

Getting Started With Windows 10



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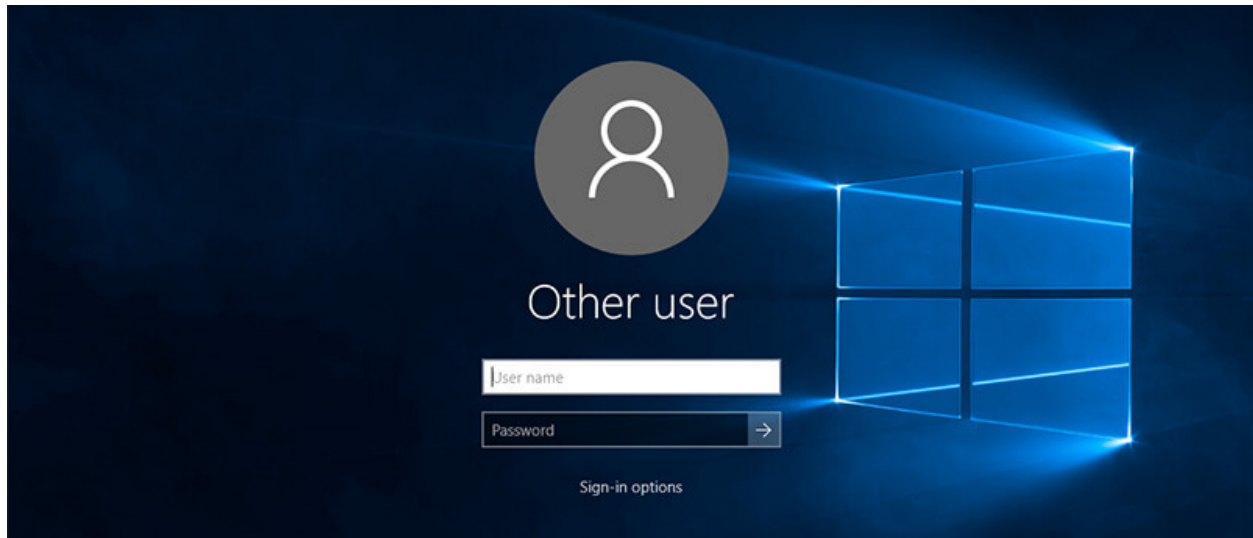
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Navigating the Windows 10 Environment

Logging In

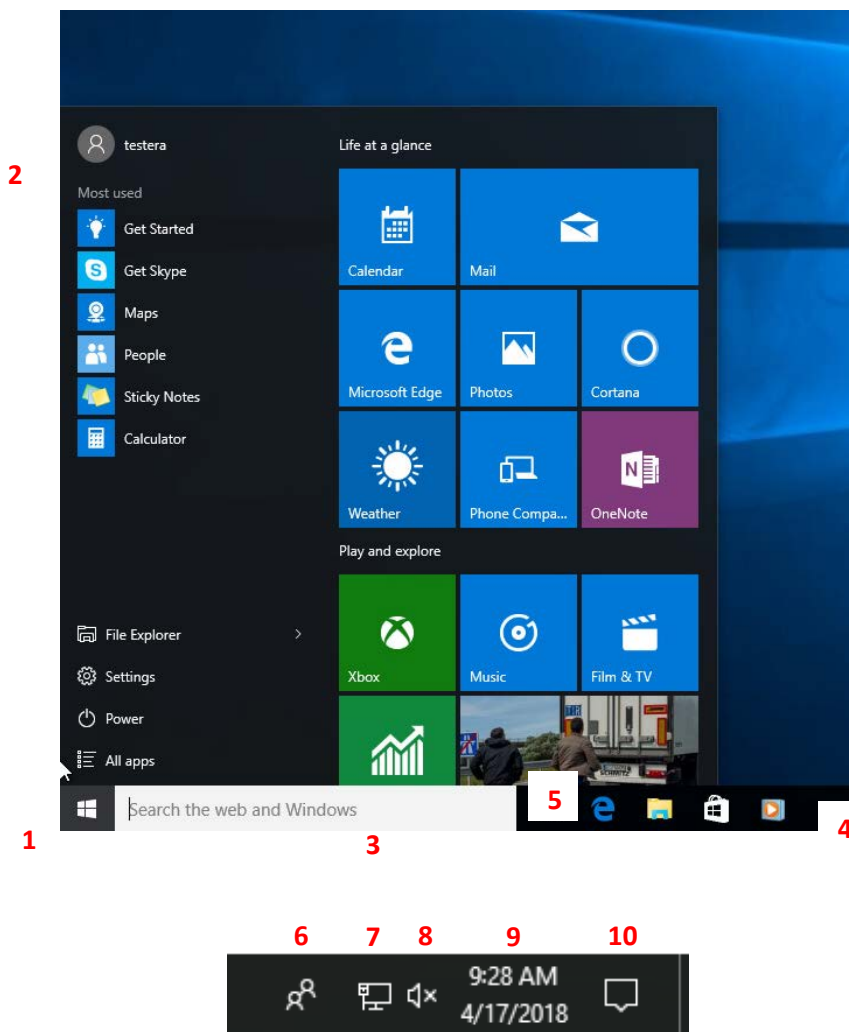
You will log in to Windows 10 the same way you logged into Windows 7, by using your campus 'w' username and password. Below is an example of what the new login screen will look like; you can change the background in your Display Settings.

