How to set up your new Surface 2 with Microsoft Family Safety

Surface 2 is the hardware requirement for Year 7 2014
More information is available on the College website
The following instructions explain how to complete the initial set up of your new Surface 2 with Microsoft Family Safety enabled.

All of the steps in the following instructions should be completed by a parent or guardian before the child uses the device.

**Why use Microsoft Family Safety?**
If you've ever wondered what your children are up to on the PC and online, Family Safety can help. Family Safety lets you know which websites your children have visited and which apps and games they've used. You can also choose to block or allow specific websites or other content and even limit the amount of time they can spend on the Surface. Now you'll have more time to find out what else they're up to. With Family Safety, you can help your children use the Surface responsibly.

**These instructions are not a user guide for your Surface 2, they simply outline how to initially set up the device with Family Safety enabled.**
Once you have created an account and signed into the device, click or tap on the Help + Tips tile on the start screen for help using the Surface.

**Further Help and Training**
If you would like further training in the use of the Surface, please register your interest by sending an email to the College IT Manager, Dave Polette - polette.david@cathednet.wa.edu.au

Information in this guide from Microsoft.com
Note It’s best to have a wireless network available when you set up your Surface. If you don’t have a wireless network you may wish to make an appointment to set up your Surface at the College.

Step 1: Attach the type cover to your Surface. It clicks into place.

Step 2: Flip out the kickstand on the back of Surface.
Step 3: Plug the power cord into an electrical outlet or power strip. (Connect the plug to the power supply if needed).
Step 4: Connect the power connector to the charging port on Surface. The connector clicks into place (either direction works). When the small light at the end of the connector is lit, it means Surface is getting power.

Step 5: Press and release the power button (on the top right edge of Surface). Surface turns on and Windows setup begins.
Windows setup runs the first time you turn on Surface. Here’s what you need to do next:

Choose a language (Australian English Recommended), colour and name for your Surface. You can change these things later if you want. You will also need to accept the Licence terms to continue.

**Connect to a wireless network**

**Step 1:** On the Wireless screen, tap a wireless network name and then tap **Connect**.
**Step 2:** If prompted, type your wireless network password and then tap **Connect**.

*Note* If your wireless network isn’t listed or you can’t connect to one, contact your internet service provider for help.

**Choose your default settings**

On the settings screen, tap **Use express settings** to use the default settings. These settings can be changed later.

**Create an account on Surface and sign in**

For the best, cloud-connected experience, we recommend using a Microsoft account—an email address and password. When you use your Microsoft account to sign in to your Surface, you’ll get free online storage, mobile entertainment, an abundance of apps in the Windows Store and connecting of your devices and accounts seamlessly.

**Not sure if you have a Microsoft account?**

A Microsoft account is the email address and password that you use to sign in to Microsoft services like Outlook.com, SkyDrive, Xbox or your Windows Phone. If you've used these services, then you already have a Microsoft account. Use your Microsoft account (email and password) to sign in to your Surface.

**If you already have a Microsoft account follow these steps:**

**Step 1:** Type the email address for your Microsoft account and then tap **Next**.
  Enter the password for your Microsoft account, tap **Next**, and then follow the instructions to add or change your security info.
**Step 2:** *Note* If you’ve forgotten your Microsoft account password, go to https://login.live.com/ and click Can’t access your account?
If you don’t have a Microsoft account

No problem. Setup can create a Microsoft account for you using an existing email address, or you can create a new Outlook.com email address.

To create a Microsoft account using an existing email address:

Step 1: Enter your favourite email address, and tap Next.
Step 2: Enter a new password for your Microsoft account, tap Next, and then follow the instructions to add or change your security info.

To create a Microsoft account using a new Outlook.com email address:

Step 1: Tap Sign up for a new email address at the bottom of the Sign in to your PC screen.
Step 2: Choose an email address, enter the info needed to create your Microsoft account and then tap Next.
Step 3: Add security verification information and then tap Next.

It will take a moment for Surface to set up. Once set up completes, you'll be taken to the Start screen.

You have now setup your parent account on the surface. Please make sure you keep your password secure, if your child is able to access your account they can easily bypass the Family Safety Security.

Setup a Child Account to complete configuration of Microsoft Family Safety.

When you create a new account for your child, Family Safety monitoring is turned on automatically. You'll start receiving reports about when and how your child uses the PC and you can set or change additional limits at any time.

1. Ensure you are still signed in to the Surface 2 with your parent account created previously.
2. Swipe in from the right edge of the screen, tap Settings, and then tap Change PC settings.
   (If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, click Settings, and then click Change PC settings.)
3. Tap or click Accounts, tap or click Other accounts, and then tap or click Add an account.
4. Tap or click the Add a child’s account link.
5. Click Sign up for a new email address (We recommend all students start with a new account & email)
6. Fill out all the required information and click next, suggestions for email addresses below.
   • bloggs.joe@outlook.com
   • joebloggs@outlook.com
   • bloggs.joe01@outlook.com
7. Shortly after the child account is created you should receive a welcome email from Microsoft Family Safety signaling that it is set up correctly.

8. Login at http://familysafety.microsoft.com (Accessible from any computer not just the Surface) with your previously created parent account to set limits for your child or to add a secondary parent.

9. Press the Start button to return to the home screen

10. Tap your name on the top right of screen, and then tap Sign Out

Your child may now login with the account you created and start using the device.