



Department of Learning Technology

Quality, Excellence, and Innovation in 21st Century Instruction

Getting Started with
Windows 10

Meet our staff

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Welcome to Windows 10!



- More stable and secure environment
- Extensive testing demonstrates it functions well with university software
- Interface will feel familiar to Windows 7 users
- New features and tools save you time and simplify access to applications and functions.


Create and Link a Microsoft Account

Share files across devices by linking your Microsoft account.

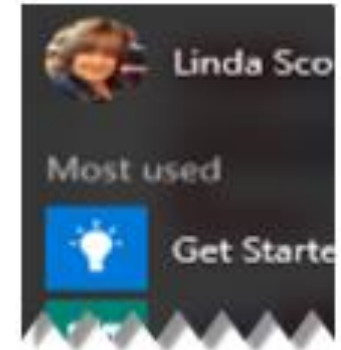
- Click on Start  > Settings > Accounts
 - Click the link to “Sign in with Microsoft Account.”
 - Enter your account information and sign in.
 - The next time you log in the computer will sync and get all the information from your linked Microsoft account.
- Do not use cloud services to store
 - FERPA
 - HIPAA
 - Sensitive Data

The START Button is Back!

Windows 10 brought back the Start menu for familiar functionality.

- It has a new look:
 - Start Button 
- Click the Start Button to Access:

Most Used Apps

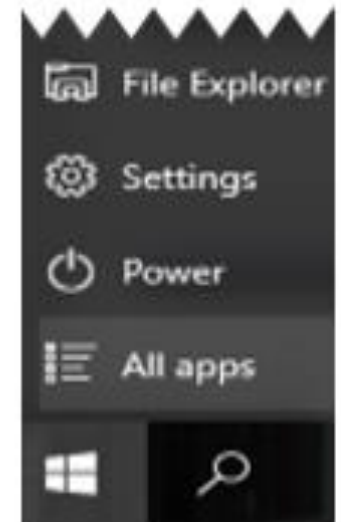


File Explorer

Settings

Power

All Apps

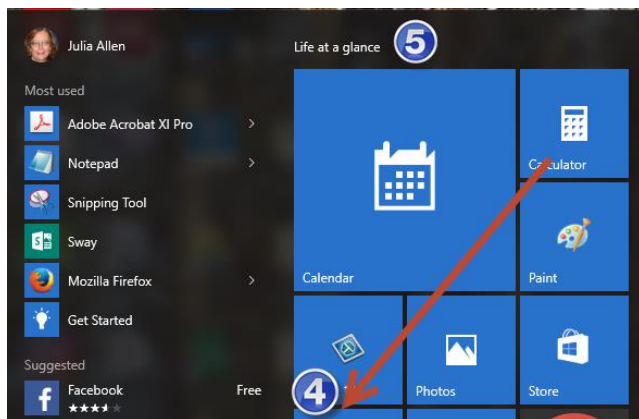
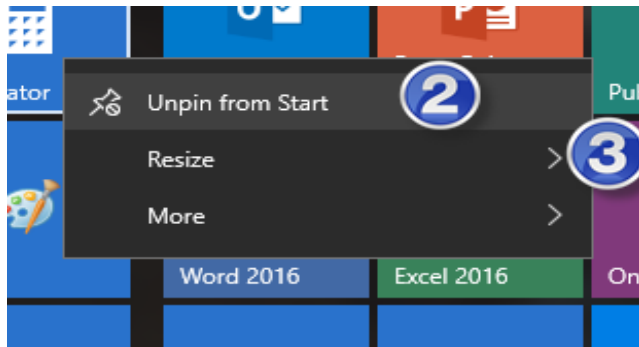
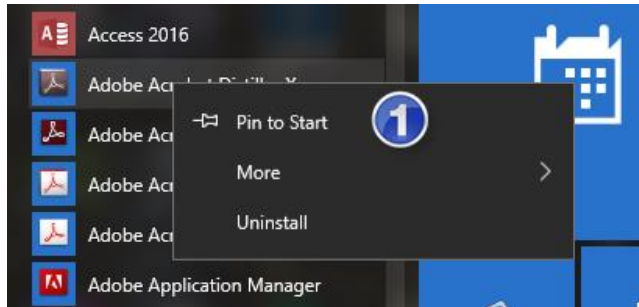


Use Metro to Save Time

Windows 10 adds the convenience of Metro right on your Start menu.

