

Macbooks: Initial Setup

Completing the initial setup of your Macbook.

To complete the initial setup of your Macbook, you will need the following information:

- Mercury Insurance, AIS, or Orion Indemnity company email address and network password
- Your home Wi-Fi password

To ensure the best onboarding experience, complete this process while connected to your home Wi-Fi network. Public Wi-Fi networks may have firewall restrictions that will impact the setup process.

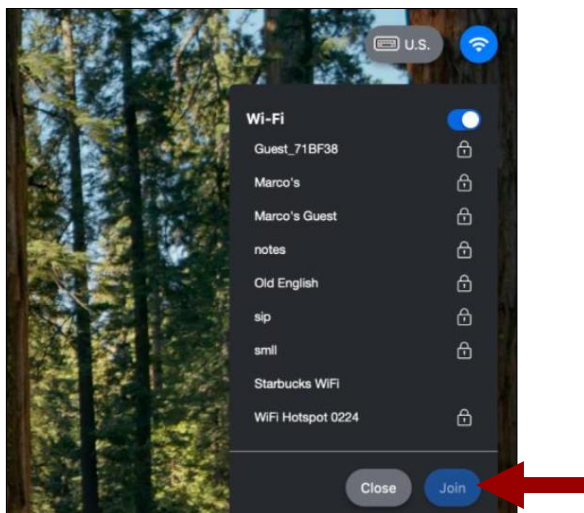
For assistance during set up, please call the IT Service Center for Mercury Insurance/AIS/Orion Indemnity at (714) 671-6558.

Step 1

Turn on your Macbook. In the upper right corner of the screen, select the **Wi-Fi indicator**.

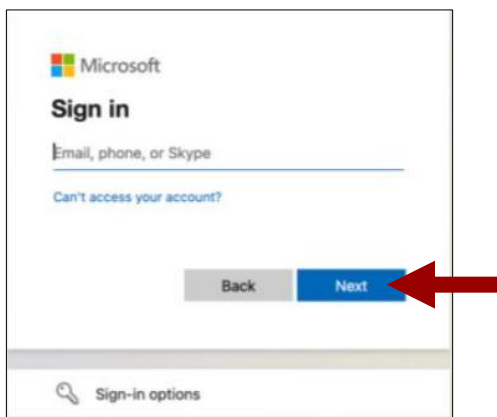
Select your home Wi-Fi network from the list and enter the password for your Wi-Fi network.

Select **Join**



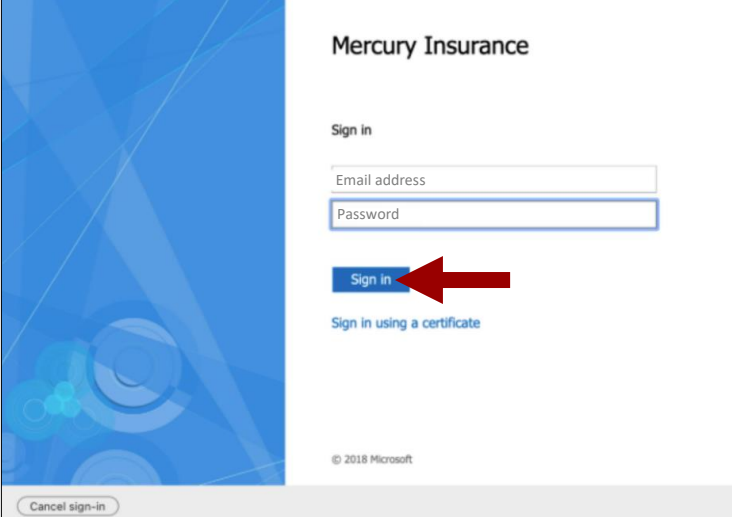
Step 2

On the Microsoft login screen, enter your company email address. Select **Next**.



