

Getting to know Windows 10



Microsoft IT Showcase
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Familiar, and better than ever

Windows 10 is the best combination of the Windows you already know, plus lots of great improvements you'll love having. Technologies like **InstantGo**, which lets you boot up and resume quickly. Everything runs fast and smooth. And Windows 10 devices now have **Battery Saver** to automatically conserve power—so you can work longer and play harder. For total confidence, Windows 10 helps you stay up to date on the latest and greatest features and has more built-in security protections than ever to help keep your system safe.

Guide contents

The purpose of this guide is to introduce you to the key features in Windows 10, and give you tips and tricks on how to get started using those features. You'll find information on the following topics:

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A few feature highlights in Windows 10

Windows 10 is designed to please both touch and mouse users. It's also designed to be intuitive for users of both Windows 7 and Windows 8.1, incorporating the “best of both worlds” to enhance your experience and help you be more productive. Here is a glimpse of just a few of the feature highlights:

The **Start** menu is back, putting all your apps, settings, and files just a few keystrokes, clicks, or taps away.

Cortana, your personal digital assistant, helps make things easier for you and keeps you up to date.

Microsoft Edge, the new browser in Windows 10, is designed to deliver a better web experience

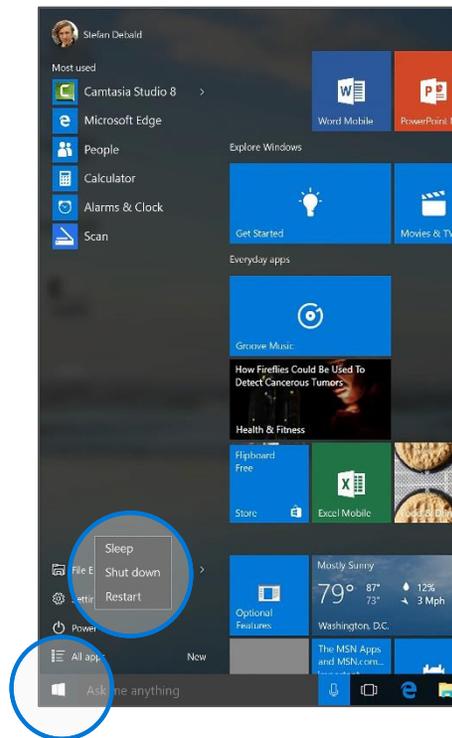
It's also easier to **find and switch among open apps**, keep them organized, resize and reposition them, keep track of notifications, and access frequently used system settings.



The Start menu is back!

By popular demand, Windows 10 brings back the familiar Windows desktop and Start menu from Windows 7. The Start menu is enhanced with resizable tiles and new capabilities to help you be more productive. From the Start menu, you can:

- Lock your computer, change your account settings, or sign out.
- Quickly access your apps (both traditional Win32 and modern), documents, pictures, and settings.
- Shut down your computer, restart it, or put it to sleep.
- Search for apps, settings, and files, and search across the web.
- Immediately launch advanced system tools such as Power Options and Disk Management.



To display the Start menu:

Select the **Start** button on the far left of the taskbar. 

—OR—

Press the **Windows logo key** on the keyboard. 

To shut down, restart, or put your computer to sleep:

1. On the **Start** menu, select Power. 
2. Select the option you want: **Sleep**, **Shut down**, or **Restart**.

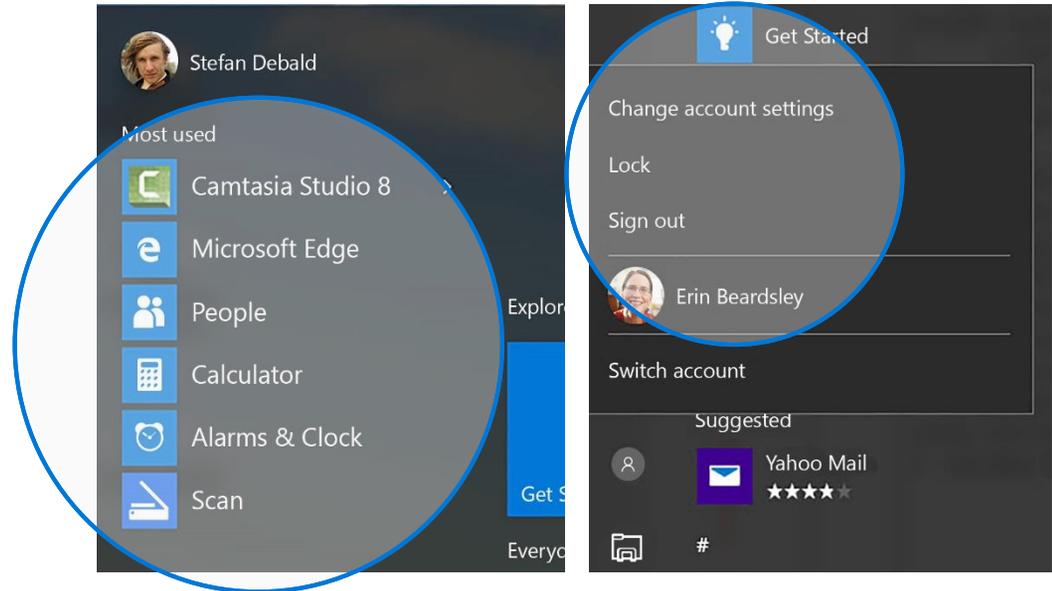
The Start menu: More options added

In the left pane of the Start menu, you'll find:

- Links to your most-used and recently added apps.
- Links to File Explorer and Settings.
- The **Power** button. 
- Select an app to launch it.
- Right-click the app to choose from a broader range of options, such as:
 - Pin to Start
 - More
 - Uninstall

To lock your computer, change your account settings, sign out, or switch your account:

1. On the **Start** menu, select your user name.
2. Choose the option you want: **Change account settings**, **Lock**, **Sign out**, or **Switch account**.



How to search

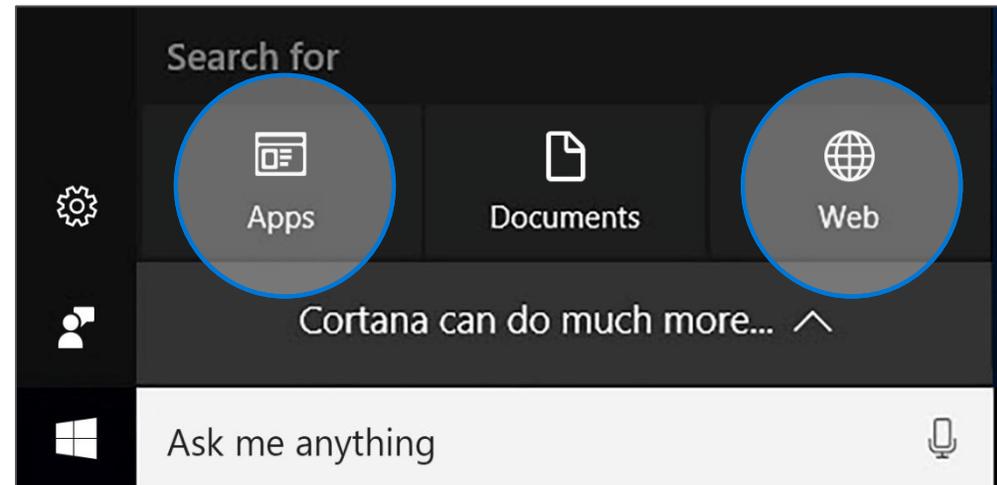
From the Start menu, you can search for apps, settings, and files, and you can search across the web.

Click the circle to the right of the Start button,  and start typing in Cortana to search across the following locations:

- Apps on your PC—including both traditional Win32 and modern apps.
- Documents—including your documents, pictures, music, and videos.
- The Web.

When initial search results are displayed, you can:

- Select **Apps** to find results for apps.
 - Select documents, including your documents, pictures, music, and videos.
- Select **Web** to be taken to a full list of Bing search results.



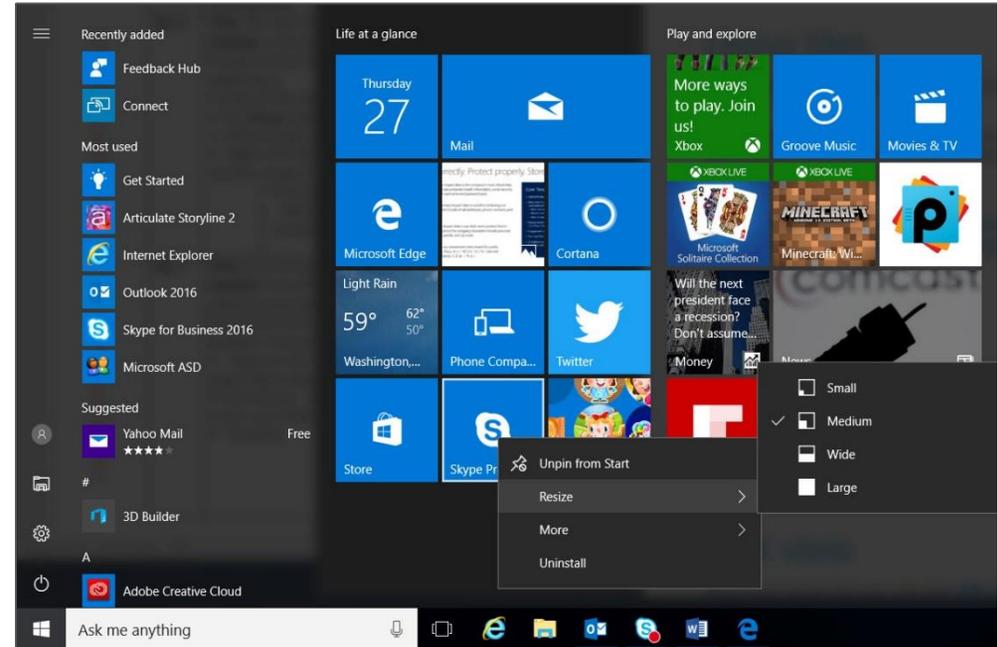
Using tiles

In the right pane of the Start menu, you'll find tiles for some common apps.

