

Getting Started with Windows 10



The Start Menu

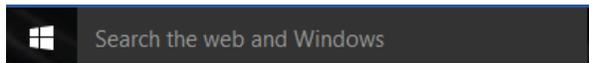
The familiar Start menu is back with some improvements, including a space you can personalize with your favorite apps, programs, people and websites. To access the Start menu, click the Start  button in the lower-left-hand corner of the screen or use the “Windows” key on your keyboard.

Within the start menu you will find that you can right-click on items and pin them to the Start Menu as in Windows 7, or you can drag the tile to the right side of the menu and create a collection of groups of tiles to better navigate through your most needed programs. You can right-click these tiles to resize them and activate or deactivate the “Live Tile” function that might come with some tiles.

Finding Your Programs

Click the Start  button. Your most used apps and pinned apps will appear here. If you do not see the app you need select “All Apps” at the bottom to see all apps and programs listed alphabetically.

Looking for a specific app, file, or system setting? Just type it in the search box.



You can search your device, your cloud storage on OneDrive, and the Web at the same time.

File Explorer

You can access File Explorer by clicking the file icon on your taskbar or using  + E on your keyboard. You will automatically go to Quick Access where you can find your most commonly used folders or pinned folders for easy access. From the “Share” tab at the top of the window you can share files through various Windows apps, One Drive, or email.

A few specific changes from Windows 7 is that “My Computer” is now called “This PC.” You can find your shared drives listed under here. Also, Libraries do not automatically appear in File Explorer unless enabled. You can do this by selecting the View tab > Navigation pane > Show libraries.

Logging Off and Shutting Down

To shut down: click the Start  button, click Power, and select Shut Down, Restart, or Sleep.

To log off: click the Start  button, click the user name in the top left corner, and select Sign Out or Switch account

The Settings Menu

You can access the Settings Menu by clicking the Start  button and clicking the  icon. The settings are more intuitively grouped, and if you are having trouble finding anything, just do a keyword search in the search box on the top right corner of the Window.

Control Panel

If you are looking for the Control Panel that you remember for Windows 7, right-click on the Start  button and select the Control Panel option from the list of options.

Syncing with One Drive

While you are able to sync One Drive with a Windows 10 computer, we would advise that if using a lab computer you continue to use the web version of Office 365 to manage your One Drive files from a lab computer.

Edge

Microsoft Edge is the newest web browsing software with Windows 10. You are welcome to use this as your web browser; however, Internet Explorer, Firefox, and Google Chrome will still be available to you since some applications will not work with Edge.

Ease of Access

You can access Ease of Access options by clicking the Start  button, **Settings > Ease of Access**. You can make changes such as adjusting the content size on your screen, adjusting the display contrast toggling keyboard functionality, and increasing the size of your mouse pointer.

Cortana

Cortana is a built in personal assistant within Windows 10. By default, Albright College IT Services will have this feature disabled to ensure your privacy.