Step 3

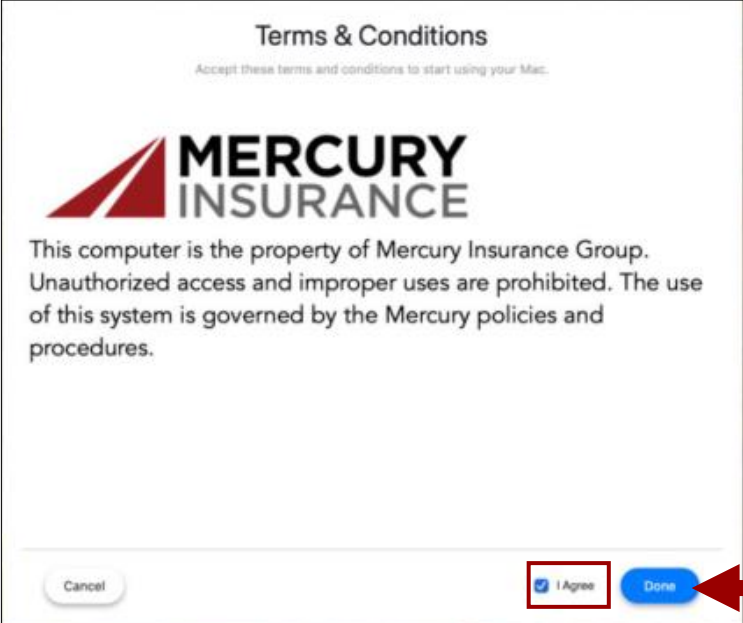
Enter your company network password, then select **Sign in**.



The image shows a Windows-style sign-in window for Mercury Insurance. On the left is a blue background with abstract geometric shapes. On the right, the text "Mercury Insurance" is at the top. Below it is the "Sign in" section, which includes two input fields: "Email address" and "Password". A blue "Sign in" button is highlighted with a red arrow pointing to it from the right. Below the button is the text "Sign in using a certificate". At the bottom left of the window is a "Cancel sign-in" button. At the bottom center, there is a small copyright notice: "© 2018 Microsoft".

Step 4

Accept the terms and conditions by checking the box next to **I Agree**, then select **Done**.

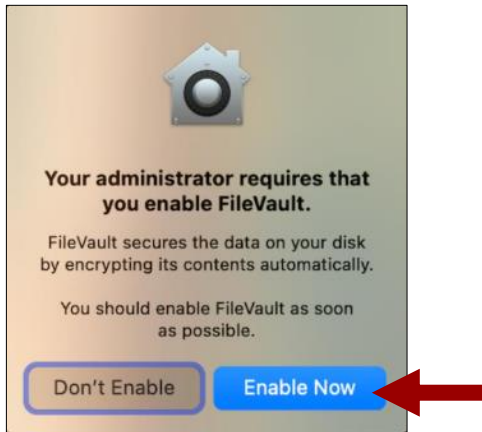


The image shows a "Terms & Conditions" dialog box. At the top, it says "Terms & Conditions" and "Accept these terms and conditions to start using your Mac." Below this is the Mercury Insurance logo. The main text reads: "This computer is the property of Mercury Insurance Group. Unauthorized access and improper uses are prohibited. The use of this system is governed by the Mercury policies and procedures." At the bottom, there are three buttons: "Cancel", "I Agree" (with a checked checkbox), and "Done". A red arrow points to the "Done" button from the right.

Step 5

All Macbooks must have FileVault enabled. When prompted, select **Enable Now**.

Note: If you select Don't Enable, you will not be able to access any company resources (email, VPN, SharePoint, etc.) until FileVault is enabled on your Macbook.



Step 6

Once FileVault is enabled, select **OK**.



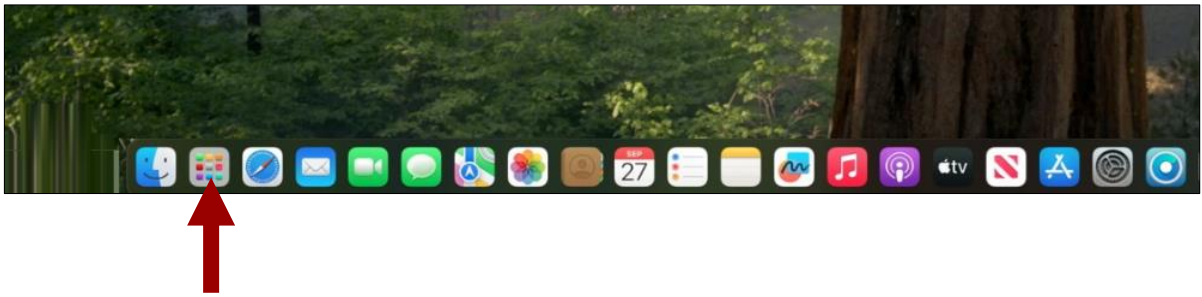
Step 7

To enable Touch ID, select **Continue**.