To move a tile, just drag it to another position. You can rearrange them within the pane. You can also drag apps between the tile view and the app list view.

Right-click a tile to display a menu for performing other actions with that tile, which may include:

- Unpin from Start
- Resize
- Uninstall
- More
- Open recent files with the app

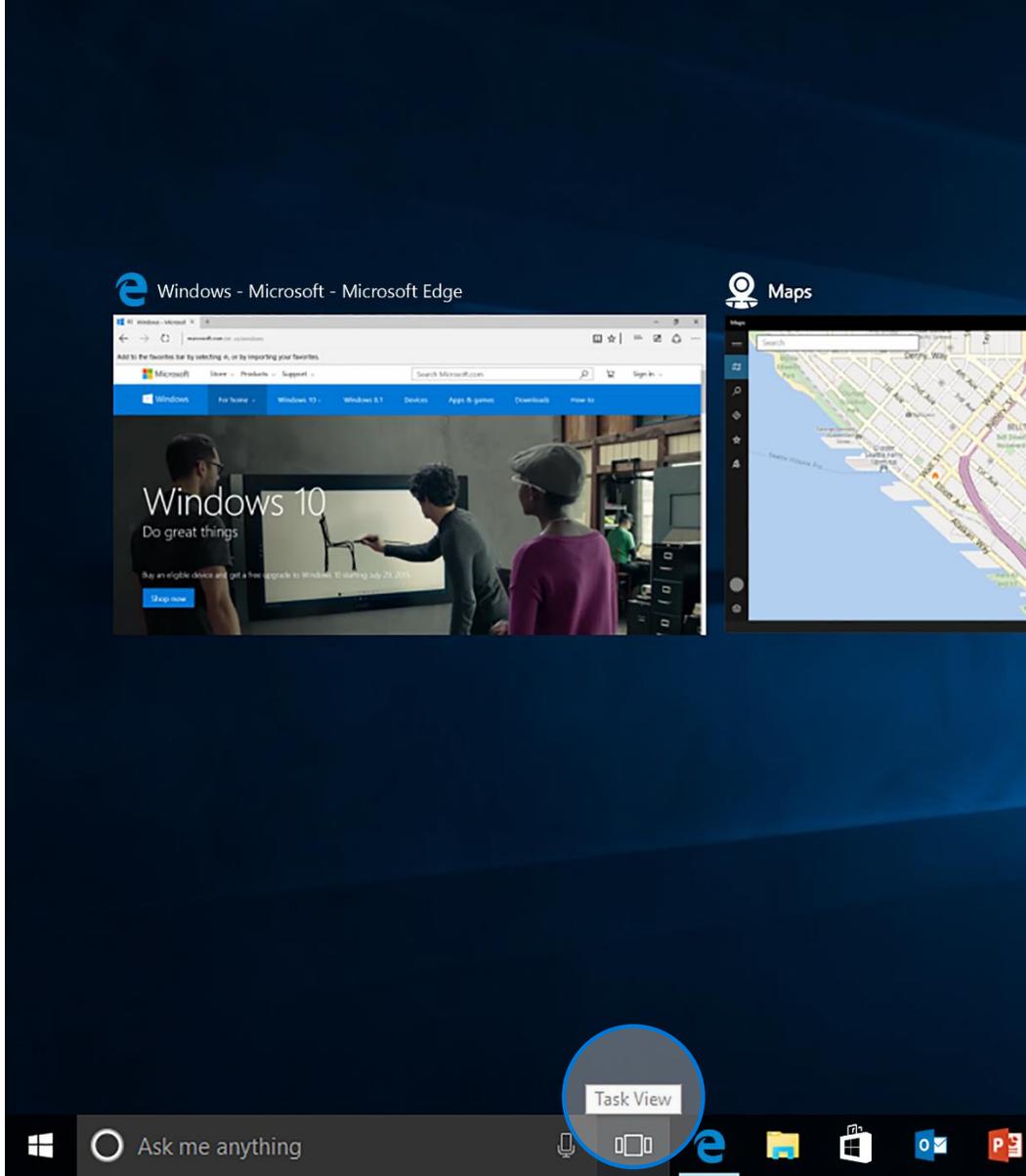


Task view

Many users know that you can press **Alt + Tab** to switch among running apps. In Windows 10, we added a **Task View** button to the taskbar to make this feature more discoverable. Virtual desktops (a new feature described on the next page) are also managed through Task view.

To select an app:

1. Select **Task View** on the taskbar. 
2. Select the app.



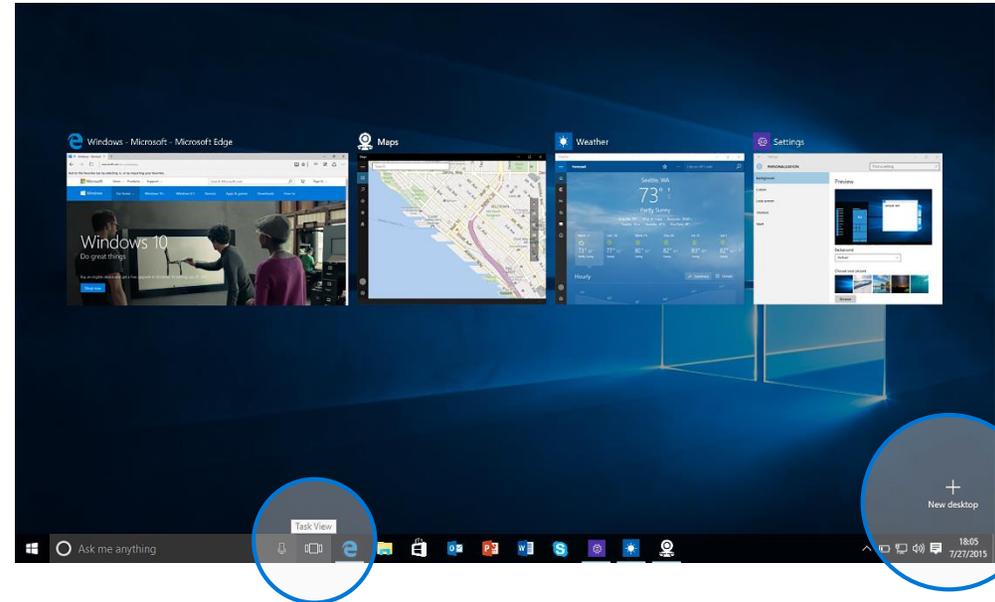
Virtual desktops

Windows 10 adds support for virtual desktops, so you can keep your open apps better organized.

For example, if you need to research travel plans for an upcoming business trip while at work, you could create a second virtual desktop that contains the apps you're using to research and plan your trip.

To create a new virtual desktop:

1. Select the **Task View** button on the taskbar. 
2. Select **New Desktop** near the lower-right corner of the screen. 



To switch among virtual desktops:

1. Select the **Task View** button on the taskbar. 
2. Select the thumbnail for the virtual desktop you want.



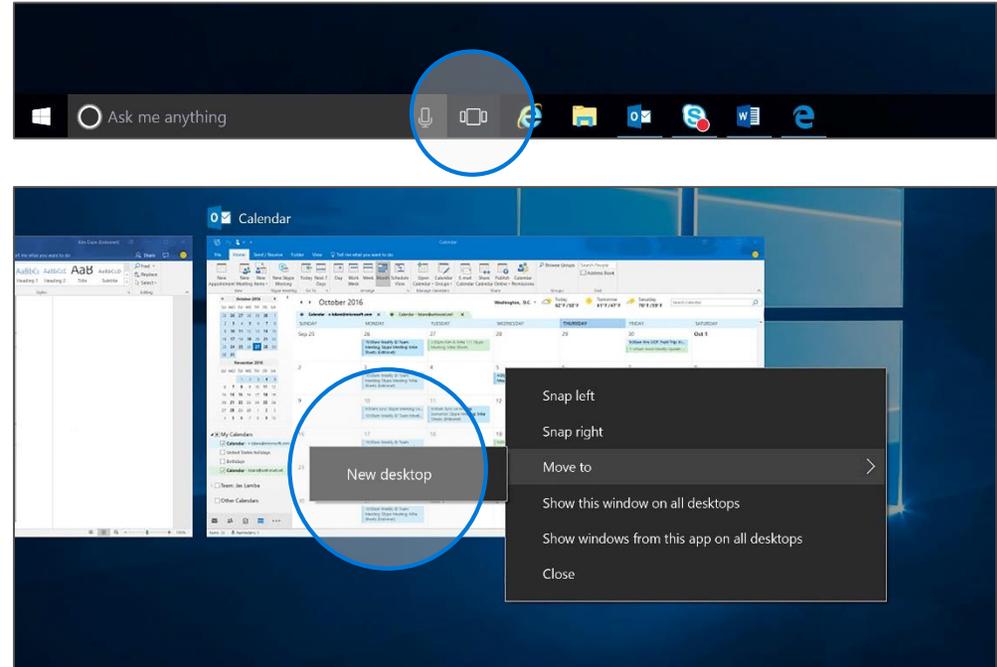
To close a virtual desktop:

1. Select the **Task View** button on the taskbar. 
2. Click the **Close** button in the thumbnail for the virtual desktop you want to close. 



