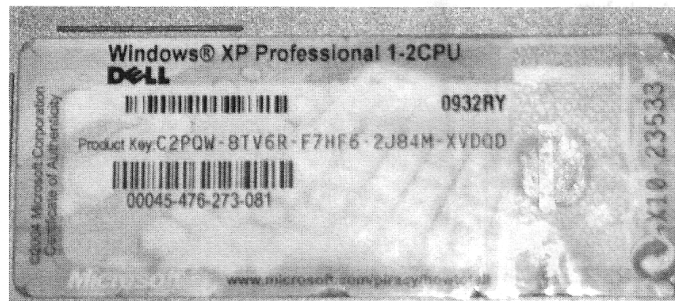


Activate Windows XP

There are a few steps to follow to activate the operating system, which is Windows XP Professional.

Before turning on the laptop, turn it over so you can see the bottom. Look for a sticker titled Windows XP Professional. That sticker will have a 25 character product key. The product key consists of 5 sets of letters/numbers separated by dashes. Write down the product key. You will need to enter that info after turning on the laptop.

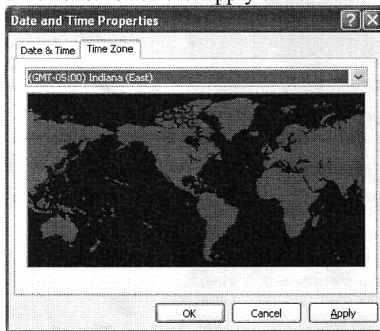


- Plug in the power cord for the laptop and plug in your internet connection. Turn the computer on. **Note: if you do not have an internet connection, you will need access to a telephone so you can call Microsoft to activate this copy of Windows.
- After the computer starts up, you will see a window titled 'Windows XP Professional Setup'. This window will prompt you to personalize your software. There are two fields to enter data: name and organization. Enter your name in the name field; you can leave the organization field blank.
- Click Next.
- The next window will prompt you to enter your product key for Windows XP. This is the 25 character key you wrote down. Enter the info (minus the dashes). Aren't you glad you wrote the key down first?
- Click Next.
- The next screen will prompt you to enter a computer name and a password for the administrator account. You will see text in the computer name field. You can leave that as is or overwrite it to create a unique name for your laptop. **Note: a computer name cannot contain spaces or periods.
- Now for the Administrator password. Choose a password that you will remember but is not obvious for others to figure out. Write the password down and put it in a safe place. You will type the Administrator password twice.
- Click Next.
- The computer may take several minutes to complete the set up. Do not touch any keys while the process is running. The computer will reboot itself as part of the process.
- After the computer reboots, you will see a welcome screen, then the desktop will appear.

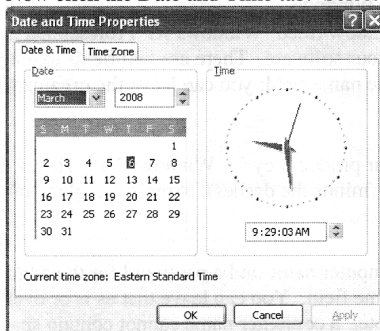
- After a few minutes, you will see a key icon in the lower right area of the monitor. That is the activation key for Windows. You have 30 days to activate the copy of Windows XP or the laptop will cease to function. Don't delay-do it today!
- Before you click on the activation key, check the date and time on the laptop. You will see the time displayed in the lower right area of the monitor. Double-click the time.



- The Date and Time Properties window will appear. Click on the Time Zone tab; if the time zone displayed is not correct for your area, click on the drop down arrow and select the proper time zone. Click the Apply button.



- Now click the Date and Time tab. Select the proper date and time. Click OK.



- Click on the key. Alternate method: Click on the Start menu; point your cursor over All Programs and select 'Activate Windows' from the list. You will register your copy of Windows over the internet. **If you do not have an internet connection, you will have to call Microsoft to activate your copy of Windows. The activation window will list the telephone number for Microsoft.**