After your computer powers on, hit Enter to bring up the login screen.



Navigating the Desktop

1. **Start Button:** Opens the Start Menu
2. **Start Menu:** Displays all applications and software available
3. **Search Bar:** Allows you to quickly search for a certain application or software
4. **Taskbar:** Contains the Edge icon for internet access. Pin your most commonly used applications to the taskbar for quick access.
5. **Task View:** Navigate between different windows and desktops
6. **People:** Pin contacts to your taskbar so you can talk to them whenever you need to
7. **Network and Internet Settings:** Check your internet and network connectivity
8. **Volume:** Click to adjust the volume of your machine
9. **Date/Time/Calendar:** View the current date and time at a glance, or left click to bring up a calendar
10. **Notifications:** View notifications such as system and security updates, and new messages or events

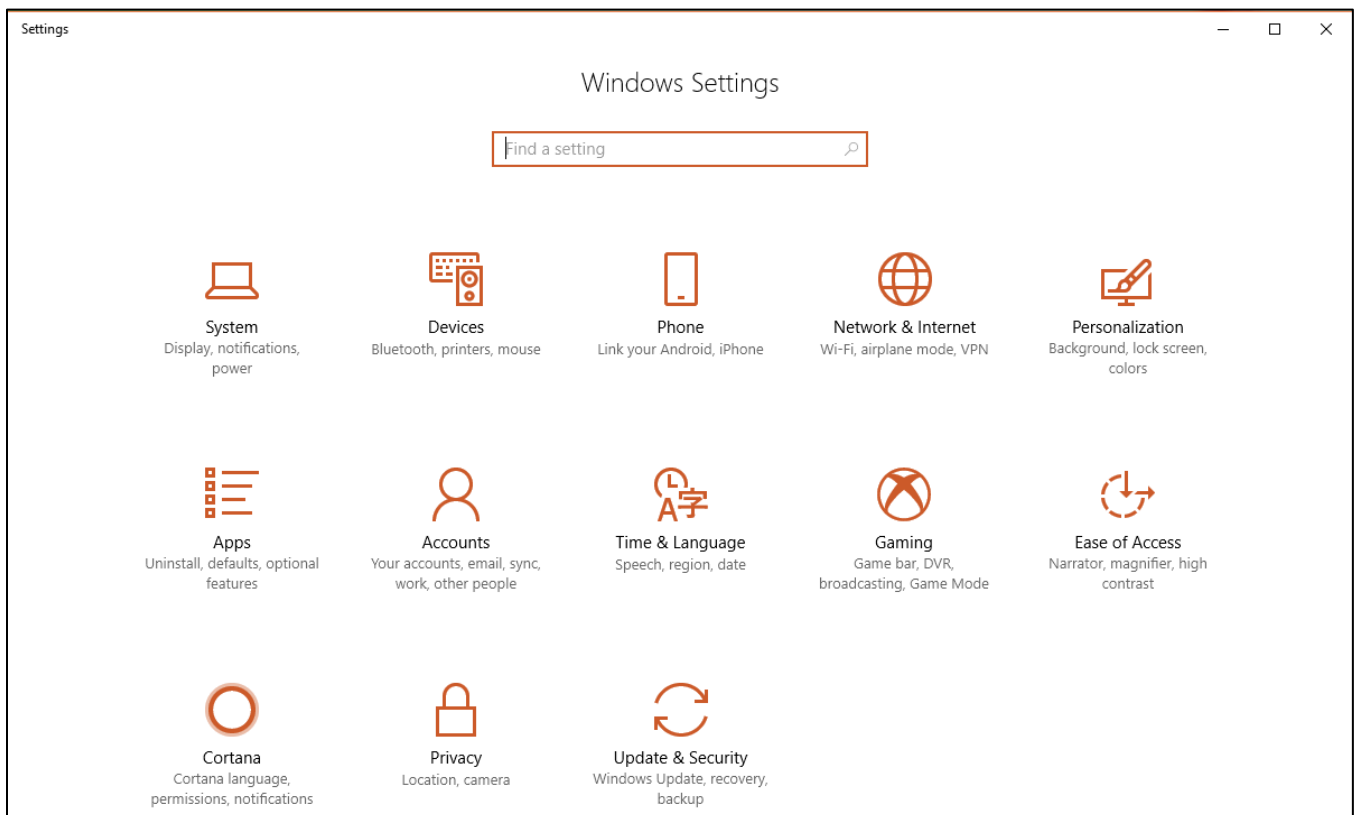
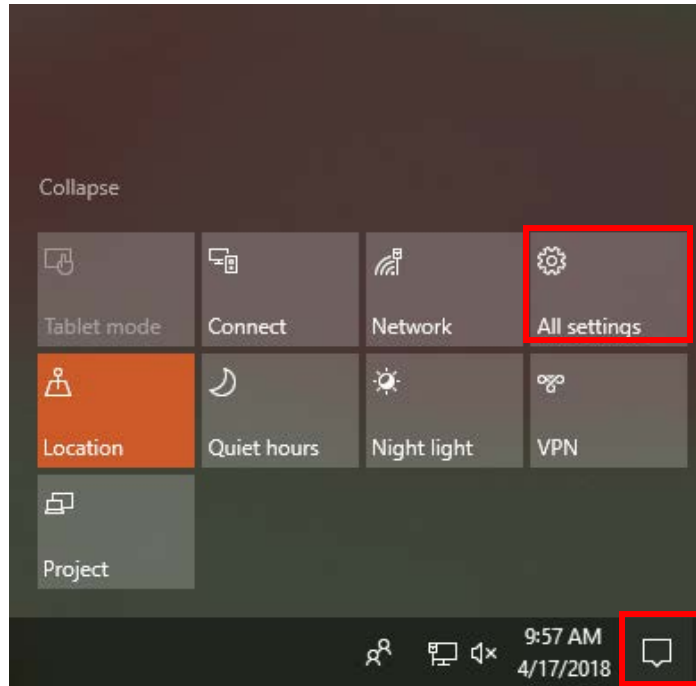


