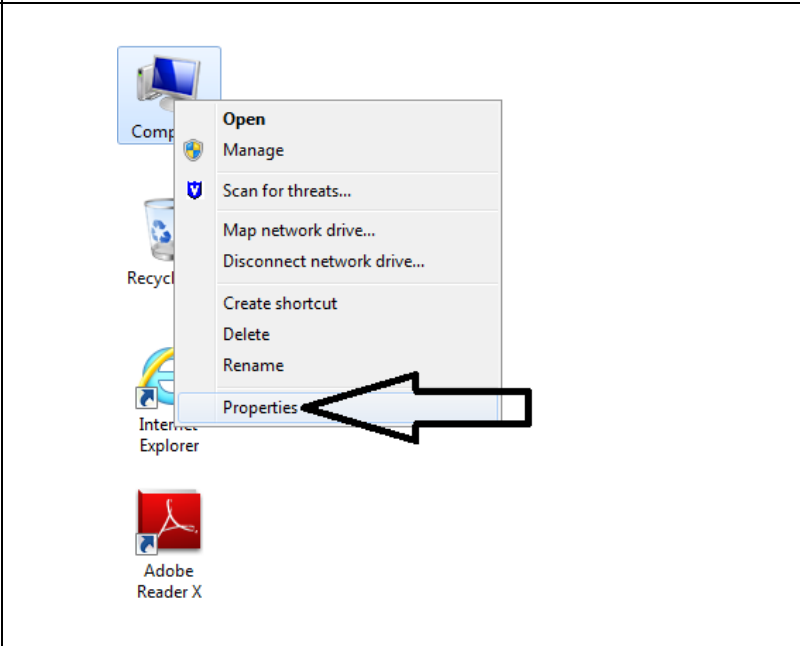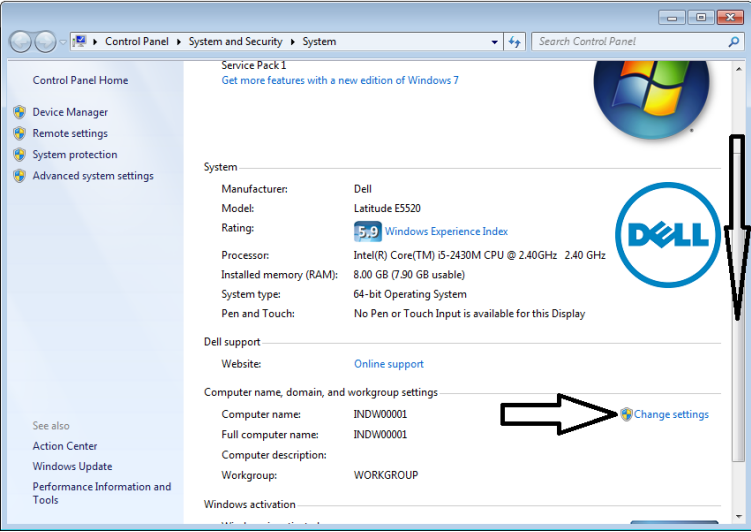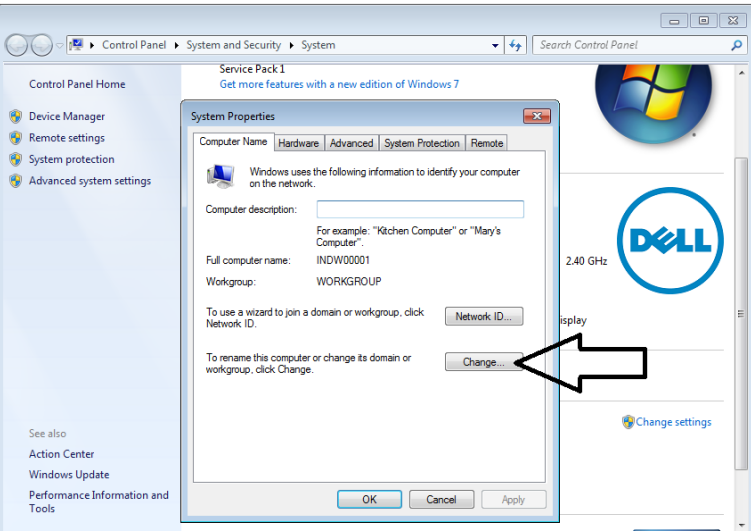# Change the Machine Name

When a new computer has been deployed, it is necessary for the recipient of the new equipment/hardware to rename that computer. State of Indiana Department of Health has developed a naming convention for all of the computers used by the Indiana WIC offices.

This work instruction will walk you through the renaming of your computer.

Task

Step	Action	Result
1.	On the computer desktop, find the "Computer" icon and RIGHT mouse click. A popup menu is displayed.	
2.	Click the **Properties** option. The System page is displayed.	

3.	Scroll down to the Computer name, domain, and workgroup settings area of the screen. On the right side of the screen, left click the **Change settings** icon/link. The System Properties dialog screen is displayed	
4.	On the Computer Name tab, click the "Change" button. The Computer Name/Domain Changes dialog box is displayed.	

Change the Machine Name

5.	Type in the new Computer name. **Note**: The new names per State of Indiana Department of Health; Desktop names begin with DT00 and the Laptop names begin with LT00. Be certain that you do not name the computer with a name that is already in use as this will cause issues when connecting to other computers in the network. Click the **OK** button. The Computer Name/Domain Changes dialog box is closed that the System Properties dialog box is re-displayed.	
6.	Click the **Apply** and **OK** buttons. Close the System windows and restart your computer.	
Task completed.		

Change the Machine Name

Summary