

# Connecting to Wi-Fi

Wi-Fi allows your laptop to connect to the internet wirelessly, without any cables. You will need to be connected to Wi-Fi to browse the internet, send emails, and use many of your laptop's features.

This guide shows you how to find and connect to a Wi-Fi network step by step.

## Connecting for the First Time

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### Look at the bottom-right corner of your screen

At the very bottom of your screen, there is a bar called the Taskbar. On the right-hand side of this bar, you will see a small row of icons.

Look for an icon that looks like a dot with curved lines fanning out above it (like the symbol on a phone when it is connected to Wi-Fi). This is the Wi-Fi icon.

If it shows as grey or has a cross on it, this means you are not yet connected. Click on this icon to open the network panel.



**Tip:** If you cannot see the Wi-Fi icon, try clicking the small upward arrow (^) near the bottom-right corner of the screen to reveal hidden icons.

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### Open the network settings panel

A panel will slide out from the right side of your screen showing your network options.

At the top of this panel, look for a section labelled "Wi-Fi". You will see a list of available wireless networks nearby. These are all the Wi-Fi networks your laptop can detect.



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### Find your network in the list

Scroll through the list of network names until you find the one you want to connect to. This might be the name of your home network (often printed on a sticker on your router), or a network provided at your workplace.

Click once on the name of your network to select it.

**Important:** Be careful to connect to the correct network. If you see networks that are not yours, do not connect to them. Only connect to a network you trust and have permission to use.

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### Click "Connect"

After clicking on your network name, a small "Connect" button will appear. Click it.

You may also see a box you can tick that says, "Connect automatically". If you tick this box, your laptop will remember this network and connect to it automatically in future, without you needing to go through these steps again.

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### Enter your Wi-Fi password

You will now be asked to enter the network security key, which is the Wi-Fi password.

Type in your password carefully. Passwords are case-sensitive. Once you have typed the password, click "Next".

**Tip:** Your Wi-Fi password is usually printed on a sticker on your broadband router — the box that your internet provider installed. It may be labelled "WPA Key", "Network Key", or "Password".

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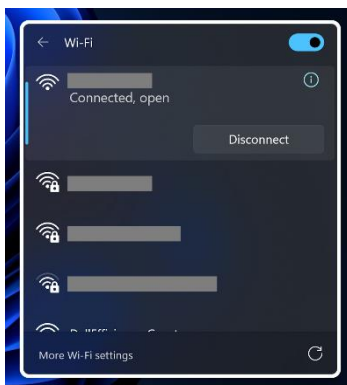
### Confirm the connection

Your laptop will now attempt to connect to the network. This usually takes 5 to 10 seconds.

Once connected, the Wi-Fi icon in the bottom-right corner will change to show filled-in bars, similar to the signal indicator on a mobile phone. You are now online! You can close the panel by clicking anywhere else on the screen.

## If You

If your



## Have Trouble Connecting

laptop says "Can't connect to this network" or keeps asking for a password even when you type it correctly, try the following:

- Double-check you are typing the password correctly, including any capital letters or special characters
- Try turning Wi-Fi off and on again: click the Wi-Fi icon in the panel to toggle it off, wait a few seconds, then click it again to turn it back on
- Restart the laptop and try connecting again

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- If none of the above work, contact Digital Kent [deviceaccessscheme@kent.gov.uk](mailto:deviceaccessscheme@kent.gov.uk) or 03000 410950 for assistance.