Working With Applications

Actions Center and Settings

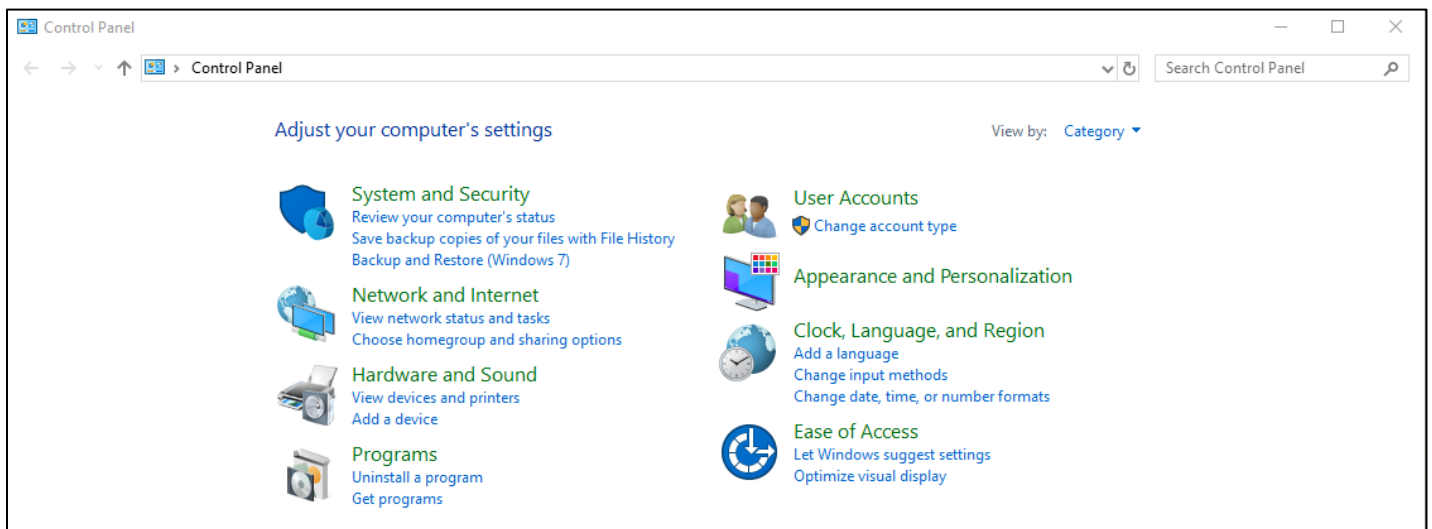
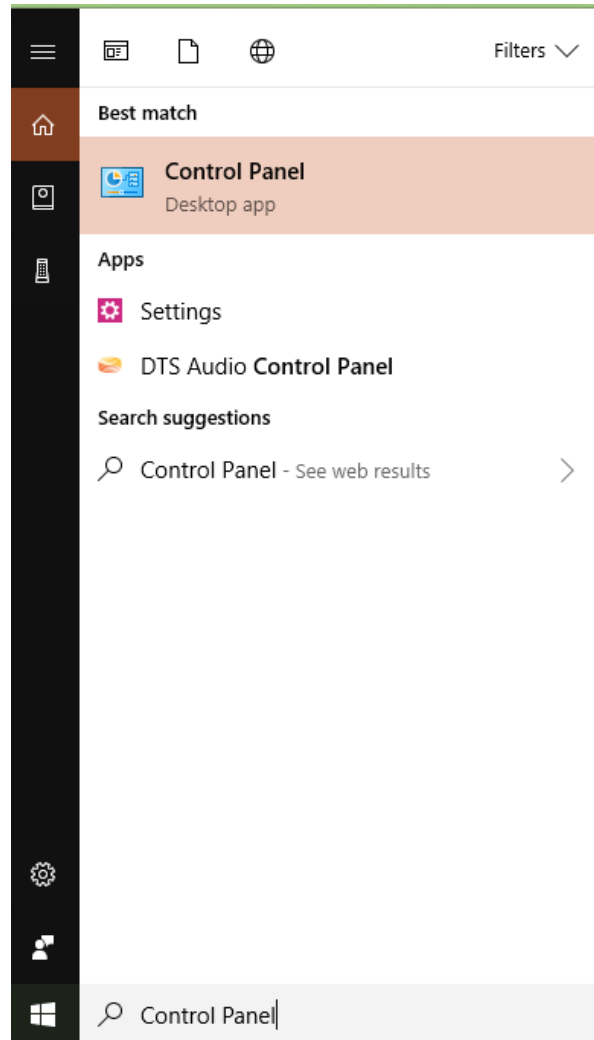
To access Actions Center and Settings, click on the Notifications icon in the bottom right corner (#9 on the previous page).