- Customize Metro with your favorite apps

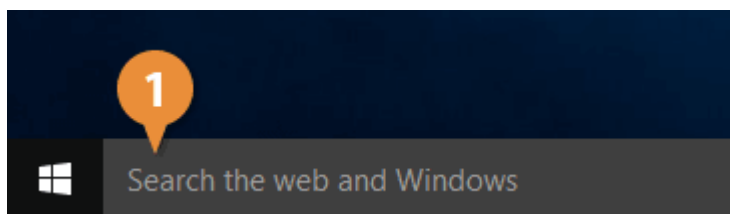
1. Pin Apps to Start
2. Remove Pinned Apps
3. Resize Apps
4. Move Apps
5. Rename a tile group



Try Cortana!

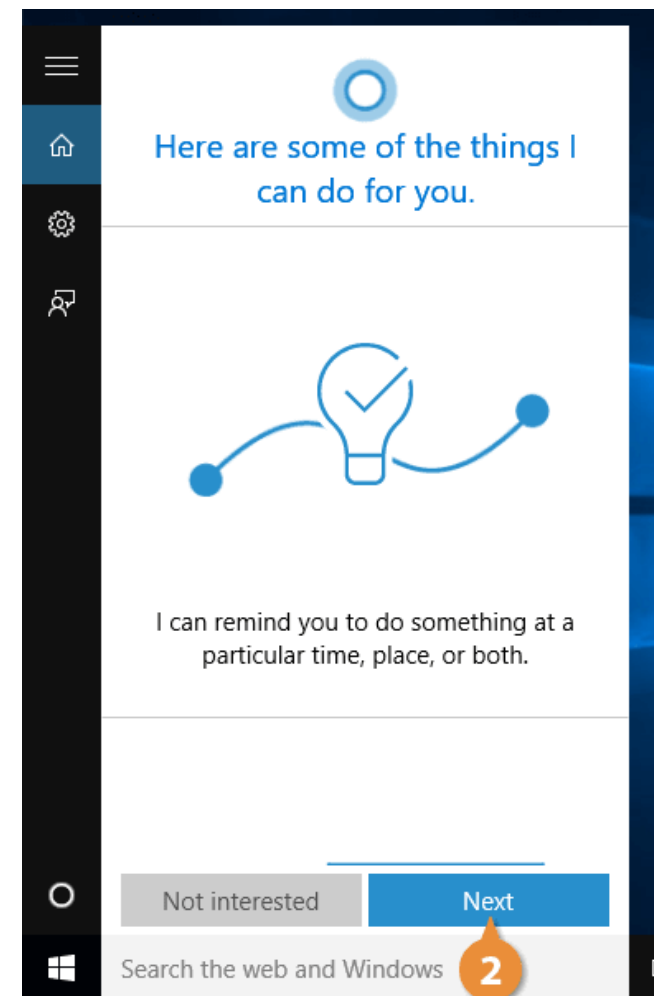
Windows new personal assistant can help you in many ways!

1. Click in the Search field.



Decide if you want to use Cortana's help. If you decline, use the search field for normal searching.