To move an app from one virtual desktop to another:

1. Select the **Task View** button on the taskbar. 
2. Point to the virtual desktop thumbnail that contains the app you want to move. This action displays thumbnails for all open apps within that virtual desktop.
3. Right-click the thumbnail for the app you want to move.
4. Select **Move to**, and then select the virtual desktop where you want to move the app.



Window behavior for modern apps

In Windows 10, we improved how Windows works for modern apps. You can now minimize, maximize, resize, and position modern apps on your desktop, just as you can with traditional Win32 apps.

To minimize, maximize, or close a modern app:

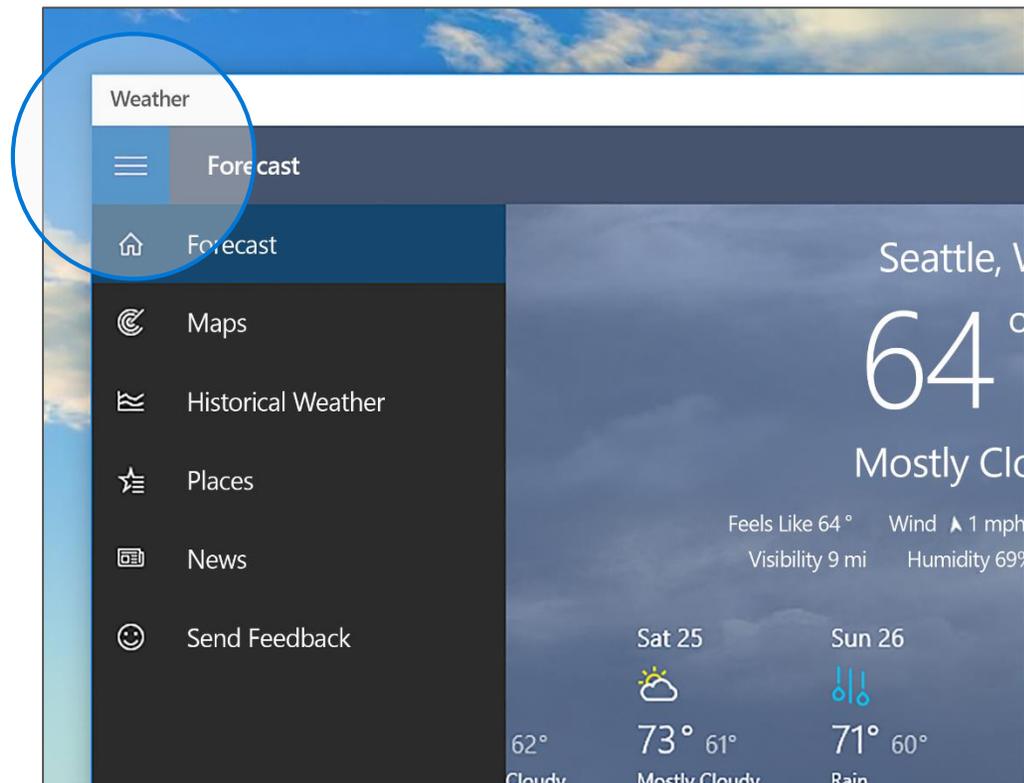
Select one of the dedicated window controls that appear on the far right of the title bar—just like for Win32 apps.



Charms functionality in modern apps

With Windows 10, you no longer need to go all the way to the right side of your screen to access the charms for an application. Now, you can just select the **Menu** button on the upper left to do things like search, print, or change settings. ☰

The options you see will vary by application.



Snap enhancements

Windows 10 includes several enhancements to Snap, making it easier to manipulate the layout of open windows on your desktop. These enhancements include:

- Consistent Snap behavior across traditional Win32 and modern apps.
- Snap Assist, which makes it easy to snap additional windows after the first one.
- Four-quadrant Snap, which enables you to fill your screen with four apps in a two-by-two configuration.

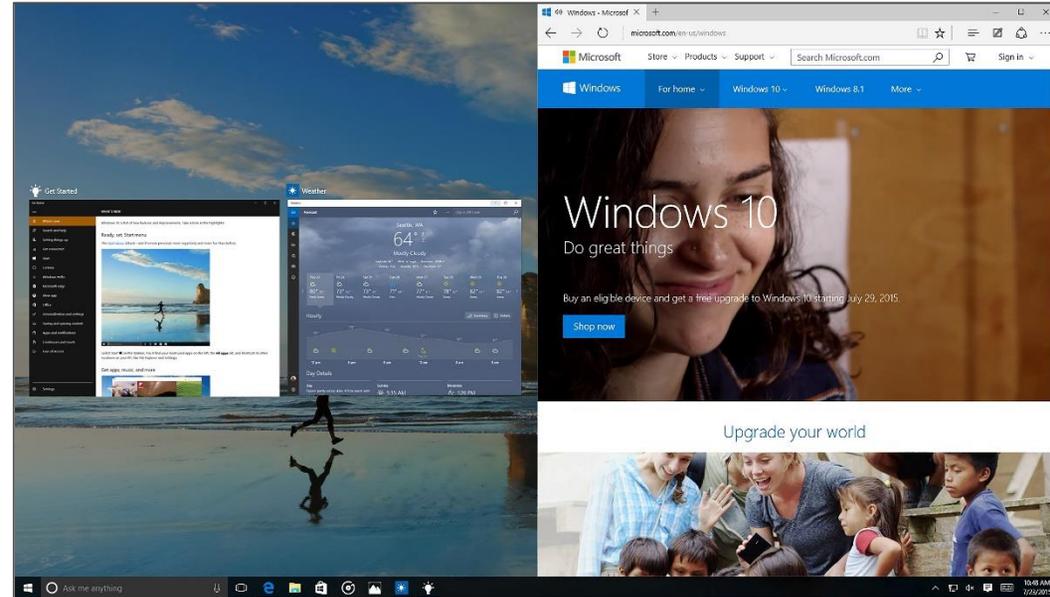
To snap two windows side by side:

1. Drag the title bar of one window to one side of the screen, until a half-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.



When you snap an app to the left or right, Snap Assist displays thumbnails of your other open apps.

Select a thumbnail to snap that app to the other half of your screen.



To arrange four windows in a a two-by-two configuration on your screen:

1. Drag the title bar of the first window to the left or right side of the screen near a corner, until a quarter-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other three windows, using the other corners of the screen.



Quick Access tools

The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

To display the Quick Access menu:

Right-click the **Start** button on the far left of the taskbar. 

— OR —

Enter the **Windows key +X** on the keyboard. 



The screenshot shows the Quick Access menu with the following items:

- Programs and Features
- Mobility Center
- Power Options
- Event Viewer
- System
- Device Manager
- Network Connections
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)

- Task Manager
- Control Panel
- File Explorer
- Search
- Run

- Shut down or sign our >
- Desktop



Cortana

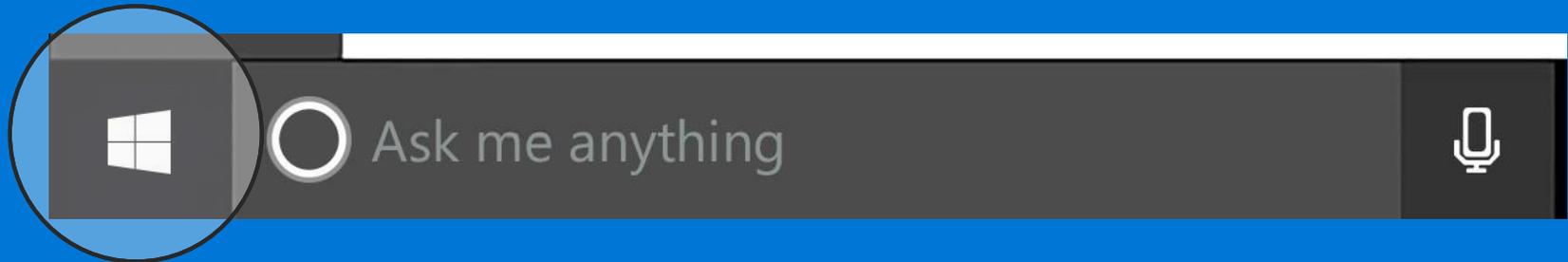
Cortana is your personal digital assistant in Windows 10. She's always at the ready, bringing you exactly what you need without disturbing the conversation.

Cortana gets to know you over time, using your search information to help you get things done and becoming more useful every day.

To ask Cortana a question:

Click the circle to the right of the **Start** button. 

Note: To get the most out of Cortana, you must be signed in with your Microsoft account (such as Hotmail, Outlook, or Windows Live).