In Action Center, you can see any notifications that are either new or haven't been closed yet. You can also access your Settings Menu



Control Panel

Use the Control Panel to adjust your computer's settings. To access the Control Panel, search for it using the Search box on your taskbar.



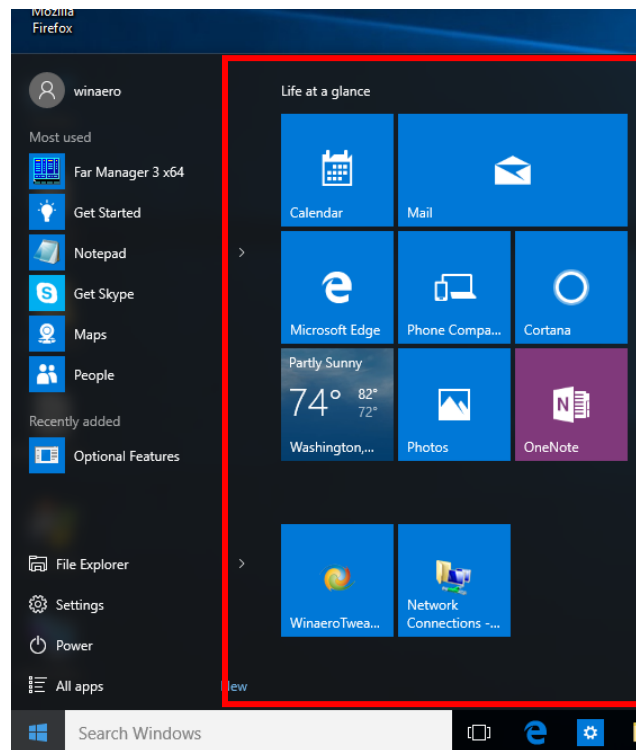
Customizing the Start Menu and Taskbar

You can pin applications and software to both your Start Menu and your Taskbar.

When pinning applications to your Start Menu, those applications will appear on the right hand side when you click the Start button.

Pin an Application to the Start Menu

1. Search for the application using the Search box
2. Right click on the name of the application
3. Select **Pin to Start**



When pinning applications to your Taskbar, those application's icons will appear along the bottom of your screen. This allows you to access your most commonly used programs without opening the Start Menu.

Pin an Application to the Taskbar

1. Search for the application using the Search box
2. Right click on the name of the application
3. Select **Pin to Taskbar**



Multiple Desktops

Windows 10 allows you to create multiple virtual desktops. Multiple desktops are useful for keeping unrelated, ongoing projects organized.

Setting Up Multiple Desktops

1. On the Taskbar, select the **Task View** icon
2. Click on **New desktop**
3. To switch between desktops, select **Task View** again and select the desktop you want to work in