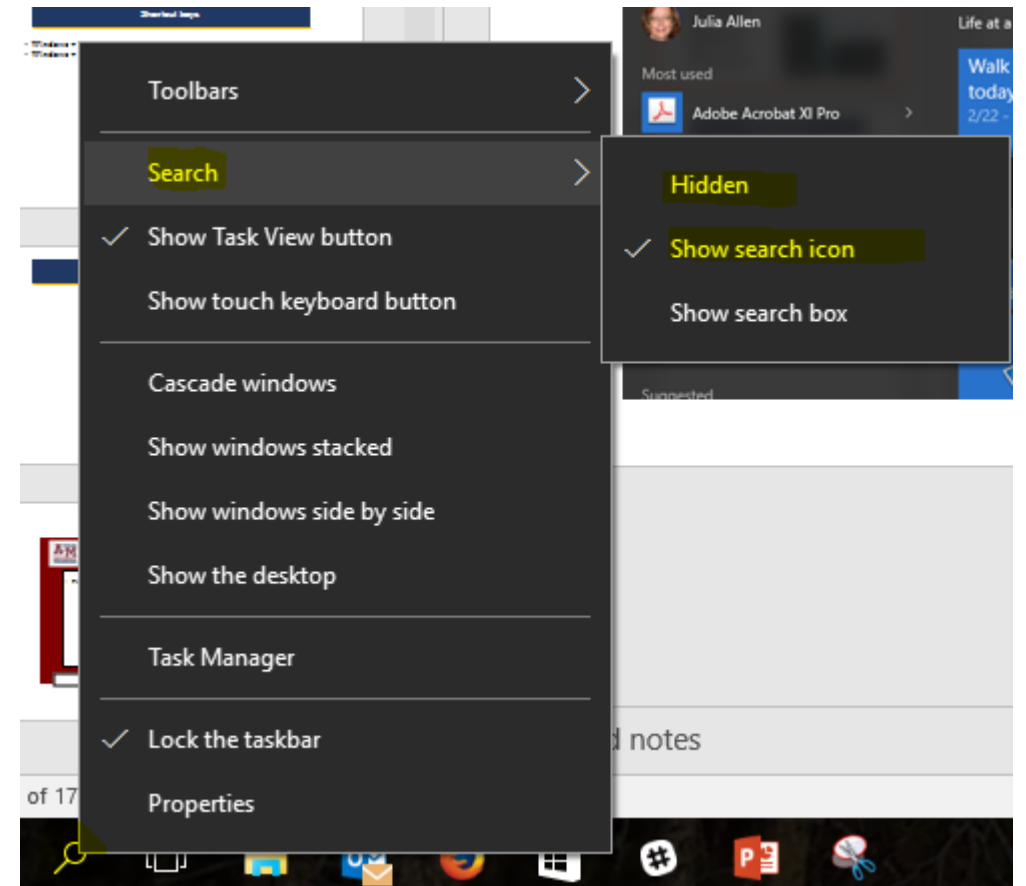
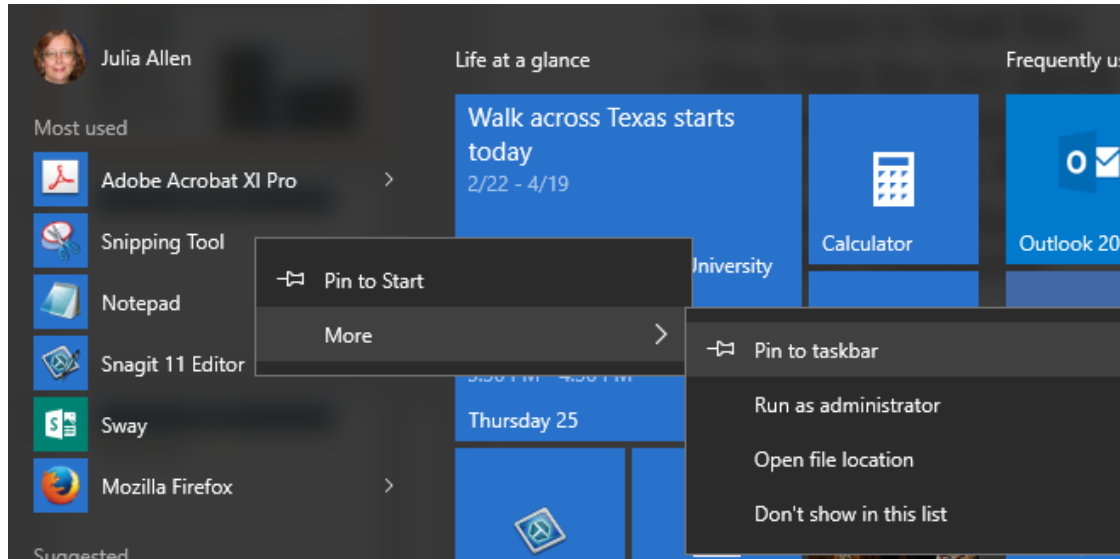
2. Click Next.
3. Read Cortana's privacy policy and opt in or out. Click I Agree to opt in.
4. To have Cortana call you by your name, or a nickname, specify it here, then click Next.