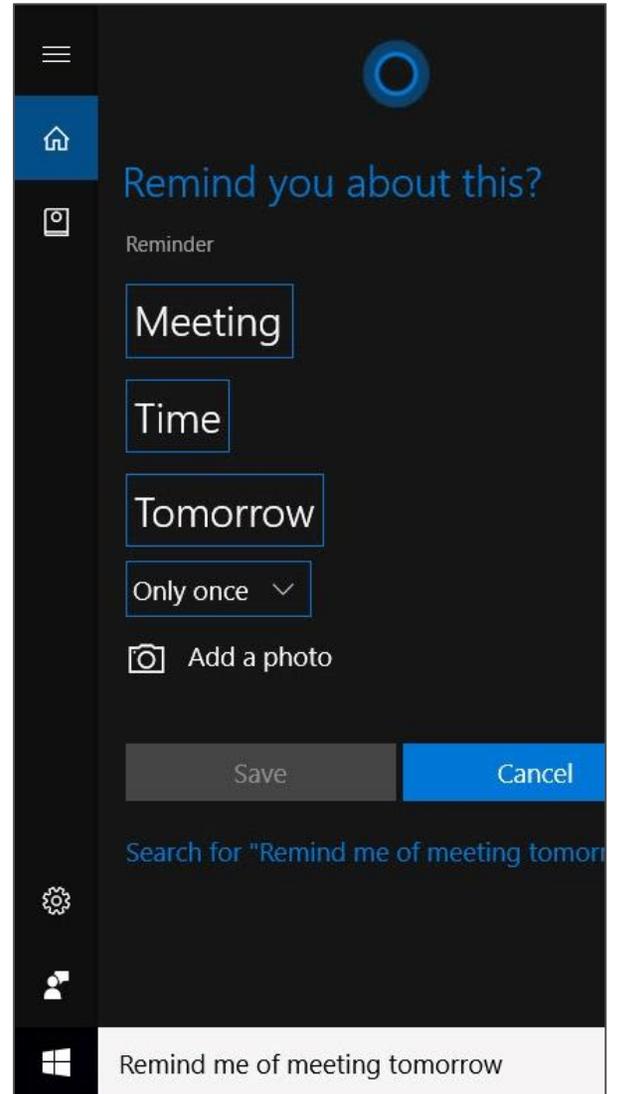
What can Cortana do?

Cortana can search the web, find things on your PC, show you the local news and weather, and provide reminders based on time or location.

Some things you can say to Cortana include:

- When is the next Seahawks game?
- What is the weather forecast for Portland on Friday?
- What is the current Microsoft stock price?
- Remind me to go for a walk in 30 minutes.
- Tell me a joke.
- Sing me a song.

Cortana even adapts her behavior to your device, using your Microsoft account to help you out across all your Windows 10 devices. When you're on your phone, interaction will generally be brief. And when you're on your PC, Cortana can help deliver steady periods of productivity. Of course, you're always in control of what she knows and what she manages on your behalf.



Cortana's Notebook

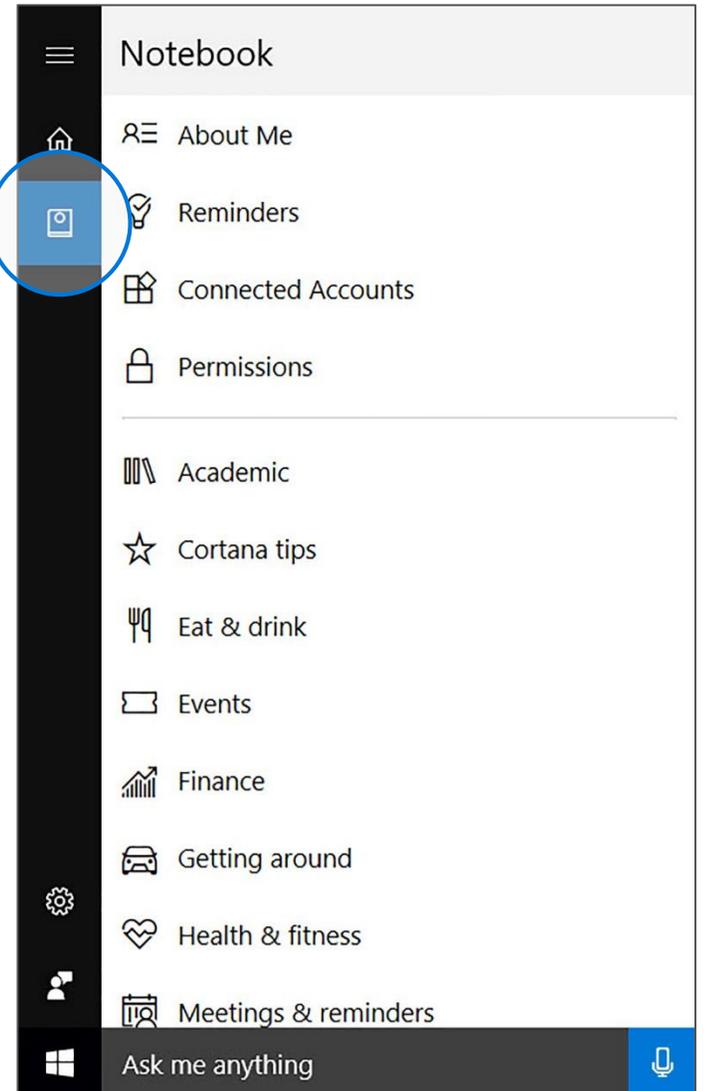
Cortana keeps track of everything she knows about you in Cortana's Notebook, including what you like and what you want her to do.

To display Cortana's Notebook, do one of the following:

From Cortana, select the **Notebook** button. 

— OR —

Select the **Menu** button , and then select the **Notebook** button. 



You can use the Notebook to tell Cortana about your interests, favorite places, investments, the types of food you like, and more.

Reminders



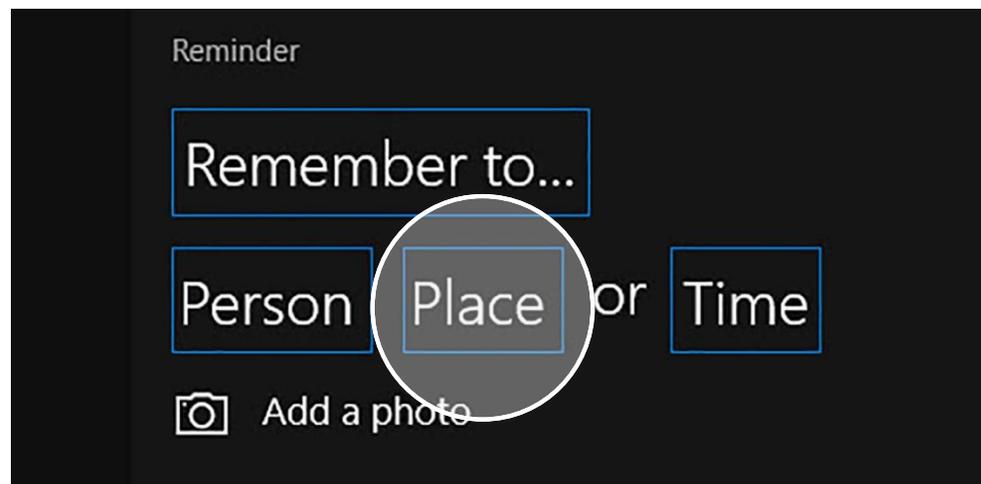
To help you out, Cortana can provide three types of reminders—exactly when you need them:

- **Time-based**, such as a reminder to leave work at 4 P.M. on Thursday because you have an appointment.
- **Place-based**, such as a reminder to get milk the next time you go to the grocery store.
- **Person-based**, such as a reminder to let your spouse know that you need to work late when he or she calls.

Places



Cortana can keep track of places that are important to you, such as your home address, where you work, and the location of your child's daycare center. She can also use that information to help you out, such as by showing you the traffic for your commute or reminding you to water the plants when you get home.

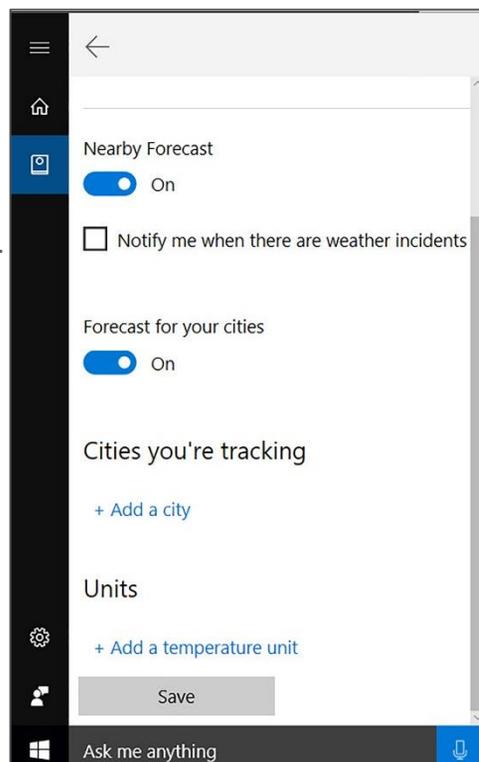


You can make your own changes in Cortana's Notebook. Cortana respects your privacy and preferences, so she never adds anything to the Notebook without your explicit consent.