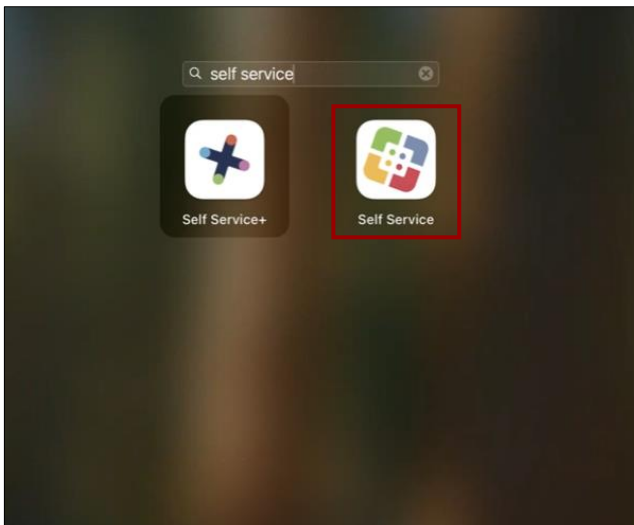
Step 8

You must register with **Intune** to access company resources. From your desktop select **Launchpad**.



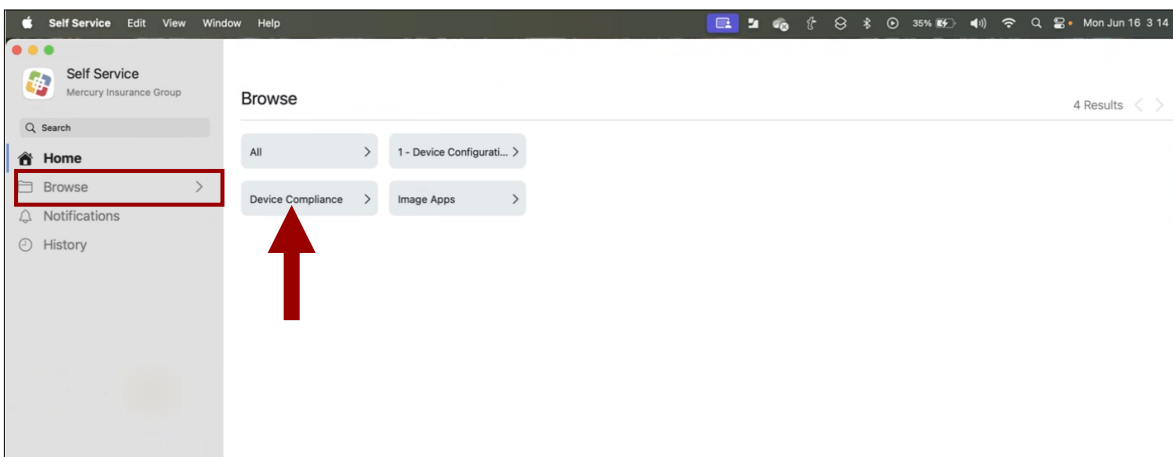
Step 9

Using the search field, type **Self Service** and select **Self Service**.



