

# Windows Setup Checklist

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## Before handoff

- Confirm device name and assigned user.
- Apply system updates and reboot if required.
- Check local storage health and available free space.
- Confirm network adapter is up and receiving an address.
- Verify Windows Defender and Event Log services are running.
- Confirm printing works if the role depends on local or network printers.

## User setup

- Confirm the user can sign in.
- Check the user profile loads correctly.
- Verify shared drives or required network paths are reachable.
- Confirm browser, productivity tools, and core business applications open.

## Final checks

- Review recent System and Application errors in Event Viewer.
- Record anything unusual before the machine is handed over.
- Write short handoff notes covering what was configured and what was tested.