To add new items to Cortana's Notebook:

1. When viewing the Notebook, select the category you want.

Depending on the type of item you're trying to add, Cortana may require additional information—for example, the specific city for which you'd like to see the weather. Just enter enough to get Cortana started, and then follow her lead.



To customize or delete items:

1. Open the Notebook and select the item you want. Your options will vary depending on the topic and type of information.
2. Do one of the following:

Change your preferences for that item, and then select **Save**. (For example, you can turn a topic off on Cortana Home and still keep it in the Notebook).

— OR —

To delete the item, select **Delete**.

Introducing Microsoft Edge

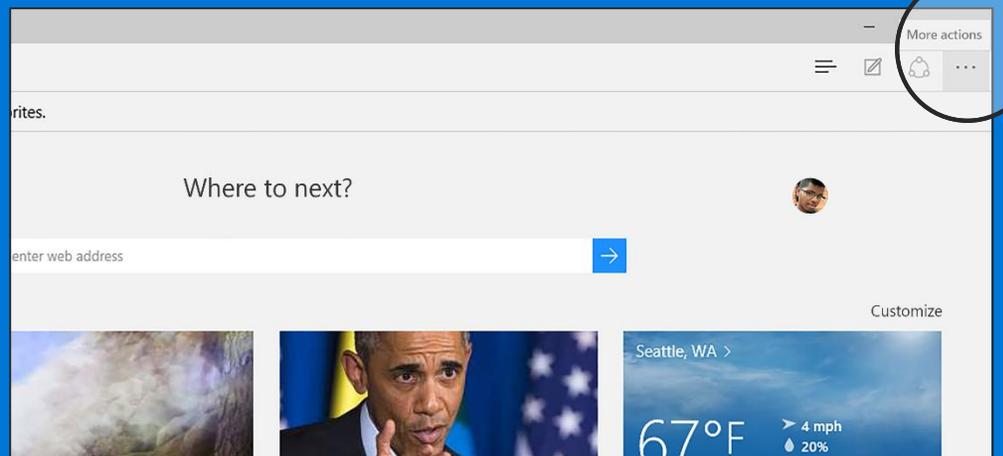
Microsoft Edge, the new browser in Windows 10, is designed to deliver a better web experience. It's fast, compatible, and built for the modern web—designed to work the way you do and help you get things done through easy sharing, reading, discovery, and more.

When you want to search for something, there's no need to go to a website.

Enter your search in the address bar, and you'll get search suggestions and results from the web, your browsing history, and your favorites—right on the spot.

Microsoft Edge uses a new rendering engine to help you get the most out of modern webpages. If a page doesn't look quite right in Microsoft Edge, just open it with Internet Explorer.

1. Select the **More actions** button. 
2. Select **Open with Internet Explorer**.



Microsoft Edge and the Hub

The Hub is the place where Microsoft Edge keeps the things you collect on the web—including your favorites, reading list, browsing history, and current downloads.

To open the Hub:

Select the **Hub** button. 



To change views:

Select a button at the top of the Hub:

- Favorites 
- Reading List 
- History 
- Downloads 

Microsoft Edge and Web Notes

Microsoft Edge is the only browser that lets you take notes, write, doodle, and highlight directly on webpages—and then save your “Web Notes” for later or share them with others. Web Notes are collected on the Hub and can be shared to other programs, such as Microsoft OneNote.

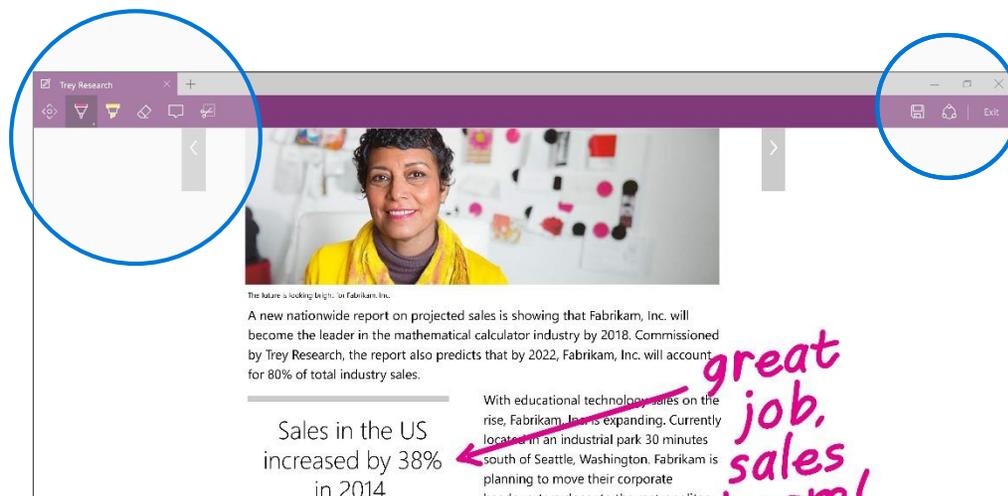
Within Web Notes, you can:

Select **Make a Web Note** to display the Web Note toolbar , where you can:

- Draw on the page 
- Highlight content 
- Erase everything you've added to the page 
- Comment on something 
- Clip part of the page 

When you finish creating a Web Note, you can:

- **Save** the Web Note to Favorites or Reading List. 
- **Share** the Web Note via OneNote or to Reading List. 
- **Exit** the Web Note toolbar to close it and return to the normal view.

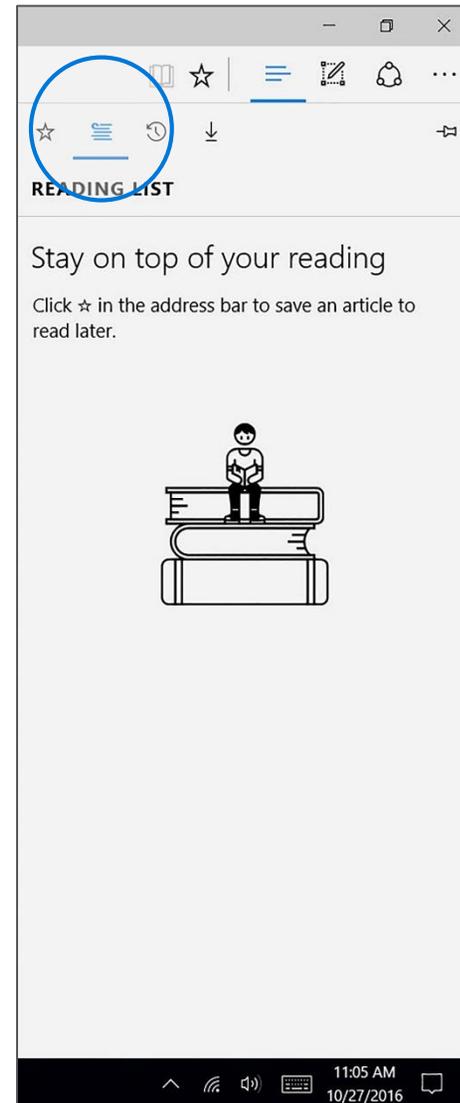


Microsoft Edge Reading List

Reading List gives you a place to save content you want to read later.

To save content to Reading List:

- Select the **Favorites** button. 
- Select the **Reading List** button , enter a name for the item, and select **Add**.
- When you're ready to read what you've saved, go to the **Hub** button , and then select the **Reading List** button. 



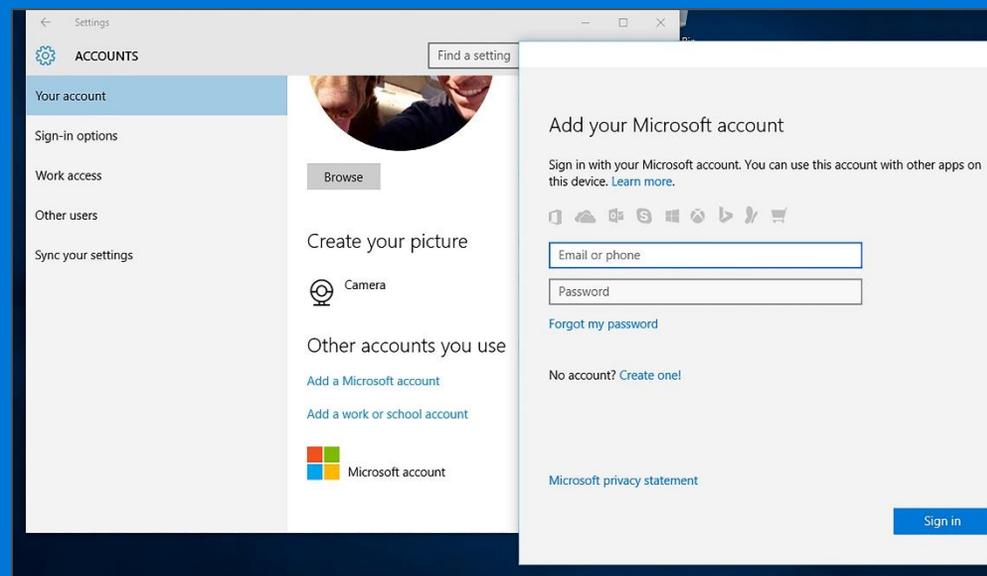
Setting things up

Have you ever used Outlook.com, Hotmail, Office 365, Skype, Xbox, or Windows? The email address and password you use for any of these services is your Microsoft account. If you don't have one, just follow the sign-in process to create a free email account at Outlook.com—and that becomes your new Microsoft account.

