mode field, and choose **User authentication** in the drop-down box. Then, choose to save credentials.

After clicking Save Credentials, a Windows Security box will pop up. **Enter your AUM username (e.g. username@aum.edu) and password, then click OK.** Click OK for all the subsequent boxes, and you should be connected to Warhawk WiFi!
3: Keep Windows and your antivirus program up to date

- Updates are a critical part of what will keep both you and your computer secure going forward, and ensuring you install them is paramount.

- To check for updates, install, and apply Windows updates, select Start > Settings > Update & Security.

Finally, click the Check for updates button that appears in the subsequent window that opens.
This will check for components of Windows and some other Microsoft software you may have installed that need to be updated, download the appropriate updates for that software, and give you the ability to install them once it completes the download. You may need to restart your computer afterwards, so make sure you have any work saved before proceeding.

• To check, install, and apply Windows Defender updates, select Start > Settings > Update & Security > Windows Security

In the Windows Security menu, select Virus & threat protection on the left column. Scroll down to Virus & threat protection updates. There should be an option to Check for updates. This will download the latest definitions and updates for Windows Defender and other built-in functionality.

Keep other applications up to date as well. Although two critical update functions are addressed in prior steps, it is important that you install updates for other applications, too. Some examples of this would include web browsers, videoconferencing software, and more. Each application will have its own method of updating, so be sure to read the user documentation when you install them.
4: Antivirus Protection and Security

In the prior step, the instructions detail how to update Windows Defender, which is a Microsoft-developed, standard antivirus application that is included with Windows 10. It is a very good product and service, and if you follow the guidelines to keep it up to date, it will help keep you and your computer secure. However, if you feel that you would rather utilize a different antivirus application, you are free to do so. There are many third-party applications that will offer different or more functionality, and will have a unique setup process. Some examples of third-party antivirus applications include (in no particular order or endorsement):

- Bitdefender Antivirus Plus
- Norton 360 Deluxe
- Sophos Home Premium
- McAfee Internet Security
- ESET Smart Security Premium

These applications offer different tiers of service. Some are free, while some will incur an additional expense that you will be liable for. You should not run more than one antivirus application at the same time, as they will conflict with each other.

Antivirus applications are an excellent way to stay secure while using your laptop, but please bear in mind that you are the best line of defense to ensure your own security.

5: Microsoft Office

Did you know that Auburn University at Montgomery, in partnership with Microsoft, provides a subscription to Office 365 for all students at no additional cost? Office 365 includes software such as Microsoft Word, Excel, Powerpoint, and more and will likely be an important part of accomplishing your goals in classwork while a student, and has tremendous functionality. You can install Office 365 on up to five personal computers running Windows and/or macOS as well as iOS and Android devices. Here are the instructions for how to download and redeem this service:

(NOTE: Office 365 will not run in conjunction with any other version of Office. You will need to uninstall any existing versions of Office in order for Office 365 to install correctly.)

For Windows and macOS:
2. Enter your AUM email address, and click the “Next” button.
3. If prompted, select work or school account.
4. You will then be redirected to another page, enter your AUM email address and password.
5. On the Office homepage, in the upper-right corner, choose to Install Office > Office 365 apps, and choose to run the OfficeSetup.exe file.
6. On the installation page, select your language, and click install.
6: Backing Up Your Data

Planning ahead for potential data loss is essential. We highly recommend backing up documents and files that you need to have preserved in case of such an event, such as classwork, documents, photos, etc. There are several methods that you can use to back up your data, and nothing prevents you from utilizing multiple methods.

Physical Media
You can manually back up important documents and folders by using physical media, such as an external hard drive, USB flash drive, etc. Ensure that the drive you want to use has enough capacity to store the amount of data you need to back up.

If you choose this method, typically, you will manually choose what and when to back up. You should ensure that you do so regularly.

Cloud Backups
There are numerous cloud-based data storage services that you could choose from. Some popular ones include (in no particular order or endorsement):

• OneDrive
• Google Drive
• iCloud
• DropBox

These accounts are services you can establish, each with their own terms of service. But please be aware that some incur a fee to use or for upgraded tiers of storage.

They will also offer different functionality, such as synchronized document storage, sharing, etc.

As part of Office 365, you will be provided with a OneDrive account that you can utilize. We recommend using it, as it has the capability to keep your documents synchronized across multiple devices.

7: Useful Links and Sites

Auburn University at Montgomery Homepage - http://www.aum.edu/
This is AUM’s homepage and provides news, updates, information, and much more.

MyAUM – https://my.aum.edu/
MyAUM is Auburn University at Montgomery’s landing portal for student accounts. You will find many links to useful services and information, designed to help you navigate your academic career and life at AUM. You will need your AUM email address and password established to log in.

AUM Bookstore – https://aumbookstore.com/
The AUM Bookstore is physically located in Taylor Center on the second floor. However, you can browse the store from anywhere at this site. The AUM Bookstore allows you to order books for classes, as well as, sells apparel, accessories and software for your new computer, and much more.
See Something, Say Something – https://my.aum.edu/web/maxient/
At Auburn University at Montgomery, our goal is to provide every student with a safe and secure environment. If you feel that you need to report an incident or concern, you can do so at this link. Please note that if you wish to make an anonymous disclosure, you can do so by logging out of MyAUM and visiting the link again.