

Setting Up Your New SEN Laptop

Everything to get productive on day one: email, calendar, Outlook, Google Drive, Zoom, and our other corporate tools.

UPDATED JULY 2026 · INTERNAL USE ONLY

0 Snap a photo of your computer's serial number.

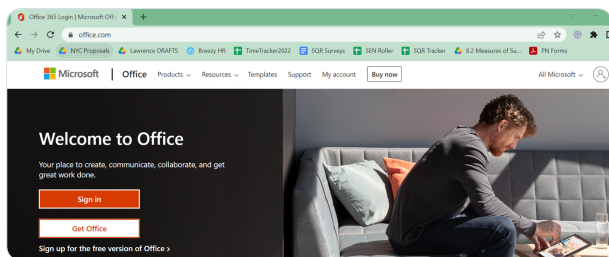
Before you begin: please snap a high-resolution photo of your computer's serial number and email the picture to Eduardo Contreras (eduardo@schoolempowermentnetwork.org).

1 Access your online SEN email account and calendar.

1A — Log into your Microsoft account. Go to office.com and sign in with:

- **User name:** `firstname.lastname@schoolempowermentnetwork.org`
- **Password:** find your (personal) inbox and the email from Microsoft with your password. Reach out to Eduardo Contreras if you have not received it.

If asked, select **“Work or school account, created by your IT department.”**



Sign in at office.com



It looks like this email is used with more than one account from Microsoft. Which one do you want to use?



Work or school account

Created by your IT department
eduardo@schoolempowermentnetwork.org



Personal account

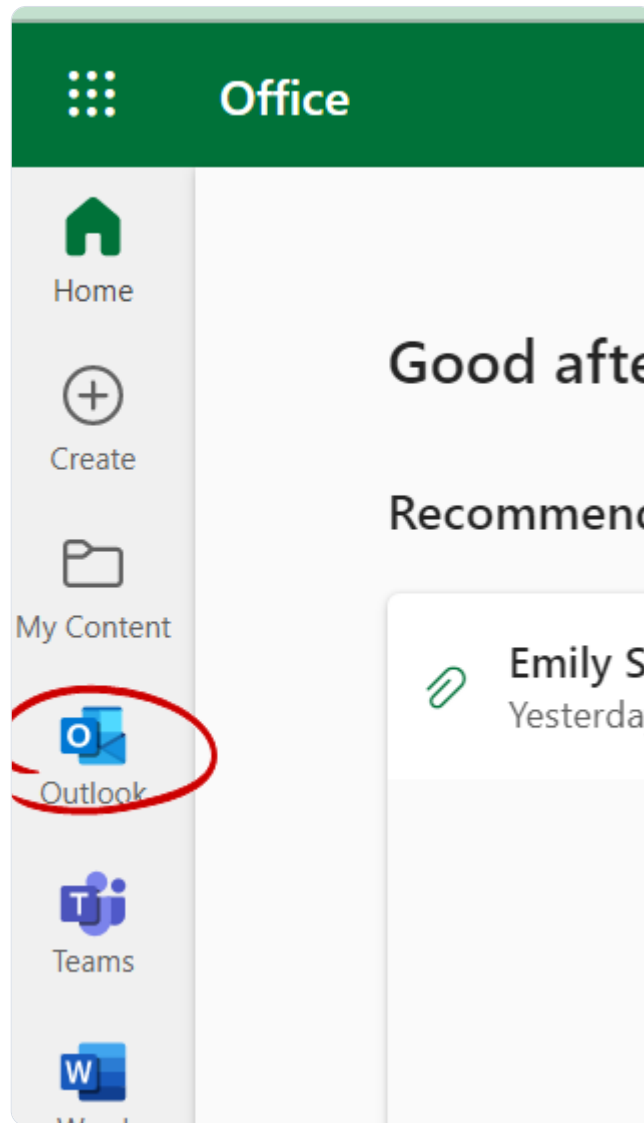
Created by you
eduardo@schoolempowermentnetwork.org

Tired of seeing this? [Rename your personal Microsoft account.](#)

[Sign in with another account](#)

