

TIPS FOR USING AND SETTING UP YOUR DEVICE

After signing into your device, it may take few hours to complete the installation of several pre-installed University-owned applications. The pre-installed applications include:

- A. Windows 10 to its most current version
- B. Anti-virus software, Microsoft Defender
- C. Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint, and OneNote.)
- D. Microsoft OneDrive
- E. Microsoft Teams
- F. Internet Browsers: Chrome, Edge, Firefox

For the complete list of installed software, please visit the [frequently asked questions](#) on the website.

Here are a few things you need to know or do:

1. Please use myapps.uta.edu to access UTA applications while your computer is reloading information on pre-installed software.
2. Please do not use the Outlook desktop application until it has been successfully installed with all reloaded emails. If you use the Outlook desktop application before it is finished reloading messages, you will be missing emails until the completion of the installation.
3. After the installation is completed, you may need to re-add shared mailboxes to your desktop application. Please visit the "[How to Add a Shared Mailbox in Outlook](#)" for more information.

Finish setting up your device.

4. Check your device to see if you need to re-install any software required to complete your work tasks or responsibilities:
 - A. Review the Software Tracking Sheet that was completed prior to the update to your device.
 - B. Compare the Software Tracking Sheet to the applications currently installed or pre-installing on your device.
 1. For additional instructions, please visit "[How do I get a list and version number of software installed on my Windows device\(s\)?](#)"
5. Re-install any UTA-owned software that was not automatically installed after the update or any applications purchased by your department, yourself, and installed free of charge.

A. For UTA-owned software, please visit these suggested resources:

1. [How to download UTA-owned software by using the Software Center](#)
2. [Pulse Secure VPN Resource Guide](#)
3. [Creative Cloud Resource Guide](#)

If required, please contact the IT Help Desk at 817-272-2208, send a [chat](#), or submit a [self-service](#) ticket if you need additional assistance with reinstalling your applications or setting up your device.

B. For other applications, please visit the vendor for software that is not supported by OIT.

Additional Resources

[How to install the Pulse Secure VPN Client on Windows 10](#)

[How to download Adobe Creative Cloud](#)

[Mapping a Network Drive](#)

[Sync my SharePoint folders on a Windows Computer](#)

[Access Company Portal for Software Installs](#)