Use and Customize Task Bar

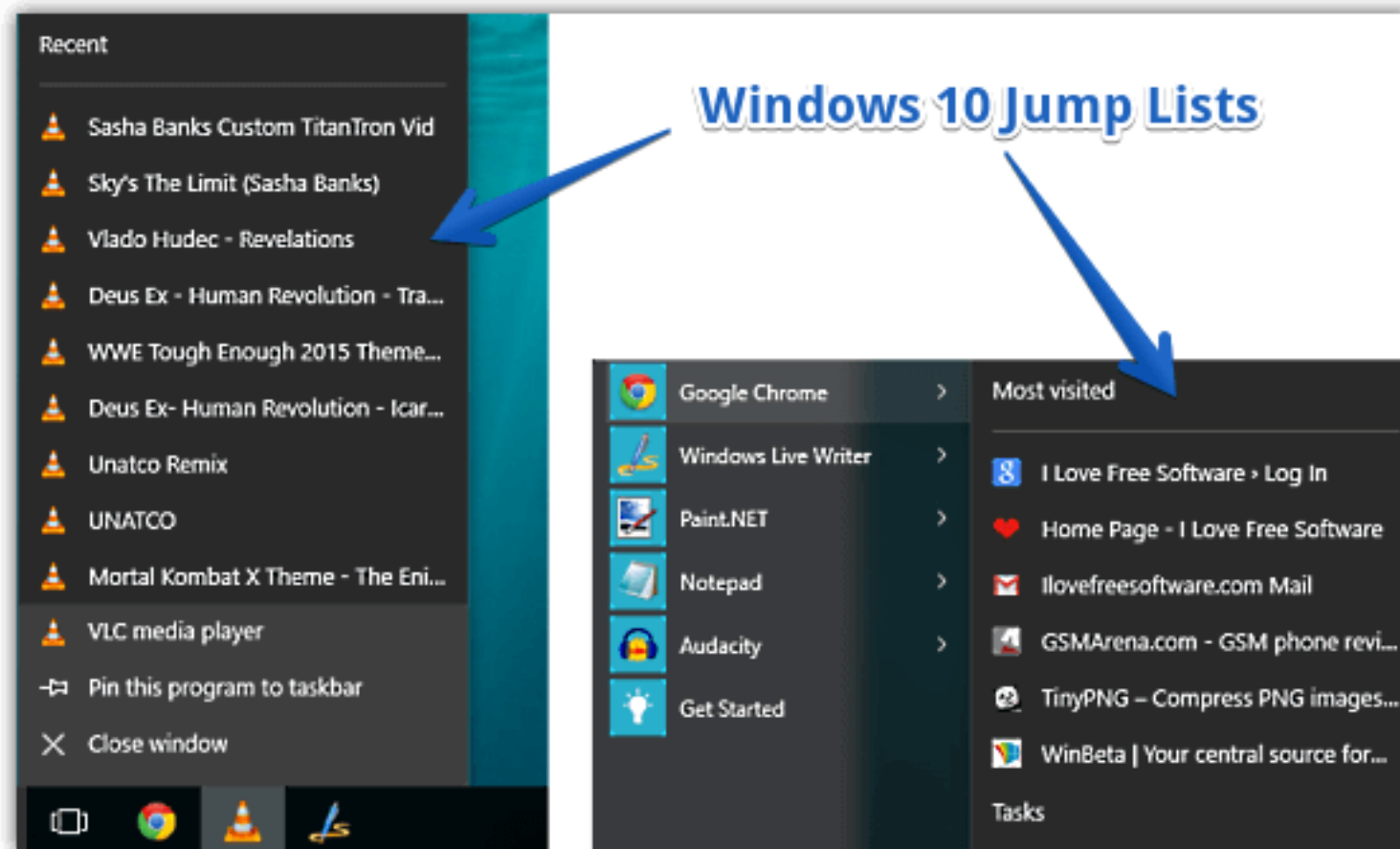
The Task Bar provides quick access to frequently used Apps.

