TDOE's Information Technology

Overview
This document will assist in deploying new computers to Tennessee Department of Education (TDOE) employees.

Step 1

Have the TDOE employee log into the new computer with his/her Active Directory RACF and create the MS Windows profile.

Step 2

Have the TDOE employee launch MS Word and only MS Word.

IMPORTANT: The employee should NOT launch MS Outlook at this point in the procedure.

Step 3

When the Office 365 sign in displays, the TDOE employee logs in with his/her TNEDU credentials, which is usually as follows:

firstname.lastname@tnedu.gov

MS Tenant

TDOE has a Microsoft tenant of tnedu.gov, where Office 365 is licensed for TDOE.

Step 4

When Office 365 is successfully activated, have the TDOE employee launch MS Outlook and ensure that it successfully connects to the tn.gov account.

Step 5

Install MS Teams and have the user connect to the application with his/her tnedu.gov credentials.

NOTE: There's no need to connect the tnedu.gov account since accounts on TDOE's TNEDU tenant already have that mail forwarded to their tn.gov mailboxes.
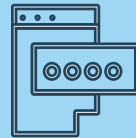
Step 6

Direct the employee to the TDOE Orion SSO app at the following URL: https://orion.tneducation.net

Instruct the employee to bookmark this site and walk the employee through the process of logging in with the SSO account, using the TNEDU credentials to access the site.

Explain to the employee how Orion is organized, including: 1) it provides access to TDOE's SharePoint environment (TNShare), 2) the employee's OneDrive files (EduDrive), 3) MS Teams (Web version), and 4) other apps that have been configured for the user in the TDOE tenant.
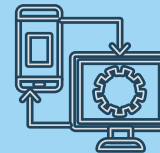
Step 7

Assist the TDOE employee in transferring data from his/her current device to the new computer and ask about any MS Outlook files that the user will need to transfer to the new computer.

TDOE Information Technology Laptop Setup Quick Start Guide

TN Department of **Education**

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