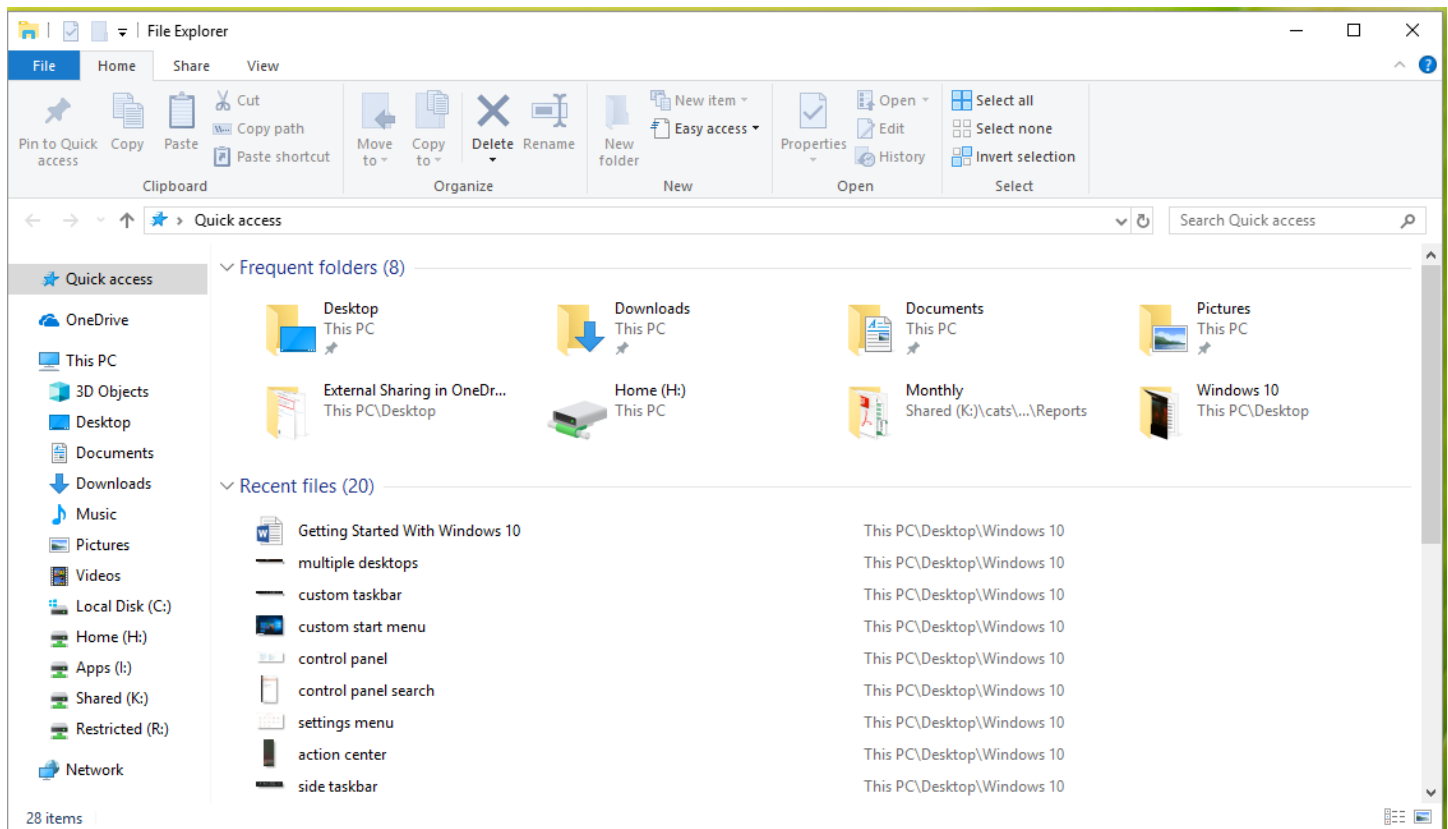
Using File Explorer

File Explorer is the same as using Folders in Windows 7. Here you can access documents saved locally to your Desktop or Documents folder, as well as access your Shared (K:) drive, along with any other drives you have permissions to.

Tip: Pin File Explorer to your Taskbar to quickly access your folders when working in Windows 10.

Accessing File Explorer

1. Search for **File Explorer** in the Search box
2. Right click on **File Explorer** and select **Pin to Taskbar**
3. Click on the **Folder** icon on your Taskbar to open **File Explorer**