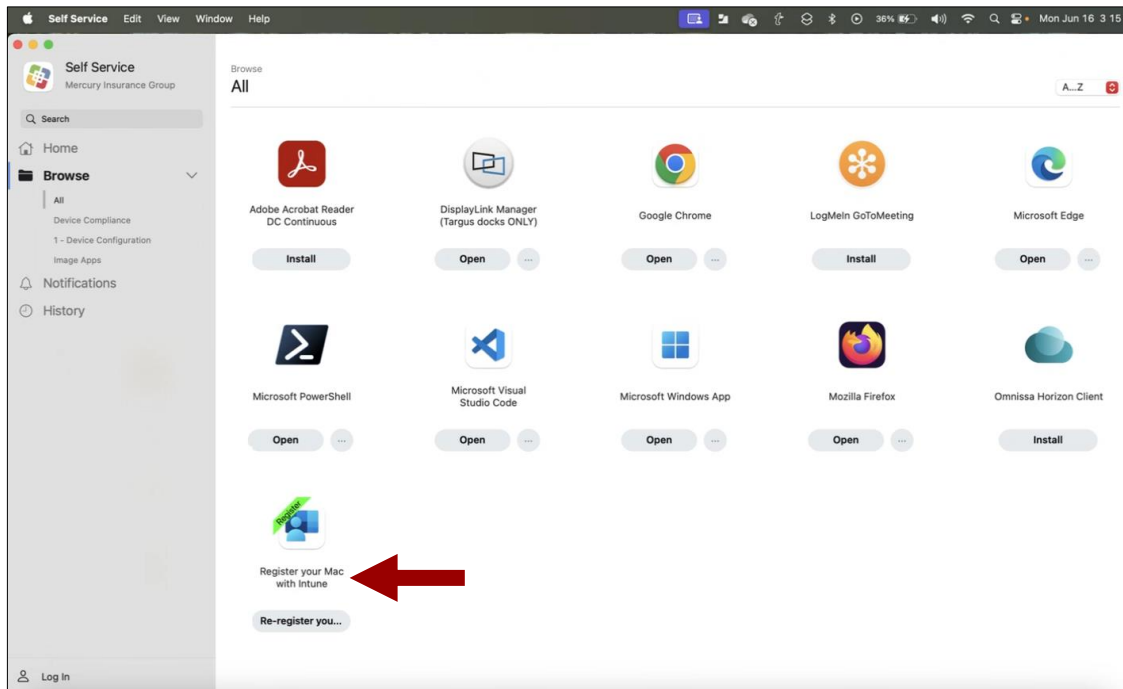
Step 10

Navigate to the **Browse** tab and select **Device Compliance**.



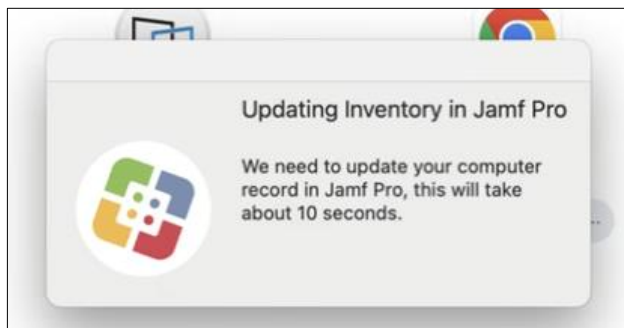
Step 11

Select **Register Your Mac with Intune**.



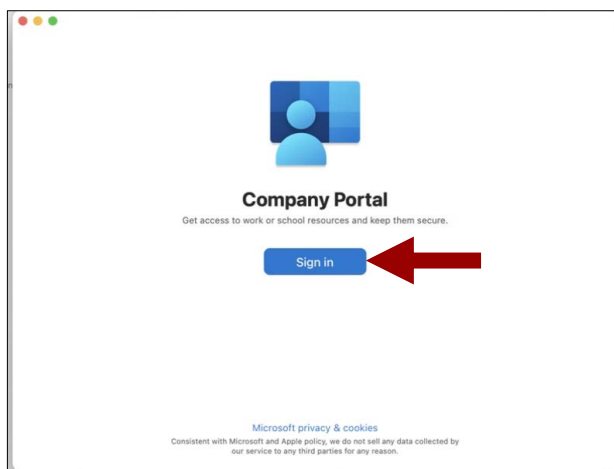
Step 12

Allow the inventory to be updated in Jamf Pro.



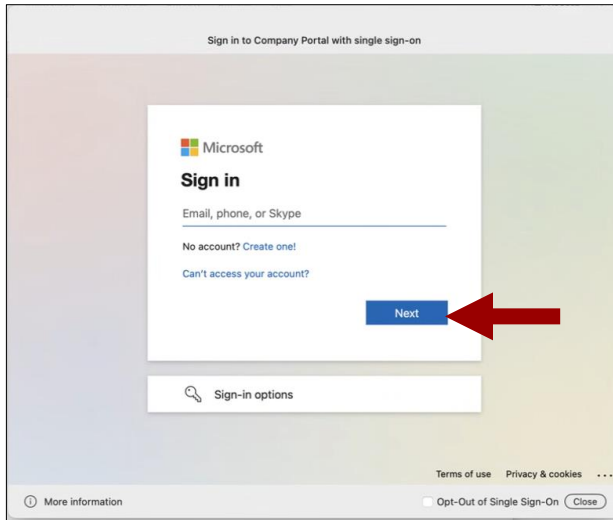
Step 13

From the Company Portal window, select **Sign in**.



