

Greetings,

These instructions are a quick guide to introduce you to your new laptop and applications to use in your new environment. Open the laptop and connect the monitor USB cord to the laptop (if not already connected). The laptop lid should remain open. If you close the laptop, it will automatically shut down.

When you turn on the laptop (make sure your wireless keyboard and mouse are powered on), you will be prompted to sign-in. Using your new username (First.LastName# - no need to include @delaware.gov) and your password credentials, click on Sign in. Your laptop will launch Windows 11.

Through Icons on your desktop or the search section on your taskbar, you will find the applications you use on a daily basis. Please search for and open the following:

Outlook: If not already opened, search for Outlook and open the App.



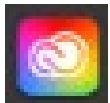
Email sent to your old email address has automatically been forwarded to the new @delaware address. This is a newer version of Outlook, but all of your @destatehousing.com emails and folder structure were migrated to the new Outlook and should look familiar. NOTE: It may take slightly longer the first time you open your E-Mail. The Outlook Client is downloading\caching your E-Mail to make things quicker for use going forward.

Teams: If not already opened, search for Teams and open the App.



Teams is the State's collaboration tool. Many use Teams as a way to Instant Message coworkers and associates throughout the State. Teams can be used to conduct one-to-one phone calls, hold meetings, and send messages to individuals or groups. Teams meetings can be recorded and transcribed. Test the Teams Chat feature, click on the CHAT icon, and send a quick "Hello" to your co-worker. 😊

Adobe Creative Cloud / Adobe Acrobat Pro: Open Adobe by double-clicking the icon on the desktop.



To sign in, if you had a previous DSHA Adobe Cloud license, use your DSHA credentials to connect. If you only used Adobe Acrobat standalone version in the past, you now log in with your new state credentials and open Adobe Acrobat Pro. You will not have access to the Adobe apps if you did not previously have them on your DSHA device.

OneDrive: Previously, your "shared(\\dsha.local) (H:)" files.

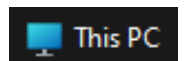


Your files and folders previously located in your "shared(\\dsha.local) (H:)" are now located in your OneDrive. Click on the blue cloud image in the bottom right-side of your task bar. A small window will open, select "Open Folder." will be where your home drives are migrated to over the weekend of 11/3-11/6.

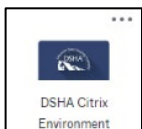
File Explorer: Found in your taskbar (bottom tray). Click once to open it.



The contents of your T: drive will show in File Explorer under "This PC" (pictured to the right). You may see more files in your T: drive than you are used to, but you will not have any additional access beyond what you had previously.



DSHA Citrix Environment: Launch a web browser of choice, navigate and log into id.delaware.gov. There you will find an icon/card labeled "DSHA Citrix Environment." Additional instructions for using DSHA Citrix Environment are available on the FAQ webpage ([IT Centralization for Delaware State Housing Authority \(DSHA\) - Office 365 Project - State of Delaware](#)).



If you experience any issues with the laptop or your access, please contact the DTI Service Desk at 302-739-9560 or email DTI_ServiceDesk@delaware.gov.