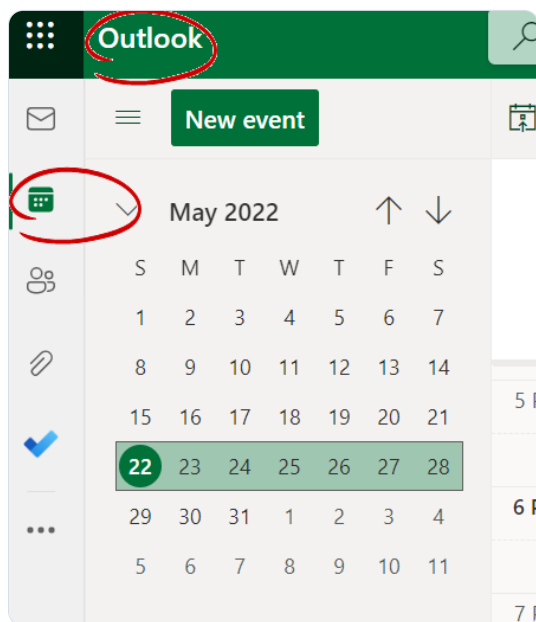
Choose “Work or school account”

Click on the **Outlook** icon. A separate tab with your online SEN inbox and calendar opens automatically.

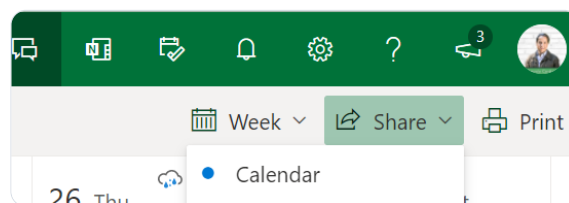


The Outlook icon in the Office home page

1B — Share your SEN calendar with the SEN team (from your online Microsoft account). Click on the **Calendar** icon, then click **Share Calendar**.

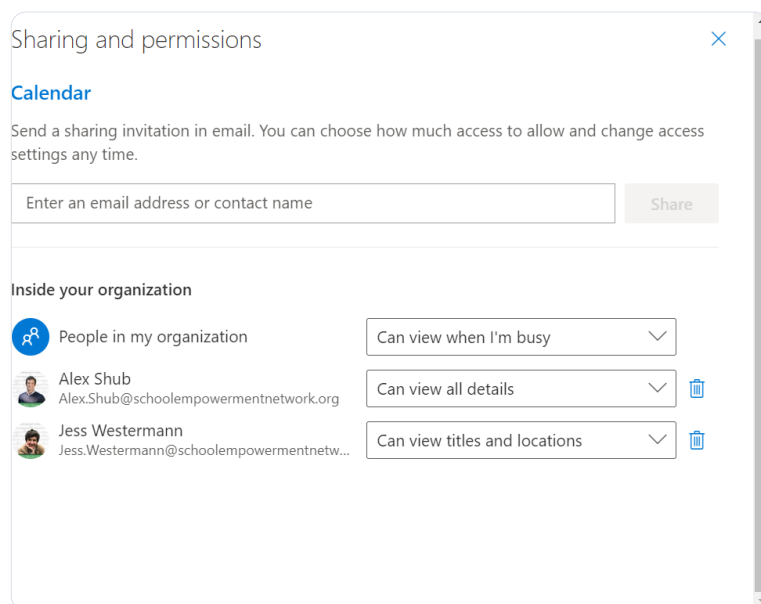


The Calendar icon



The Share button in the calendar toolbar

Update calendar sharing and permissions: ensure **“People in my organization”** is set to **“Can view when I am busy.”** You can also grant additional access to your supervisor and/or other people on your team.



