Windows 11 Set-up & Customizations*

Last update: 11 October 2023

Assumed: Computer unboxed, attached, & booted. Initial setup need only be done once, included here for information.

1. **Computer setup**
   a. Unpack Computer, connect power and any peripherals needed, i.e. monitor, mouse, keyboard
   b. Press the power button.
   c. Manufacturer Logo should be displayed after a few seconds and then Windows will start for the first time.
   d. Follow and answer prompts: Language, Country, Keyboard, Second keyboard, etc.
      i. Computer may check for updates, let it. If connected to the Internet, may reboot multiple times!
   e. Follow and answer prompts
   f. Enter User name or Microsoft Account to be used
      i. Microsoft Account may be required
      ii. If so, there are ways to switch to a local account
   g. Read all prompts carefully and respond.
   h. Privacy Settings: Suggest all *off* except location and diagnostics
   i. Wait for Desktop to be displayed.

2. **System Customizations,** affects all accounts. Need admin rights to do these. All suggested/recommended. Some need Internet, so attach network Ethernet cable or connect to Internet by Wifi
   a. Confirm time, date, & Eastern time zone are correct; if not right-click time and "Adjust time and date"
   b. Settings, System, About:
      i. Rename this PC: Give computer a good name, don't restart yet, can do that later
      ii. Domain or Workgroup: Computer Description: Enter Manufacturer & Model
      iii. System Protection: drive C (system) configuration – set to 5% for system restore information

   c. Run Windows updates.
      i. Turn on "include other Microsoft updates" in advanced.
      ii. Wait for restart prompt.
      iii. Restart & repeat till no more updates.
   d. Microsoft Store Updates
   e. Copy PatchMyPC to Lab-Ops root
      i. Install any free aps wanted.
      ii. Recommended: Google Chrome, VLC, Ccleaner, LibreOffice, SumatraPDF, IrfanView, Malwarebytes, Revo Uninstaller
   f. Security Center: check for yellow checkmarks.
      i. Warnings: Dismiss OneDrive, Microsoft Account; Accept App & Browser Control on; Device Security Settings on

3. **Suggested *Settings* for each login account**. There is no set order for these actions. YMMV, these are my choices
   a. System
      i. Display: Scale - affects everything!
      ii. Notifications, Notifications from apps – Review (Suggested?)
         1. Or: if a notification pops-up, click 3-dot menu to suppress
      iii. Notifications, Additional settings: recommend all off
      iv. Power Options: 1 hour turn off screen, 2 hours go to sleep
      v. Storage: recommend storage sense on
      vi. Activation: should be active
   b. Bluetooth and devices:
      i. Bluetooth: select to add Bluetooth devices
      ii. Printers and select to add printers, Windows management?
   c. Network & Internet: Wi-Fi, available networks, Known Networks
   d. Personalization:
      i. Background: Windows Spotlight?
      ii. Colors: Mode, Accent color, Start/taskbar/title bars/borders
      iii. Themes: Change lots of things with a click

    iv.   Themes, Desktop Icon Settings, add Computer & User's Files

    v.   Start: show more pins, most used apps, recommendations: *off*

    vi.   Start: Folders: show Settings, File Explorer, others
       1.   To fully customize Start Menu – buy Start11 or StartAllBack

    vii.   Taskbar: items *off*, system tray icons select, behavior, alignment *left*

e. Apps:
    i.   Shows the installed app listing
    ii.   Defaults (pick for default browser)
    iii.   Apps: Startup – recommend minimum needed to those apps you use frequently

f. Accounts:
    i.   Microsoft account or switch to local account
    ii.   Your Info: Profile Picture
    iii.   Sign-in options: Fingerprint, PIN, Facial or password
    iv.   Windows Backup: do *not* use
    v.   Other Users: good for kids or grandchildren

g. Accessibility:
    i.   Visual effects, always show scrollbars *on*
    ii.   Mouse pointer, size=3, color=gold, Mouse speed

4. File Manager:
a. Sort, Group by, <none>
b. View, Show, show filename extensions
c. View, Show, Compact view
d. 3-Dots, Options, View tab, Scroll to Navigation pane, Expand to open folder

5. Desktop
a. Arrange Desktop icons, deleting extraneous ones.
b. Add app icons from menu
c. Add app icons to taskbar and/or start menu
d. Arrange taskbar icons

e. Arrange Menu icons, delete or move
f. Sign-in to One-Drive if wanted – click icon

6. App (Program) customization & Cleanup
a. Change default program to open any file: right click, open with, Choose another app … one-time or always
b. Uninstall unwanted apps: Find on menu, Right-click, uninstall. Suggest: If switched to control panel, use Revo to uninstall
c. Add & arrange apps on Start Menu
d. Ccleaner Options: Privacy off, Advanced, Updates off, Smart Cleaning Off, All cookies?
e. MalwareBytes: Settings (gear), Account, Deactivate Trial, Turn off start with Windows, Quit
f. For each Internet browser installed:
    i.   Work through initial setup/ads/blurbs
    ii.   Sign-in or not to sign-in?
    iii.   Recommend uBlock Origin extension
    iv.   Turn off all notifications, websites should not ask
    v.   Choice: turn off password saving
    vi.   Edge: Shopping? Browser Essentials?
    vii.   Pick start-up configuration

7. Other
a. Right-click Start, Device manager: Check drivers; maybe run Driver Booster for updates
b. Right-click Start, Disk management: What's in the box?
c. Turn on Bitlocker? f/Windows Pro only – though any version of Windows can read/write to Bitlocker drives.

*All Windows customizations are optional. These are my choices, yours will vary. 😊

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