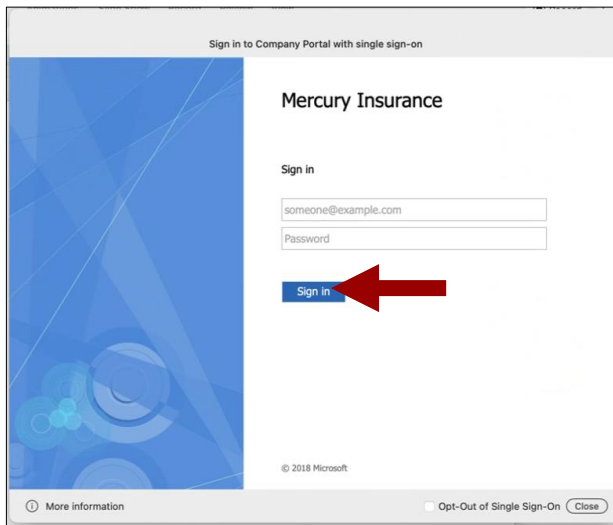
Step 14

Type your company email address and select **Next**.



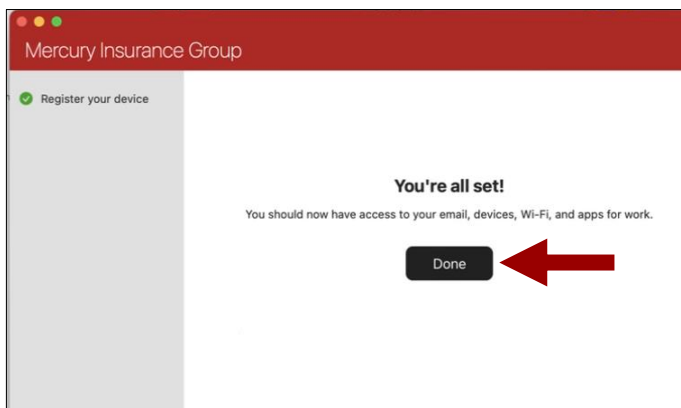
Step 15

Type your company network password and select **Sign in**.



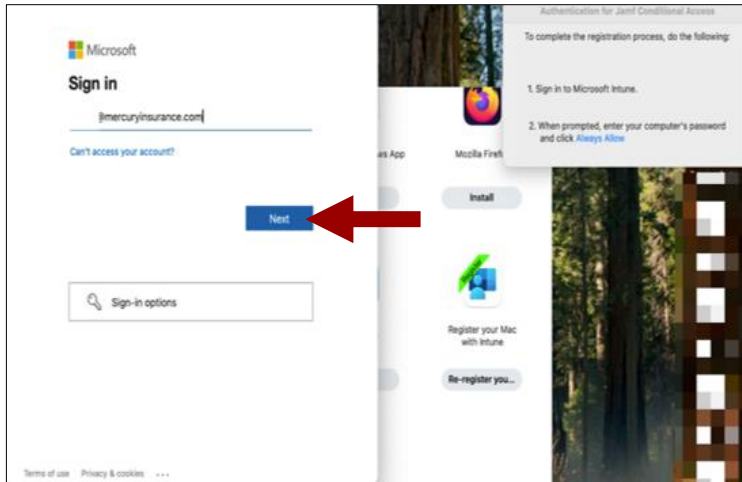
Step 16

Select **Done**.



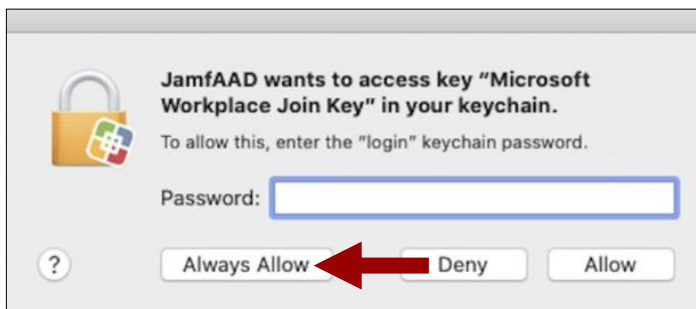
Step 17

Authenticate with Jamf Conditional Access. Type your company email and select **Next**.