- Pin Apps to Task Bar
- Use Task Bar for quick access to frequently used and open Apps.
- Minimize the Search field for maximum room.



Use Jump Lists

Access Jump Lists to see recent files or frequent tasks in an App.

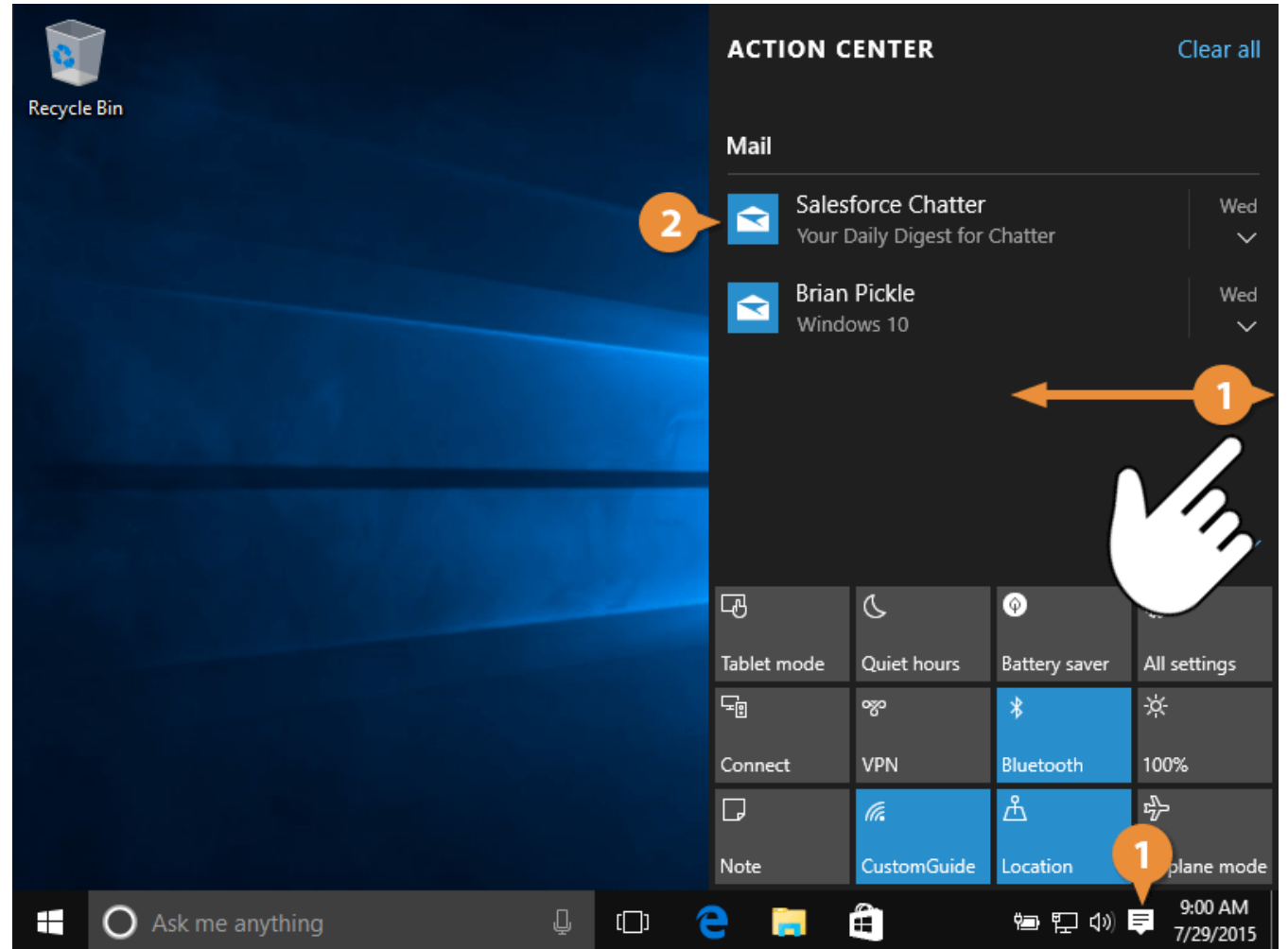


Notification Center

