Windows 10

HOW TO'S FOR A FRIENDLY/USABLE WINDOWS 10

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Below is the minimum to be performed on a Windows 10 computer to eliminate frustration and create a beneficial experience for the user.
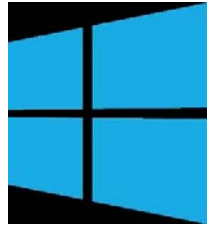
ACCESS INTERNET

If connected, skip this section.

Internet Provider: Wi-Fi or Wired connection. See *Chapter 3 How To Connect To Wi-Fi in the Windows 10 Manual.* No WiFi, then plug in with a wired connection using an Ethernet cable. See *Chapter 3 How To Connect If No Wi-Fi in the Windows 10 Manual.*

Ethernet Cable

MICROSOFT ACCOUNT.

Recommend signing in using a Microsoft Account. Using the Microsoft Store, OneDrive, and Synchronizing all require a Microsoft account. For more information, download *How To Create A Microsoft Account* (free download) or use the following method:

Left Click "Start" (Windows Logo) > Left Click "Settings" > Left Click "Accounts" >Left Click "Sign-in options" > Left Click "Sign in with a Microsoft account instead" >. Follow directions to create or sign in with a Microsoft Account. *"No account? Create one".*

DOWNLOAD WINDOWS 10 UPDATES

Do not Web surf unless the computer is fully up-to-date. How long the computer sat on the shelf will determine how long this takes. See *Chapter 19, Download Windows 10 Updates in the Windows 10 Manual.* Repeat the procedure until no new updates are available.

SETUP EDGE

Microsoft's new browser, Edge replaced Internet Explorer. Configure below to use effectively.

Start Page and Home Page: See *Chapter 12 How To Create A Start Page In Edge* and *How To Create A Home Page In Edge in the Windows 10 Manual.*

Favorites Bar: See *Chapter 12 How To Show The Favorites Bar In Edge in the Windows 10 Manual.*

Add websites to the Favorite List or Favorite Bar. See *Chapter 12 How To Add Favorites To Edge in the Windows 10 Manual.*

OPTIONAL, BUT HELPFUL:

Chapter 12 How To See The Favorites List in Edge in the Windows 10 Manual.

To identify and explain Edge's Icons/Symbols *Download (free) Edge-Windows 10 Browser Information*

ADDITIONAL DOWNLOADS

READER

Manuals and internet files downloaded are pdf files that require a reader. A universal pdf file reader is Adobe Reader (free at adobe.com).

UTILITY

CCleaner (free at piriform.com). **A** utility that cleans out the 'junk' that accumulates over time: temporary files, broken shortcuts, and helps protect your privacy.

EMAIL, CALENDAR & CONTACTS

Windows 10 has a built in Mail, Calendar, and People App. Email though available through your Browser, these apps are a smart choice. Once set up, with a single mouse click access to all your email accounts are in one location. Also all contacts and calendar can be synchronized with other devices.

See Chapter 10 Email,- Contacts – Calendar in the Windows 10 Manual.

OPTIONAL HOW TO'S

Resize Desktop Icons

See *Chapter 7 How To Resize Desktop Icons in the Windows 10 Manual.*

Increase Icon Text Size:

    See *Chapter 8 How To Change Icon Text Size in the Windows 10 Manual.*

Mouse Cursor

    See *Chapter 2 How To Change Mouse Color & Size in the Windows 10 Manual.*

Computer Shutdown

    See *Chapter 9 How To Shut Down A Computer in the Windows 10 Manual.*

Brightness

    See *Chapter 14 How To Change Screen Brightness in the Windows 10 Manual.*

Pin To Taskbar

    See *Chapter 6 How To Pin Apps/Programs To Taskbar.*

NEW COMPUTER – MUST DO'S

See New Computer – Must Do's (free download) which shows the road to:

    Surge protectors and power strips

    Cleaning bloatware on a new computer

    Malware and Virus Protection

    Load your stuff

    Backup or clone your data