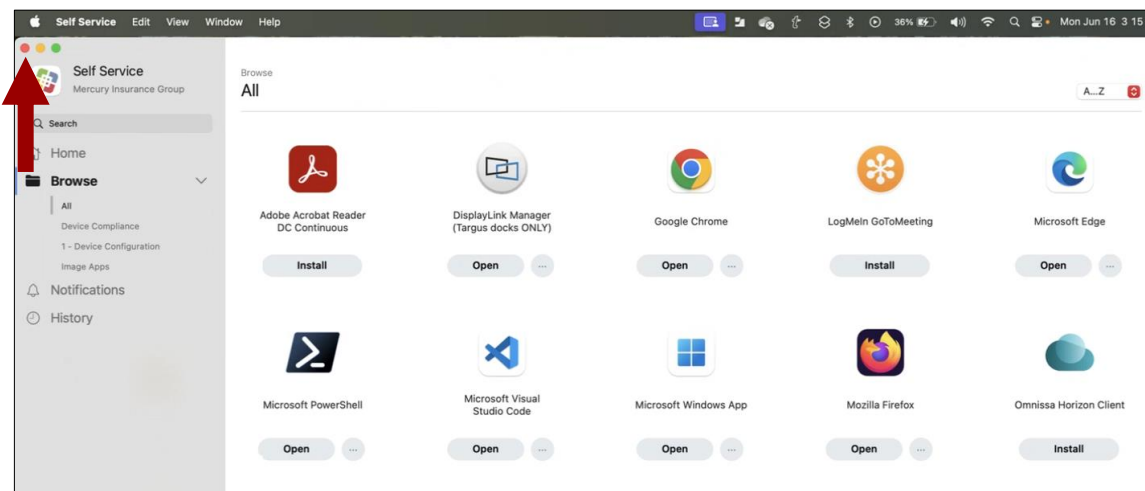
Step 18

When prompted, type your company network password, then select **Always Allow**.



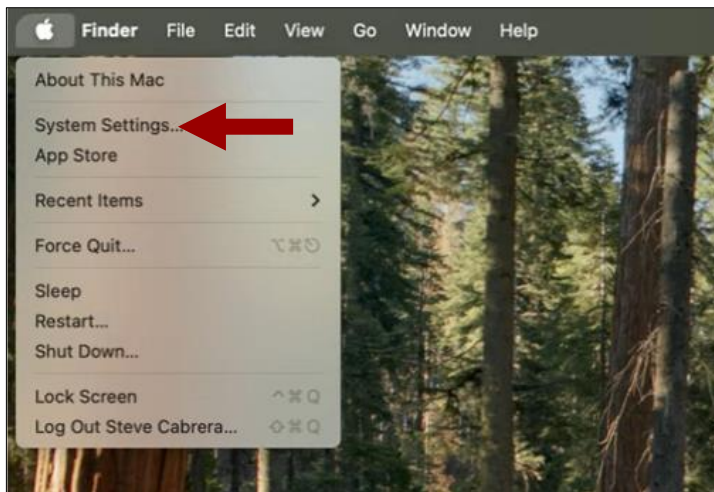
Step 19

To close Self Service, select the **red close button** at the upper left corner of the window.



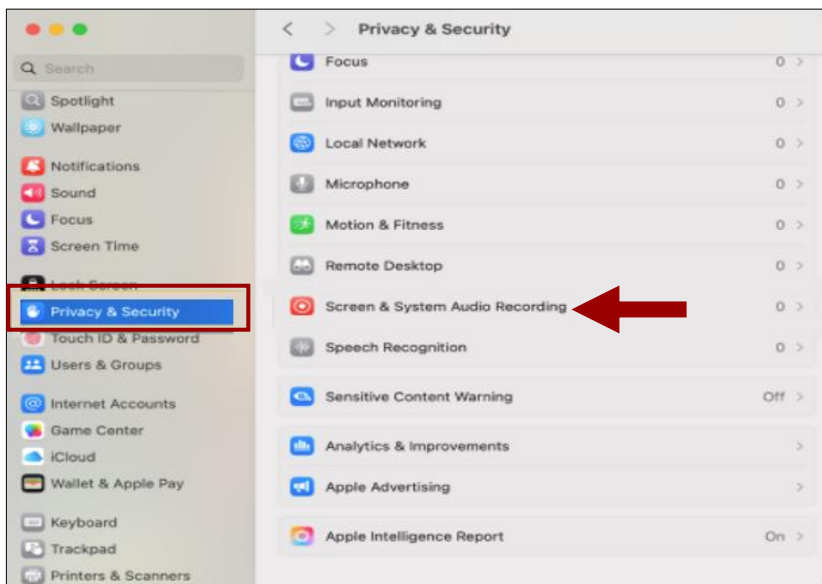
Step 20

To allow Microsoft Teams to access your camera, microphone and Bluetooth, navigate to the Apple menu in the top left, select **System Settings**.