Get notified of events, email, and more in the Notification Center

1. Click the Action Center button on the taskbar.
2. Click any notification to open it.

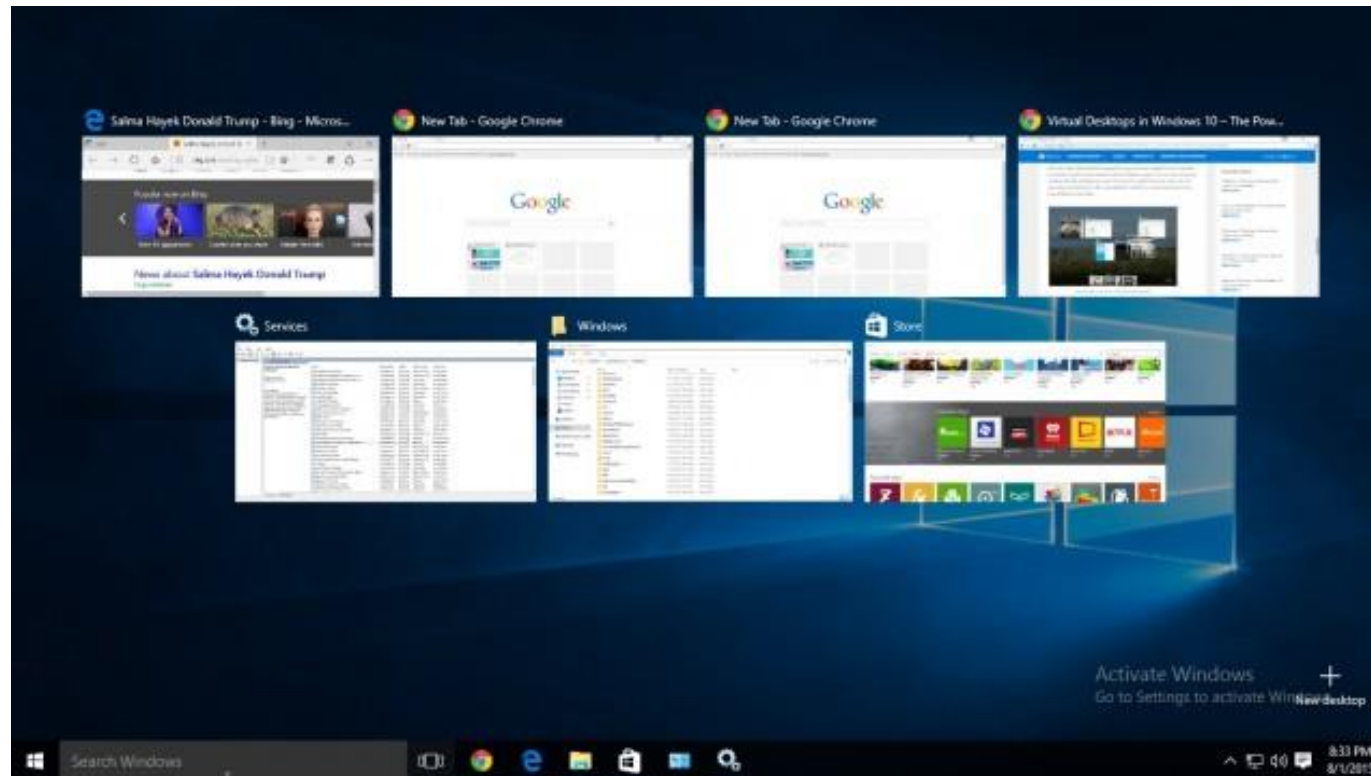
The app that triggered the notification opens.



Shortcut Keys

Save time with new keyboard shortcuts.