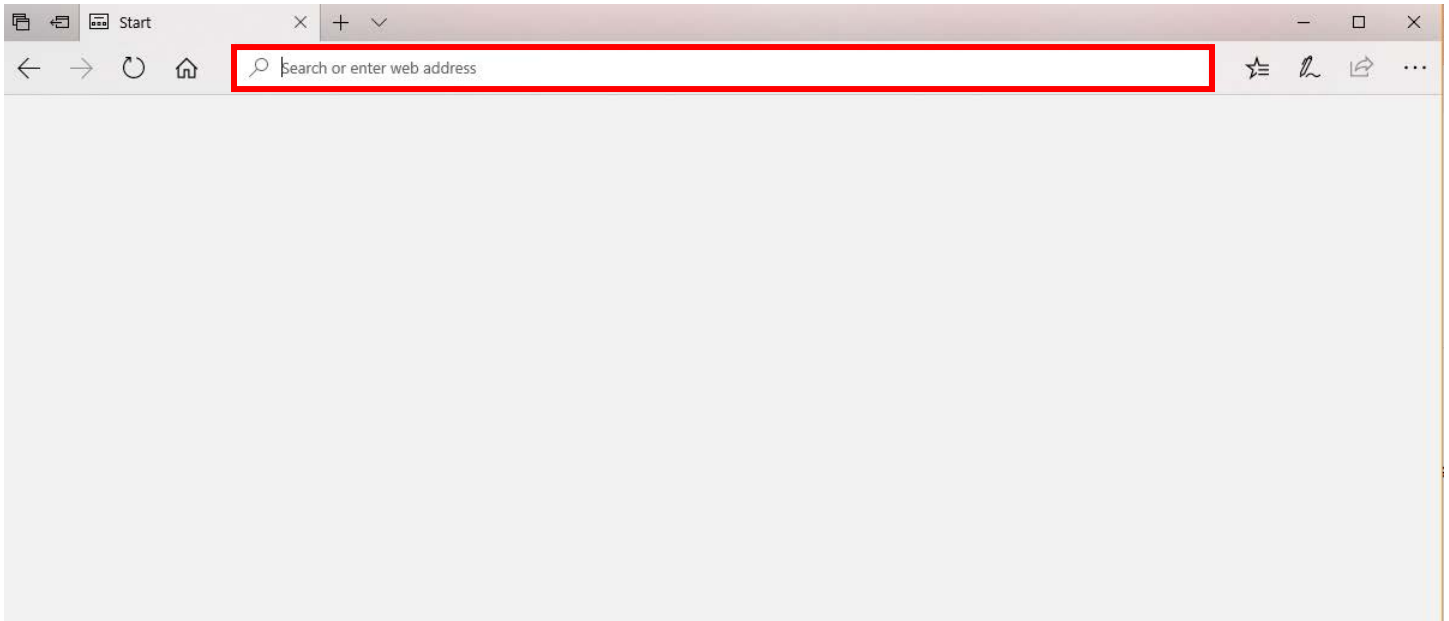
Using Microsoft Edge

Microsoft Edge is the new browser that comes along with Windows 10 installs; it acts as a replacement for Internet Explorer and allows you to browse the web with a faster and more streamlined experience.

Note: Google Chrome and Mozilla Firefox are both still available on Windows 10.

Browsing the Web

Edge works very similarly to Internet Explorer. To use Edge, simply click on the icon on your Taskbar and type in the website URL or key words to browse.

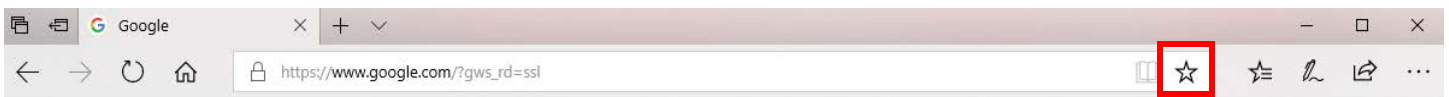


Favorites

To quickly access your most commonly visited websites, add them to your Favorites in Edge!

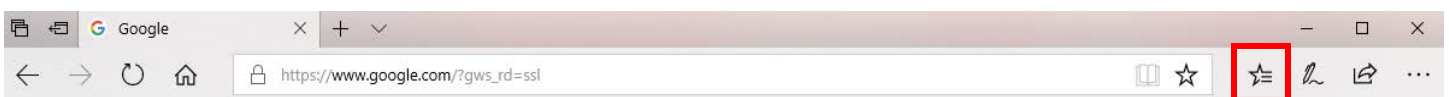
Adding Websites to Favorites

1. Navigate to the website you would like to add to your Favorites
2. Click the **Star** icon in your browser's Search bar
3. Pick a name for your Favorite and click **Add**



Accessing Favorites

1. Click on the Star icon in the top right corner of your browser



Managing Windows 10

Configuring Display Settings

There are many display options available to you in Windows 10, many similar to those in Windows 7.

1. Open Action Center using the icon in the lower right hand corner
2. Click on All Settings
3. Select System from the Windows Settings menu, the Display settings menu will open by default
4. Configure your display settings to match your preferences

