
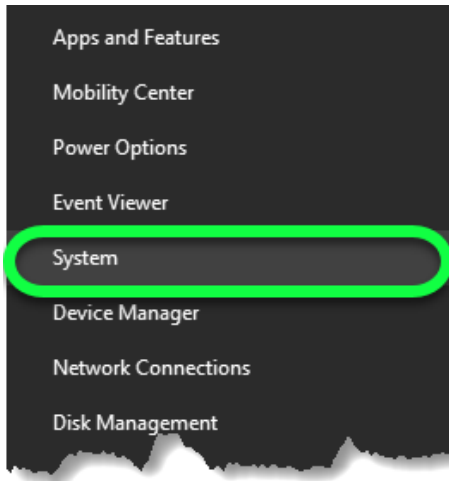


Before you begin:

- These steps must be completed from your work computer
- These steps are for devices running Windows 10, [for Windows 7 instructions, click here](#)

Get started

1. Log in to your work computer and **right-click** the **Start** button (the Windows icon  at the bottom left-hand corner of your taskbar)
2. Click **System**



3. Under "Device Specifications" you will see "Device name". **Make sure you record that name.** We recommend you send it to yourself in an email, text it to yourself or save it in a OneDrive document; whatever way works best so you'll be able to access it anywhere

