



New Laptop, First Day

The half-hour setup checklist, in the order that matters.

The laptop you just bought was set up for the person who sold it, not for you.

Out of the box it is a store demo with trial software and pop-up offers.

The first day is the cheapest day to fix a laptop. After that, every fix is harder.

Print this page, keep it near the machine, and tick off each step as you go. Half an hour now, and the next four years are just using the thing.

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The First-Day Checklist

Work down the list in order. Each step takes minutes.

- ☐ **Run the safe update routine**
Before you open a single app, install the Windows updates. Keep the laptop plugged in while they run - a big update will drain a half-charged battery mid-install.
- ☐ **Change the six privacy toggles**
Settings > Privacy & security: location, advertising ID, diagnostic data, tailored experiences, lock screen suggestions, start menu suggestions. None of these break anything.
- ☐ **Uninstall the trialware**
Anything that fails the test 'would I have downloaded this myself?' goes: antivirus trials, office-suite trials, optimizer utilities. Keep the manufacturer's driver app.
- ☐ **Set up the five-minute backup**
Plug in a USB drive or open your cloud storage. Make a folder called 'My Files'. Copy anything you put on the new machine into it, then open a file to confirm it copied.
- ☐ **Sign in with what you will keep**
Microsoft account: yes - it recovers a lost password. Your browser: yes - bookmarks and passwords come with you. The manufacturer's account and the trial offers: skip them.
- ☐ **Move the old machine's files while it still works**
Copy Documents and Pictures to a USB drive or cloud, then copy them back on the new machine. Keep the old machine around for a month - you will have forgotten something.

Remember

The first day is the cheapest day to fix a laptop - after that, every fix is harder. | Miss a step? Do it tomorrow.

Full guide: thebasichub.com/tech/pc-basics/new-laptop-first-day/