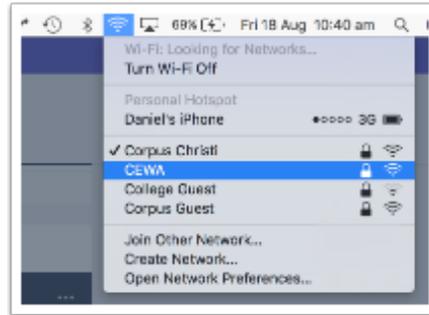After the tenancy migration, these instructions will assist staff in connecting their Apple Macbooks back onto the network and reconnecting their email.

1. Connect to the CEWA wifi

The College's old Wifi no longer exists and we will now connect to the CEWA wifi.   Go to the top right of your screen, select the wifi icon and choose "CEWA".

2. Login with your new CEWA credentials

Before the migration you were emailed a set of login credentials. Type your username and password into the spaces provided and please notice that the username DOES NOT include the @cewa.edu.au suffix.

3. Accept the Certificate

A pop-up box will appear which asks you to accept a certificate. Click the "continue" button.

4. Change your password

Next you'll need to change your password from the temporary password which was given to you.

1. go to http://pass.corpus.wa.edu.au in your browser
2. type in your full cewa email
3. login with your temporary password (currently set to date of birth)
4. then type in your old password and create a new password

Please note that new passwords must be at least 8 characters in length, contain numbers and special characters
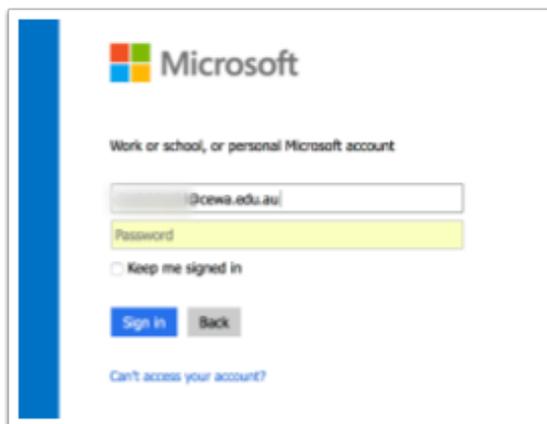
5. Setup new Email

Once you have changed your password a pop-up will appear asking you to put in your new password to configure your email.

If your email does not appear after **one hour** it is likely that your device isn't enrolled on our servers and you will need to go to helpdesk to get your laptop setup.

This will involve going to http://mdm.corpus.wa.edu.au/enroll , following the prompts and logging in with your new details.

6. Remove old Email

You will now need to remove your old email from outlook.

1. Open Outlook
2. Click on the "Outlook" menu at the top of the screen
3. Select Preferences
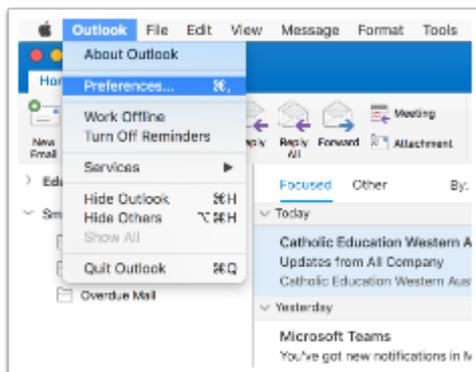
7. Choose accounts

From the preference menu select "Accounts"

8. Delete Account

Once your new email account has been added

1. Select the old email account
2. Select the "-" (minus) button at the bottom of the screen

9. Install OneDrive

Go to Self Service, locate and install OneDrive.

If you do not have Self Service, it is likely that your email is also not working and you will need to go to Helpdesk to have your device configured. This will involve going to http://mdm.corpus.wa.edu.au/enroll , following the prompts and logging in with your new details.
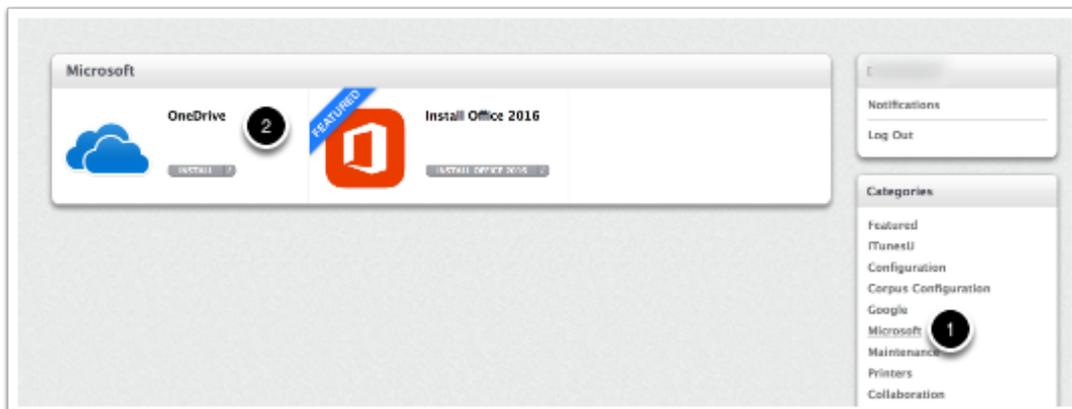
10. Already installed?

If you already have OneDrive installed you will need to log out of your Corpus account. **If you have only just installed OneDrive then skup this step.**

1. Go to your Applications folder
2. Find OneDrive
3. Drag the application into the trash

11. Open OneDrive

Open the OneDrive application you have just installed and enter your CEWA login credentials.
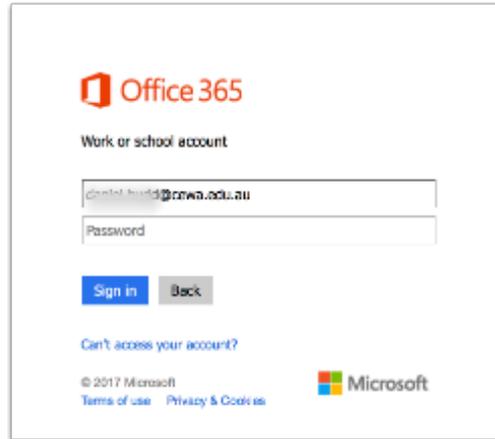
12. Choose folder location

You will be asked to choose where you would like to store the OneDrive files. A common location is in the home directory or in the documents folder.