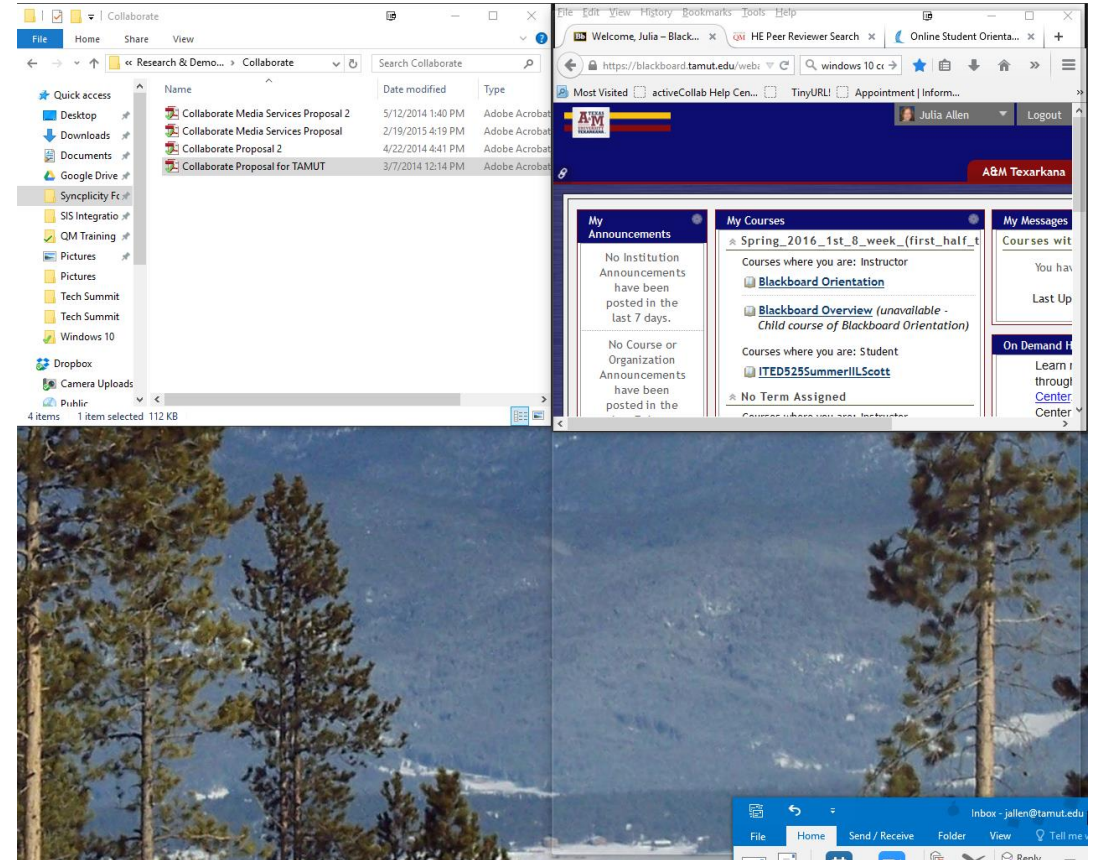
- **Windows + Tab: Task View**
- **Windows + L: Lock Screen**