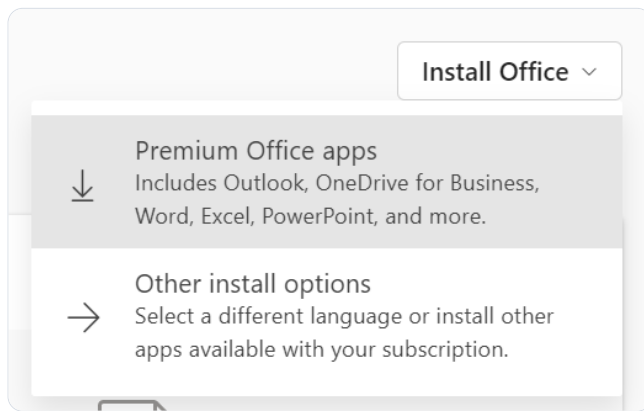
Sharing and permissions settings

2

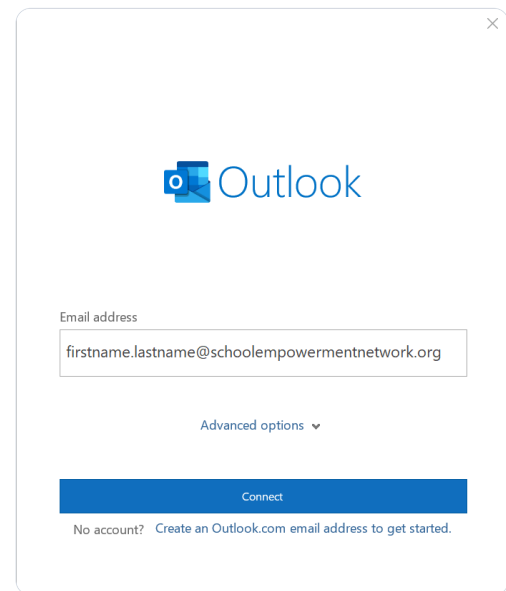
Install the Outlook application on your computer.

You can always access your online inbox and calendar in a pinch, but the Outlook application is usually more user-friendly:

- After you log into your Microsoft account (Step 1A), click **Install Office → Premium Office apps**.
- Run the executable file.
- Open Microsoft Outlook and type your SEN email address. If asked, select **“Office 365 account.”**

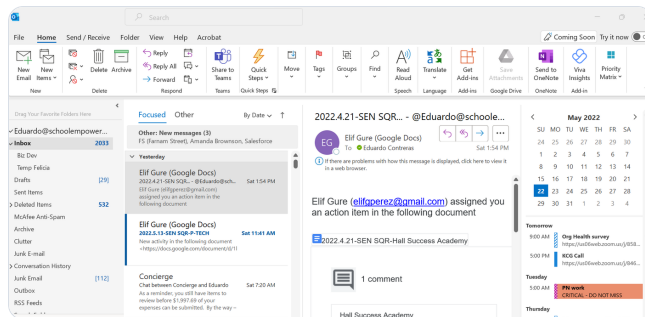


Install Office → Premium Office apps

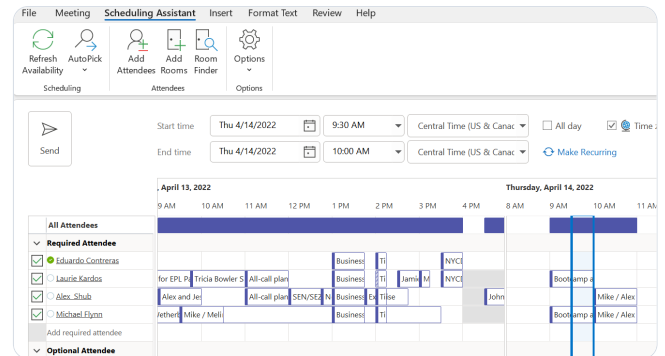


Sign into the Outlook app

You are now ready to use the Outlook application to manage your SEN email and calendar more efficiently — including easily seeing teammates’ availability when scheduling meetings.