Your Microsoft account gives you access to apps and games from the Windows Store, and lets you see your settings and other stuff across multiple Windows 10 devices.

To sign into a new Microsoft account:

1. Go to **Start**, and then select **Settings > Accounts**. 
2. Select Sign in with a **Microsoft account instead**.
3. Enter the password for your local account, and then select **Next**.
4. Choose how you want to receive your confirmation code, and then select **Next**.
5. Retrieve your confirmation code.
6. Enter the code, and then select **Next > Switch**.



Your local account will switch you to your Microsoft account. Don't worry—all your files will remain on your PC. The next time you sign in to Windows, use your Microsoft account name and password.

Set up your email and calendar

Windows 10 has Mail and Calendar apps already built in. Make them useful by adding your account.

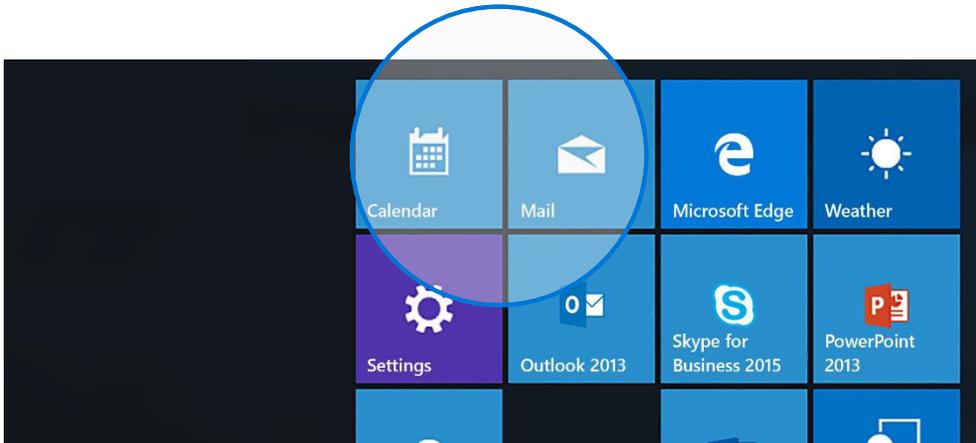
To find the Mail or Calendar app:

Go to **Start** and point to the **Mail** or **Calendar** tile. 

—OR—

Enter **mail** or **calendar** in the search box on the taskbar.

Tip: There's no need to add the same account twice—when you add it to one app, the other app automatically connects to the same account.



To set up your account:

1. Select **Get Started**.
2. Select **Add account**, choose your account type, and then follow the on-screen instructions. Both your mail and your calendar start syncing as soon as your account is set up.

Tip: Switch back and forth between the two apps by selecting the **Mail** and **Calendar** icons at the lower-left side of the window.  

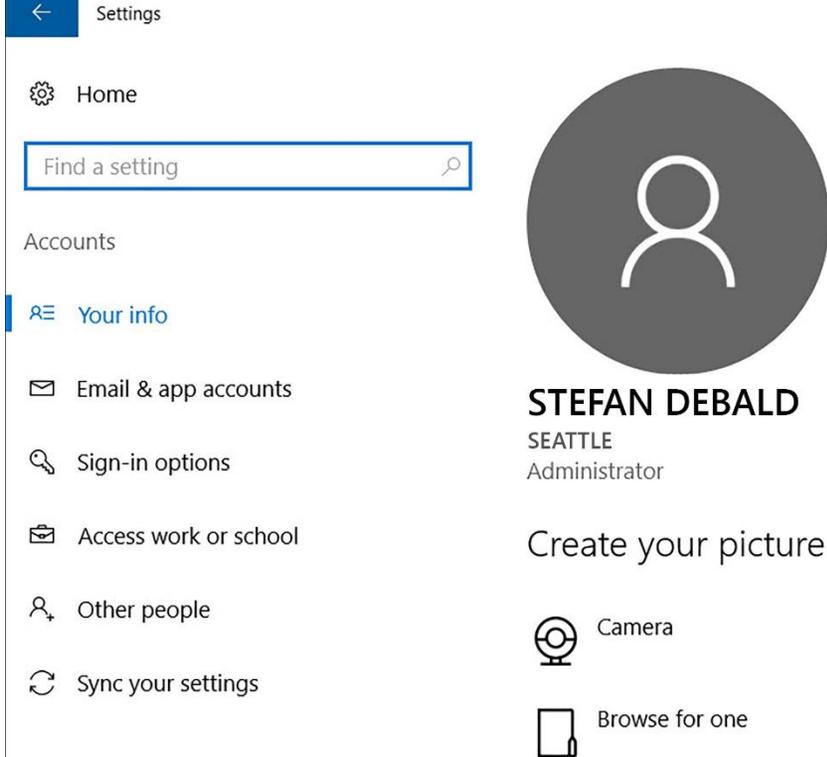
Change your account picture

To change your account picture:

1. Go to **Start**, and then select **Settings** > **Accounts**.  
2. Under **Create your picture**, select **Browse** for one.
3. Find the picture you want to use, select it, and then select **Choose picture**.

Tip: Windows remembers the last three pictures you've used, so you can easily switch back to a recent favorite.

If you prefer to take a new account picture, select the **Camera** button and release your inner artist. 



The screenshot shows the Windows Settings application. At the top, the title bar says "Settings" with a back arrow. Below the title bar is a "Home" button with a gear icon. A search bar labeled "Find a setting" is visible. The "Accounts" section is expanded, showing a list of options: "Your info" (highlighted with a blue bar), "Email & app accounts", "Sign-in options", "Access work or school", "Other people", and "Sync your settings". To the right of the settings list, the user's profile is displayed: a large circular grey placeholder with a white person icon, the name "STEFAN DEBALD", the location "SEATTLE", and the role "Administrator". Below the profile, there is a "Create your picture" section with two options: "Camera" (with a camera icon) and "Browse for one" (with a document icon).

Protect your PC

Windows 10 is safer and more secure, thanks to Windows Defender and Windows Firewall. When you start Windows 10 for the first time, they are both on and working to protect your PC by scanning for malicious software. There may be situations in which you need to turn off Windows Defender or Windows Firewall temporarily, such as while installing certain applications or software updates. However, be sure to check with your network administrator before doing so.

Windows Defender uses real-time protection to scan everything you download or run on your PC. It turns itself off if you install another antivirus app.

To turn off Windows Defender temporarily:

1. Go to **Start** and then select **Settings** > **Update & security** > **Windows Defender**.  
2. Turn off **Real-time protection**.

Windows Firewall filters information coming into your PC from the Internet, blocking potentially harmful programs such as worms.

To turn Windows Firewall on or off:

1. Enter **firewall** in the search box.
2. Select **Windows Firewall** > **Turn Windows Firewall** on or off.

Note: If your PC is connected to a network, you might not be able to change your Windows Firewall settings, because of network policies. Contact your administrator for more information.

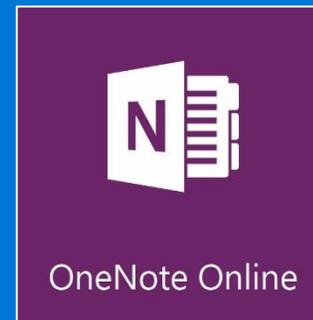
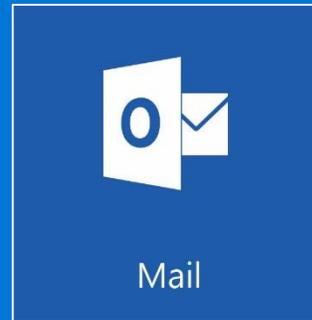
Using Microsoft Office 365 with Windows 10

Microsoft Office 365 is the Microsoft suite of cloud-based services and productivity tools. They help you work and collaborate wherever you are, online or offline.

Along with access to communication and collaboration services like Skype for Business and Microsoft SharePoint Online, Office 365 includes:

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft OneNote

You can use all of these programs on virtually any device.



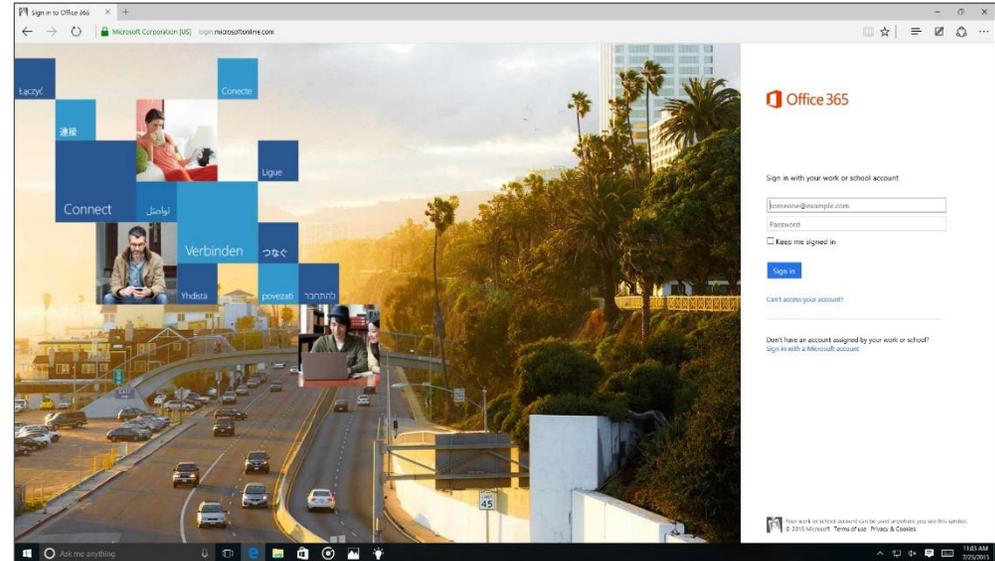
Office 365: Access your email

This web-based version of Outlook provides you with much of the same user experience as regular Outlook.

