New PC Setup Checklist

Your first 10 checks

1. Update Windows

Open Settings > Windows Update. Install available updates, restart, and check again. Schedule restarts outside working hours.

2. Set up your accounts

Use your own named account. Add work accounts only with your company's approval. Keep everyday work separate from administrator access where practical.

3. Protect sign-in

Set a strong, unique password and Windows Hello if available. Enable MFA on the Microsoft or work account and save recovery codes securely.

4. Check Windows Security

Open Windows Security. Review virus protection, firewall, and device security warnings. Keep protection enabled; resolve warnings before adding sensitive files.

5. Back up and test

Choose Windows Backup or another approved backup method. Confirm which folders are included and restore a test file. Sync alone does not cover every recovery need.

6. Save recovery information

Check whether device encryption or BitLocker is available. Store its recovery key somewhere secure away from this PC. Never keep the only copy on the encrypted drive.

7. Remove unwanted apps

In Settings > Apps > Installed apps, remove only apps you recognize and do not need. Leave unfamiliar drivers and system components alone.

8. Check drivers and devices

Review Windows Update optional driver updates and test WiFi, sound, printing, and displays. If needed, use only the PC or device maker's official support site.

9. Create a restore point

Search Start for Create a restore point. If supported, enable System Protection and create a named point. A restore point does not replace a file backup.

10. Test your workday

Install trusted work apps, review startup apps and privacy permissions, then test email, browser, printer, backup, and sleep/wake. Record any issue before moving your files.

Want a hand? Explore Custom PCs & Windows maintenance at https://rosscoreit.com/

Microsoft: System Restore:
https://support.microsoft.com/windows/experience/backup-recovery/system-restore