

**NAPLES COMPUTERS HOW-TO • WINDOWS TIPS**

# How to Set Up a New Windows 11 Computer the Right Way

A new Windows 11 computer works best when it's set up properly from day one. This guide walks through the setup screens and privacy choices, Windows Update, removing bloatware, Microsoft Defender (Windows Security), backup and moving your files, plus how businesses should have I.T. enroll new PCs. Shown on Windows 11 version 25H2.

## Before you start

- ☐ Your Wi-Fi password  
Windows 11 needs internet to finish setup
- ☐ Your Microsoft account  
Email and password, or create one during setup
- ☐ Your old computer nearby  
For your files, bookmarks and sign-ins
- ☐ An hour or two  
Updates on a new PC take a while

## The setup screens: the basics

- ☐ Region & keyboard  
Confirm your country and keyboard layout
- ☐ Connect to Wi-Fi  
Setup needs an internet connection to finish
- ☐ Sign in & create a PIN  
Your Microsoft account, plus a PIN for quick, secure sign-in
- ☐ Skip the extras for now  
Trials, subscriptions and phone offers can wait

# Step by step

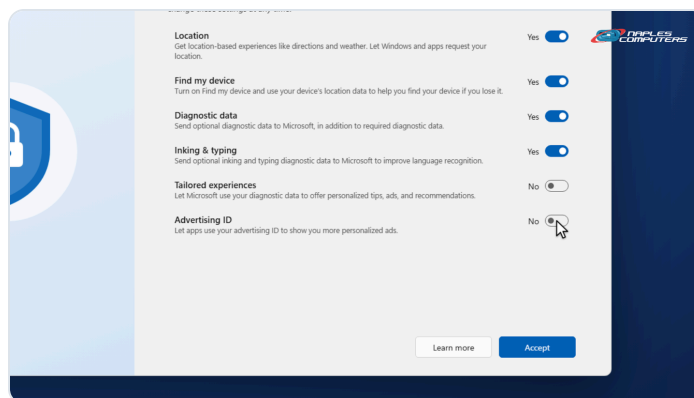
## SETUP

### ✓ Choose your privacy settings

Read each option on the privacy screen. Turn off anything you don't want, for example Tailored experiences and Advertising ID.

#### WHAT TO DO

Click Accept. You can change these any time in Settings → Privacy & security.

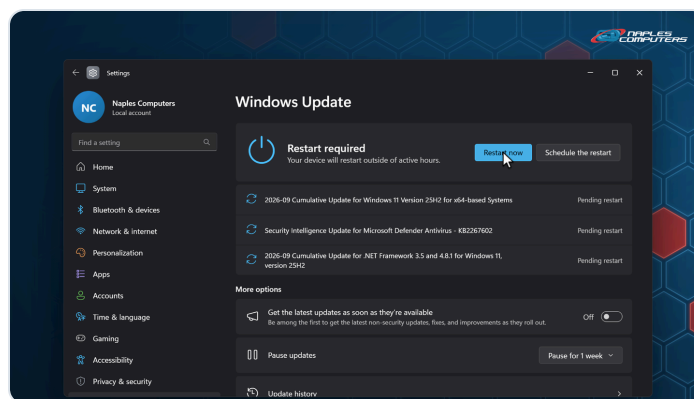


## 1 Step 1: Run Windows Update until you're up to date

Start → Settings → Windows Update → Check for updates. Windows downloads and installs the latest fixes.

#### WHAT TO DO

Restart when asked, then check again. Repeat until it says "You're up to date".

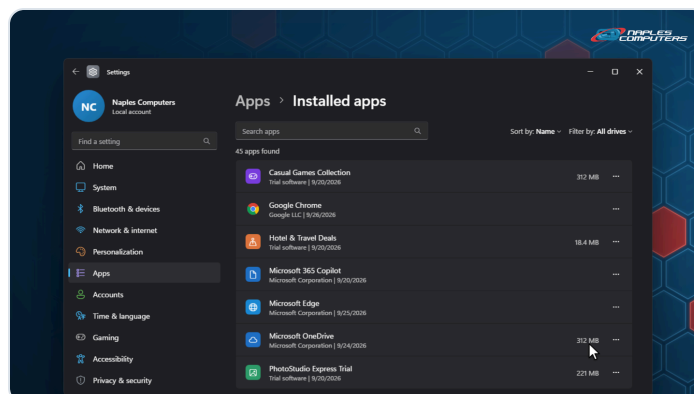


## 2 Step 2: Remove the bloatware you don't need

Settings → Apps → Installed apps. Look for trial software, games and offers you'll never use.