To sign in to Office 365 and read your email using a web browser:

1. Go to login.microsoftonline.com and enter your user name and password.
2. Select **Sign in**.

After you've been authenticated, Office 365 opens your inbox in Outlook Web App.



Office 365: On mobile devices

You can access email, instant messaging, documents, and other Office 365 services from your mobile phone or tablet.

To set up your device:

1. Go to **Settings > Office 365 Settings > Software > Phone & tablet**.
2. Choose the appropriate supported device type listed under **Phone** or **Tablet**.
3. Follow the on-screen instructions to complete any required installation and configuration.

The screenshot shows a web browser window with the address bar displaying 'portal.office.com/OLS/MySoftware.aspx'. The page title is 'Office 365' and the Microsoft logo is visible in the top right corner. A navigation menu on the left lists various settings categories: Office, Project, Visio, OneDrive, Tools & add-ins, Desktop setup, and Phone & tablet. The 'Phone & tablet' option is selected, leading to a page titled 'Software' with the subtitle 'Choose your phone or tablet'. This page displays a list of device types for selection: Windows Phone, iPhone, Android phone, BlackBerry®, Nokia (Symbian OS), Other, Windows 8 tablet, Windows RT device, iPad, and Android tablet.

Office 365 settings

Software

portal.office.com/OLS/MySoftware.aspx

Add to the favorites bar by selecting ☆, or by importing your favorites.

Office 365

←

Software

Office

Project

Visio

OneDrive

Tools & add-ins

Desktop setup

Phone & tablet

Choose your phone or tablet

Phone

Tablet

Windows Phone

Windows 8 tablet

iPhone

Windows RT device

Android phone

iPad

BlackBerry®

Android tablet

Nokia (Symbian OS)

Other

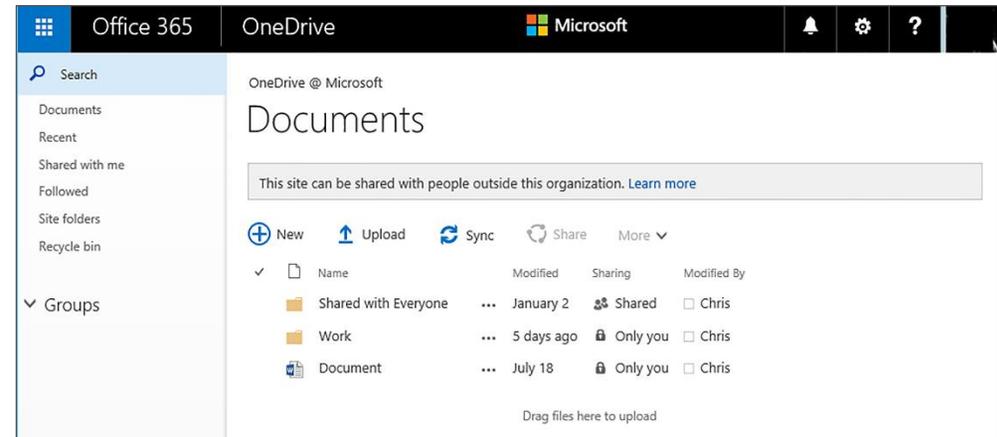
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Office 365 and OneDrive for Business: Work with files anywhere

Microsoft OneDrive for Business uses Microsoft Office 365 (SharePoint Online) to safely store your business files in the cloud. You can work on files from virtually any location or computer, and share your work with team members.

OneDrive for Business makes it easy to:

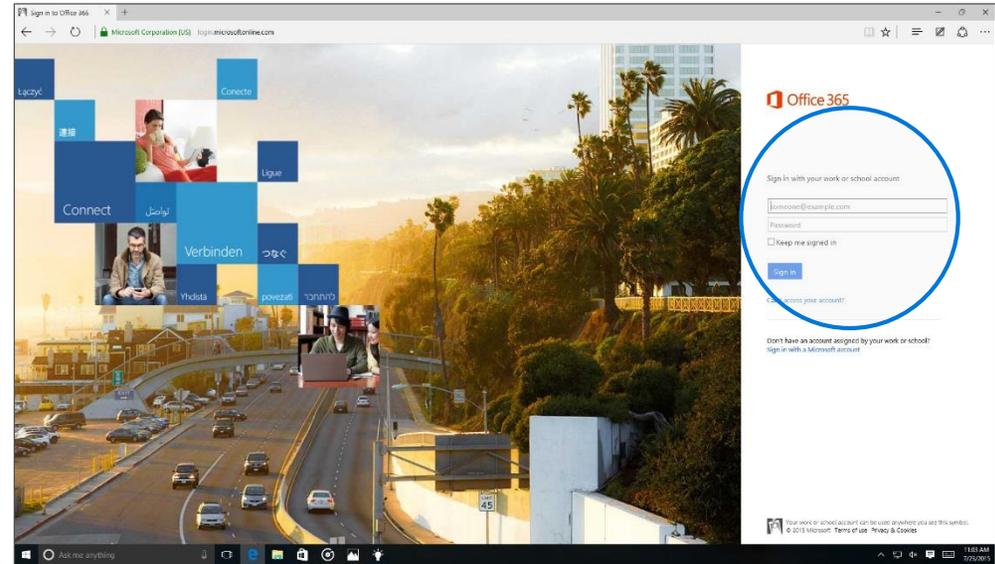
- Store and organize your work files in a secure location in the cloud.
- Share files with your coworkers, so they can review or edit the content much more efficiently than by attaching content to email messages.
- Synchronize files stored in the cloud to your computer or mobile device so that you can access your files offline.



Office 365 and OneDrive for Business: Start by signing in to Office 365

To work with files on OneDrive for Business, you first need to sign in to Office 365 and create or open OneDrive:

1. On the Office 365 sign-in page, enter your user name and password, and select **Sign in**.



2. Select **OneDrive** on the global navigation bar. 
3. The OneDrive for Business page opens.

OneDrive for Business

← → ↻ | 🔒

Add to the favorites bar by selecting ☆, or by importing your favorites.

Office 365 OneDrive Microsoft

Search

- Documents
- Recent
- Shared with me
- Followed
- Site folders
- Recycle bin

Groups

OneDrive @ Microsoft

Documents

This site can be shared with people outside this organization. [Learn more](#)

New Upload Sync Share More

✓	📄	Name	Modified	Sharing
	📁	Shared with Everyone	... January 2	👥 Shared
	📁	Work	... 5 days ago	🔒 Only you
	📄	Document	... July 18	🔒 Only you

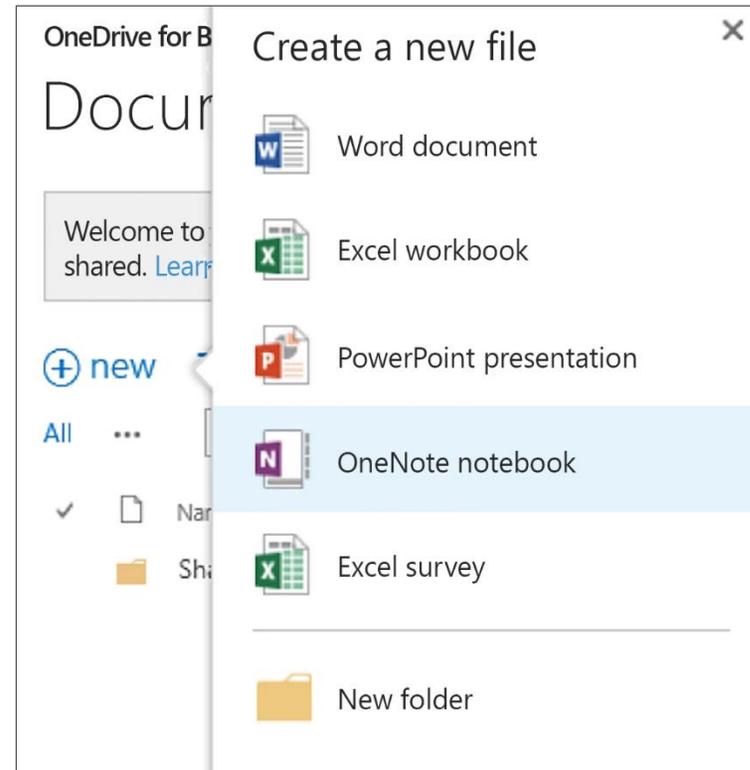
Drag files here to upload

Office 365 and OneDrive for Business: Create a file

Office 365 gives you two different ways to create and edit files that are on your OneDrive: using a web app, which is a browser-based version of your familiar Office applications, or one of the traditional full Office applications.