Step 21

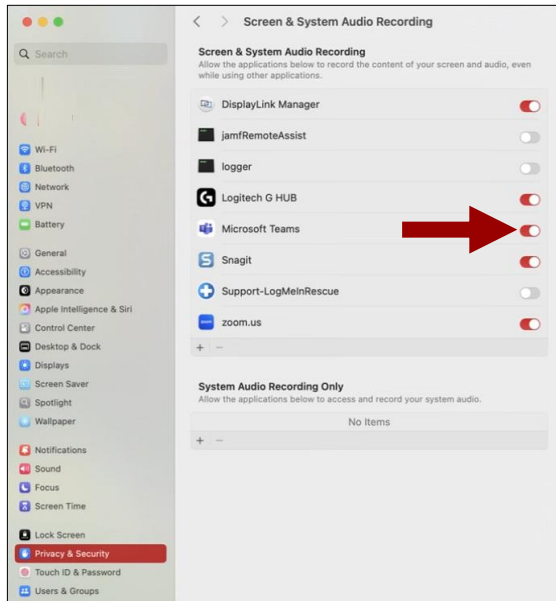
Navigate to **Privacy & Security** on the left side menu, then select **Screen & System Audio Recording**.



Step 22

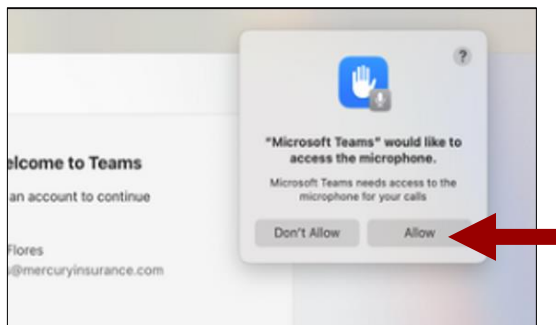
To enable Microsoft Teams, move the **toggle to the right**. Once done, close System Settings by selecting the **red close button** at the upper left corner of the window.

Note: Apps listed here will vary by user.



Step 23

Launch Microsoft Teams. A prompt will display asking to allow access to the microphone. Select **Allow**.



Step 24

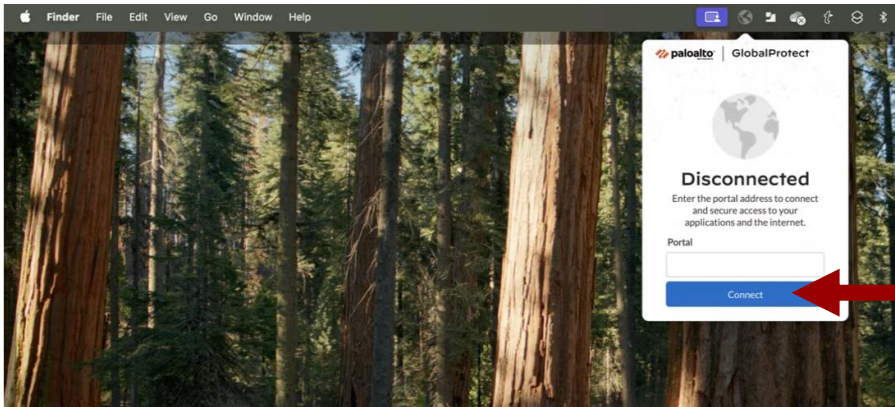
To allow access to Bluetooth, select **Allow**.

You can now begin using Microsoft Teams.



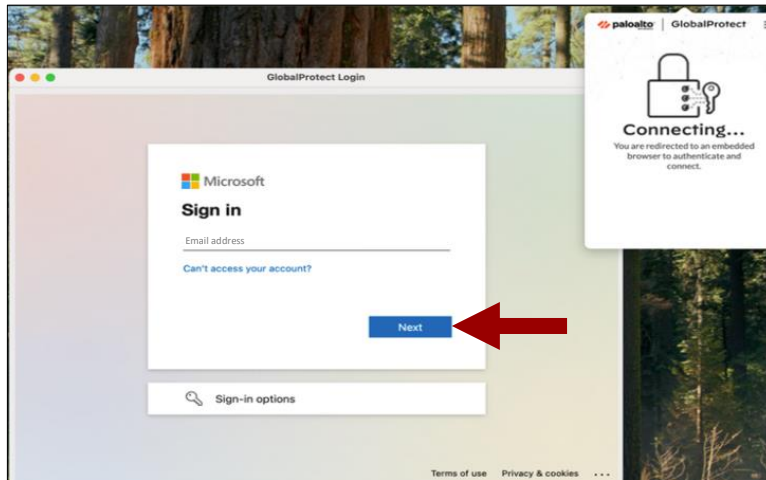
Step 25

To connect to Mercury’s Virtual Private Network (VPN), locate the **GlobalProtect** icon on the Menu bar and select **Connect**.