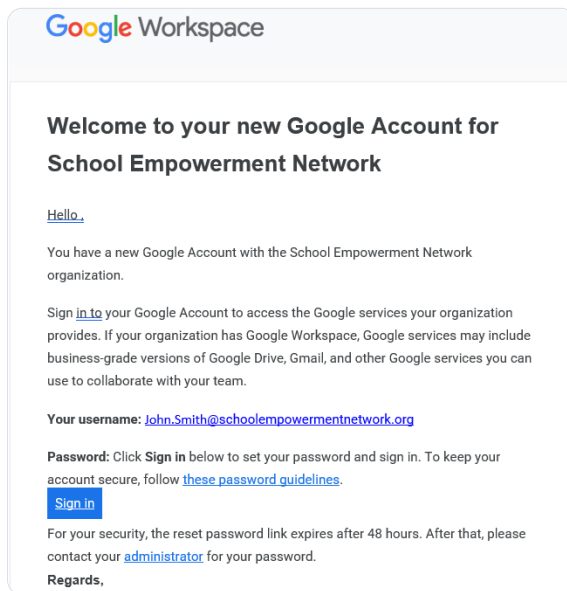
Your inbox in the Outlook app



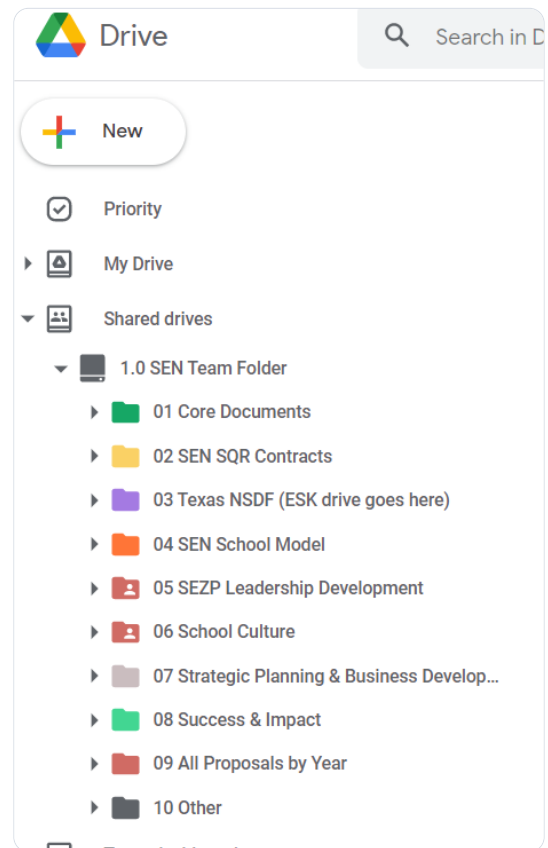
The Scheduling Assistant shows availability

3 Access the SEN Google Drive.

Find the email from **The Google Workspace Team** inviting you to access your new Google account. Ensure you can access the “**1.0 SEN Team Folder**” — and feel free to start exploring!



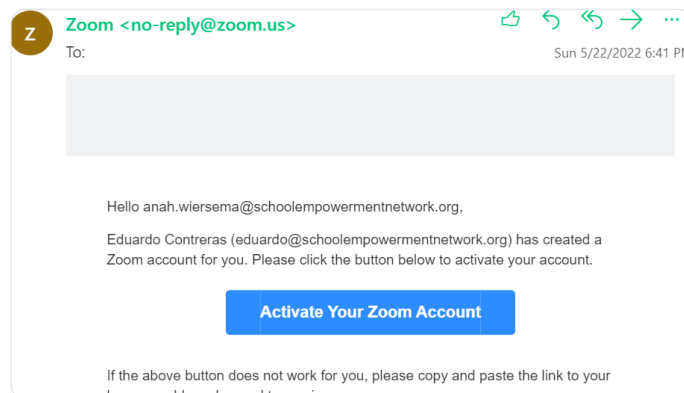
Your Google Workspace welcome email



The 1.0 SEN Team Folder in Shared drives

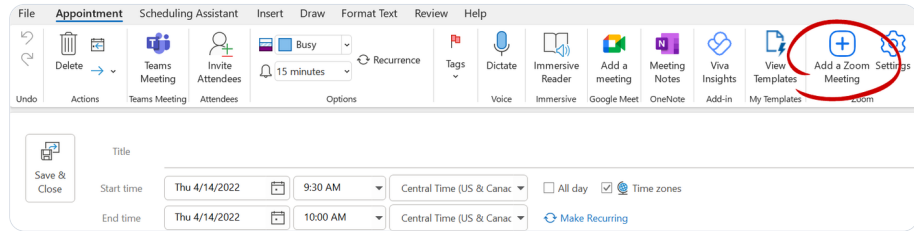
4 Install productivity tools.

4A — Create your SEN Zoom account. Find the email from Zoom inviting you to join our corporate account and follow the instructions.



The Zoom activation email

After installing the Zoom app, the **“Add a Zoom Meeting”** button appears in your Outlook app automatically. You might need to wait 12–24 hours and restart your computer to see it the first time. When scheduling a meeting in Outlook, use the Zoom button to add a Zoom link to calendar invites.



The Add a Zoom Meeting button in Outlook

If you don't see the Outlook/Zoom integration after a day, follow [these steps](#) or reach out to Eduardo, who can help troubleshoot.

4B — Access other corporate accounts. SEN has corporate accounts for other productivity tools such as **Grammarly, Calendly, Canva, and Adobe**. Reach out to Eduardo Contreras for guidance on accessing these tools.