Snap Assist

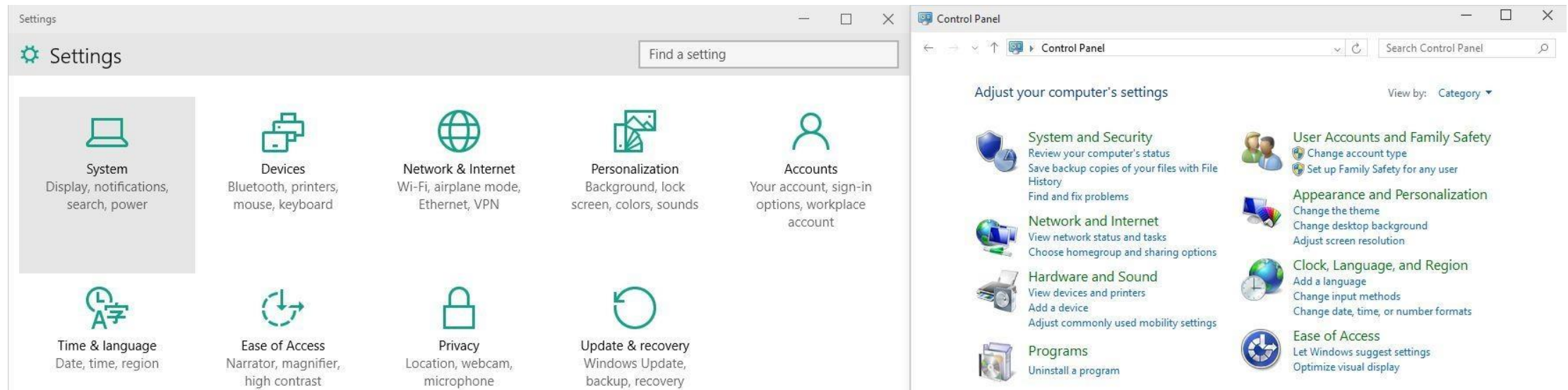
Quickly organize open windows on your desktop to enable multi-tasking.

- Allows you to work in up to four Apps on a single screen.
- Click on the ribbon and drag the window to one side of the monitor for a side-by-side display, or up into one of the corners for a four-corner display.
- When you see the “clear pane” outline, let go.
- Repeat with other windows (thumbnails will be visible in open area).
- Click the ribbon of any window to restore App to previous size.



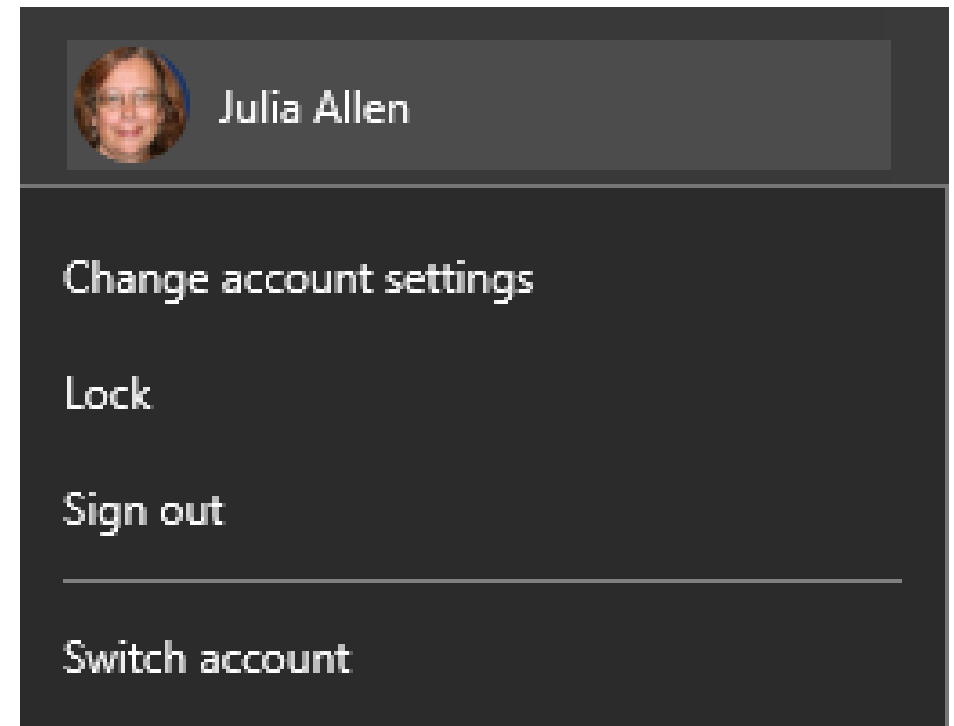
Settings App vs. Control Panel

The new Settings App provides a cleaner, less cluttered interface and adds new features.



Signing Out or Switching Users

- Click the Start button.
- Click on your profile name.
- Select the desired option:
 - Lock
 - Sign out
 - Switch account



Department of Learning Technology

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