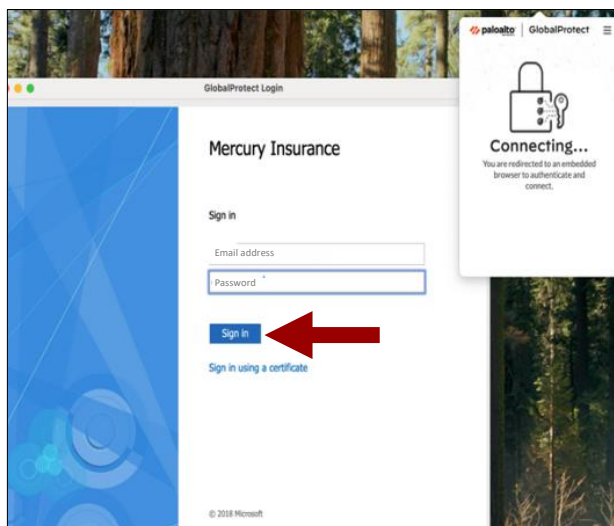
Step 26

Type your company email address and select **Next**.



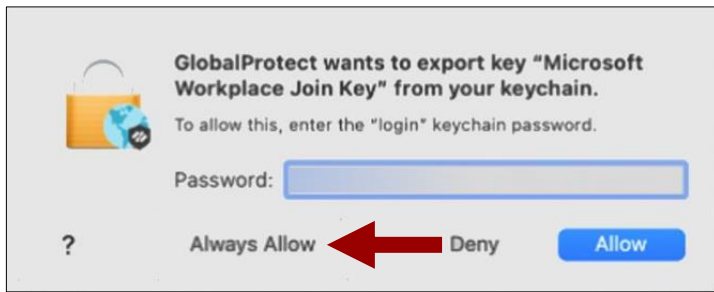
Step 27

Type your company network password and select **Sign in**.



Step 28

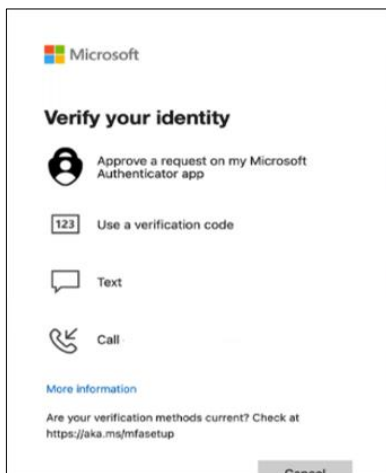
When prompted, type your network password and select **Always Allow**.



Step 29

Complete the Multi-Factor Authentication (MFA).

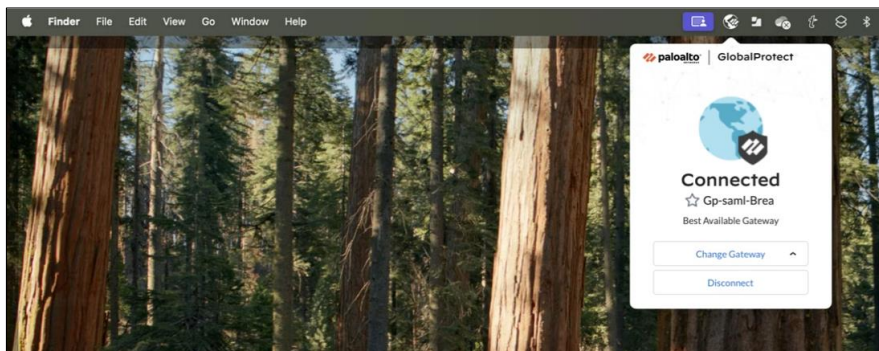
The MFA prompts may vary if you use a different MFA method (text, voice call, app, etc.)



Step 30

GlobalProtect will establish the connection to VPN.

You can now access company resources.



Important: To maintain a secure connection and ensure access to essential company systems and applications, please connect to VPN daily.