#### WHAT TO DO

Click ... next to the app, choose Uninstall, and confirm. Not sure what something is? Leave it, or ask us.

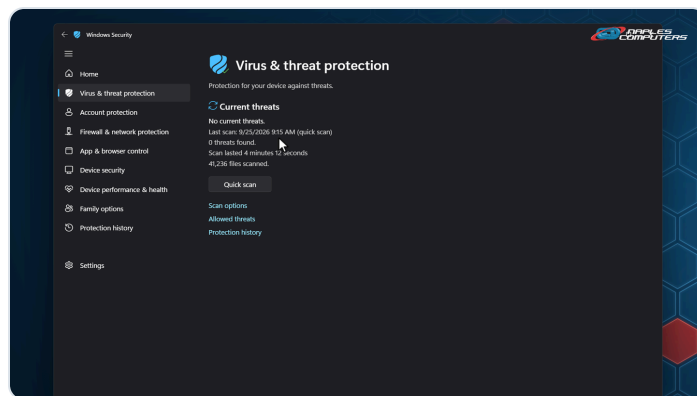


### 3 Step 3: Check Windows Security (Microsoft Defender)

Windows 11 includes Microsoft Defender antivirus for free. Start → type Windows Security → Virus & threat protection.

#### WHAT TO DO

Look for green check marks and “No current threats”. Don’t run two antivirus programs at once.



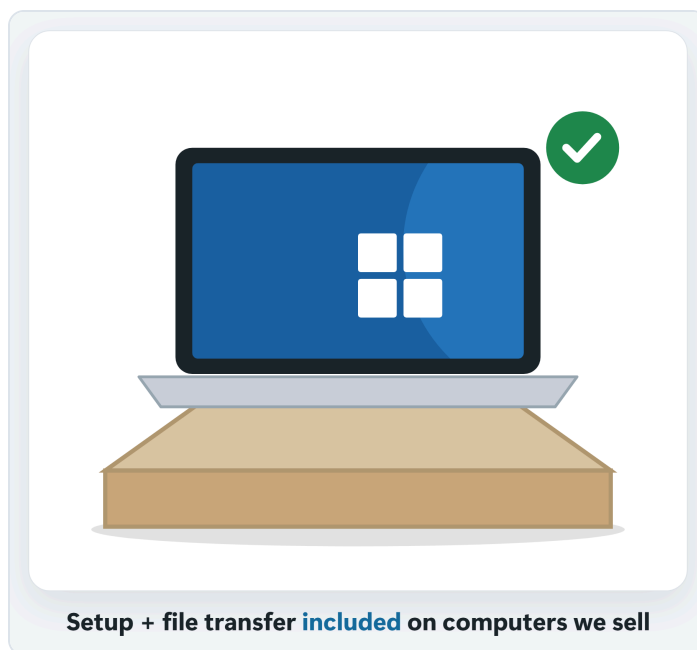
#### NAPLES COMPUTERS

### ★ Rather have us do it?

Buy your new computer from Naples Computers and setup plus file transfer are included.

#### WHAT TO DO

Bought it somewhere else? Bring it in, and we'll set it up and move your files for you as a paid service.



## Step 4: turn on backup

- ☐ OneDrive: Windows backup  
Settings → Accounts → Windows backup: Desktop, Documents, Pictures
- ☐ An external drive  
A second copy you can hold in your hand
- ☐ Or an online backup service  
Such as Carbonite: automatic and off-site

**Two copies, in two places.**

## Step 5: move your files & sign-ins

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- ☐ Documents, Pictures & Desktop  
Copy them with OneDrive or an external drive
- ☐ Sign in to your browser  
Chrome or Edge brings back bookmarks and saved passwords
- ☐ Apps, email & printer  
Reinstall what you use, then set up email and your printer
- ☐ Keep the old PC a few weeks  
Don't wipe it until you're sure nothing was left behind

## Business computer? Let I.T. set it up

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- ☐ Not a personal account  
Business PCs should use your company's work accounts
- ☐ Enrolled in management  
For example Microsoft Intune: policies, encryption, updates
- ☐ Business apps & backup, ready  
Shared drives, line-of-business apps, backup agent
- ☐ Tracked in your inventory  
Serial number, warranty, and who has it

## Recap: new PC checklist

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- |                                                              |                                                     |
|--------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Setup: Wi-Fi, account, PIN, privacy | <input type="checkbox"/> Check Windows Security     |
| <input type="checkbox"/> Windows Update until up to date     | <input type="checkbox"/> Turn on backup             |
| <input type="checkbox"/> Remove the bloatware                | <input type="checkbox"/> Move files, browser & apps |

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