To create a file in OneDrive for Business:

1. Select **OneDrive** on the global navigation bar. 
2. Select **New**, and then select the file type that you would like to create, or select **Folder** to create a new folder.
3. The web app opens for the type of file you selected, such as Word Web App or Excel Web App.
4. As you enter data, the file is saved to your OneDrive for Business folder.
5. To edit in the full Office application instead of the web app, select **Edit in <app name>**.



Office 365 and OneDrive for Business: Share a file

After you create or upload a file, you may want to share it. By default, any file or folder you create in OneDrive for Business is invisible to everyone unless you create it in the Shared with Everyone folder in OneDrive for Business. When you share a file, you can optionally choose to start following the file. When you follow a file, you get updates in your SharePoint Online newsfeed when other people edit the file. People with whom you've shared the file can also choose to follow it.

To share a file:

1. On the OneDrive for Business – Files page, select the **More** button next to the file that you want to share **...**, and then select **Share Link**.
2. In the **Share** dialog box, enter the names or email addresses of the people you want to share with, and then enter a personal message (optional).
3. Select **Share**.

The screenshot shows the 'Share' dialog box for a file named 'Document.docx'. The dialog is split into two main sections. On the left, there are three options: 'Invite people' (which is currently selected and highlighted in grey), 'Get a link', and 'Shared with' (with a sub-option 'Only me'). On the right, the title is 'Invite people to "Document.docx"'. Below the title is the instruction 'Enter contacts to send an email with a link to this item.' There is a 'To' label followed by an empty text input field. Below that is a larger text area labeled 'Add a quick note'. At the bottom of the right section, it says 'Recipients can edit'. At the very bottom of the dialog, there are two buttons: a blue 'Share' button and a grey 'Close' button.

Office 365 and OneDrive for Business: Synchronize a file

Using OneDrive for Business you can synchronize a file for offline use.

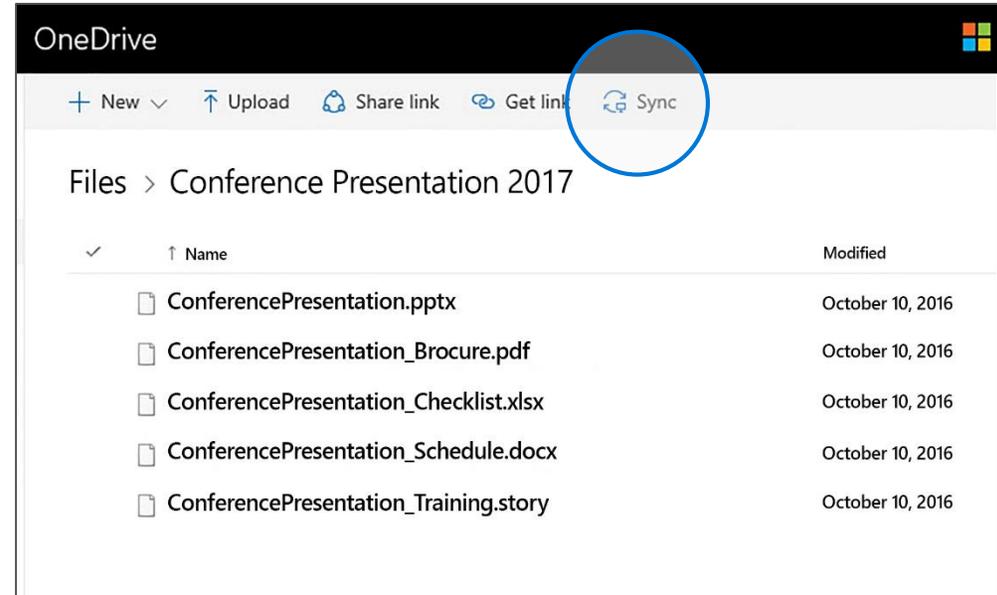
To synchronize a file in OneDrive for Business:

1. In OneDrive for Business, select the Sync button in the upper-right corner of the global navigation bar.
2. Select **Sync now**, and then follow the on-screen instructions. 

A OneDrive for Business folder (OneDrive @ Microsoft) is created for you in File Explorer.

3. Save your file to the OneDrive @ Microsoft folder on your computer.

If you're offline, as soon as you connect to the Internet your file will be synced to OneDrive for Business.



Personalization and settings—A new look

Settings got a makeover—and dropped “PC” from its name.

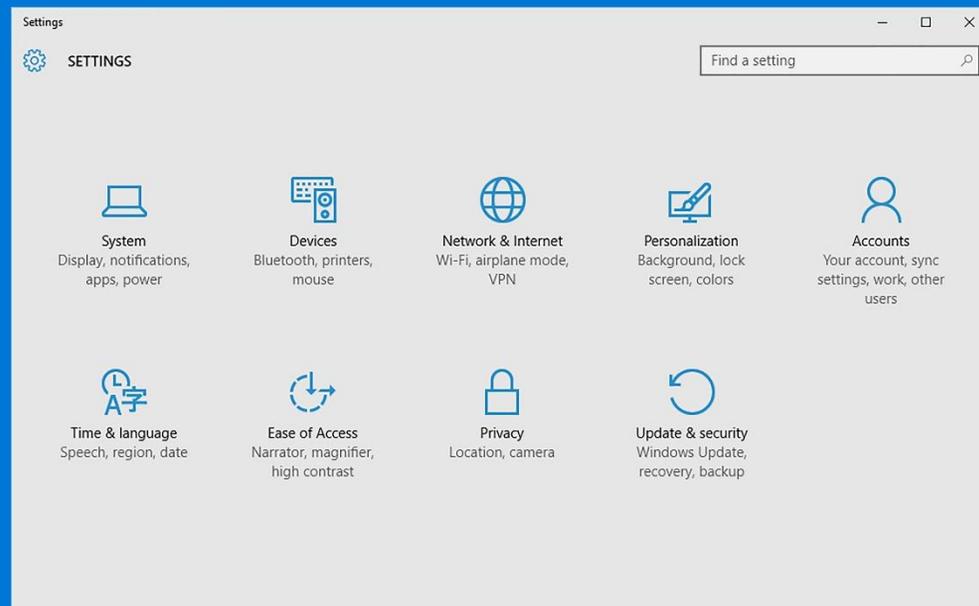
To learn about settings:

Go to **Start > Settings**.  

Have fun browsing the categories. Try using search to find something in one of your files or on the web, and check out the advanced options in Control Panel.

Most apps have their own settings—look for the **Settings** icon  in the app.

Tip: You can change common settings (such as airplane mode and Wi-Fi) on the fly from the **Action Center** on the taskbar.

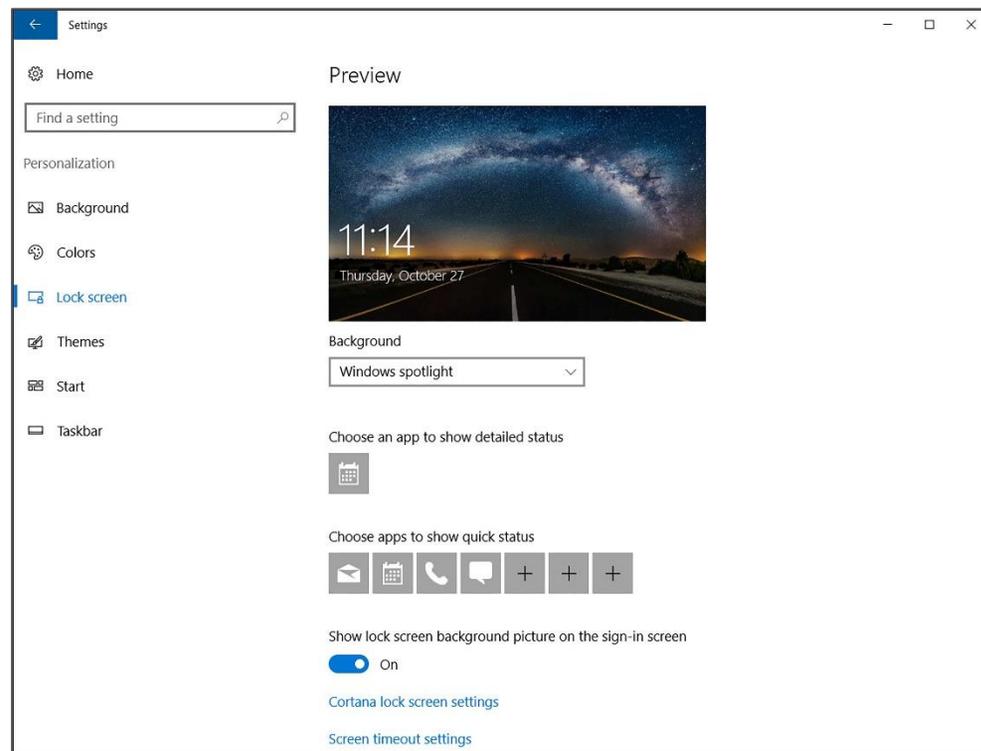


Personalize your lock screen

Tweak your lock screen to your liking. Change the background to a favorite photo or slide show, or show upcoming calendar events, social network updates, and other app and system notifications.

To customize your lock screen:

1. Go to Start, and then select **Settings** > **Personalization** > **Lock screen**. 
2. Change your device background and choose any combination of detailed and quick status notifications.

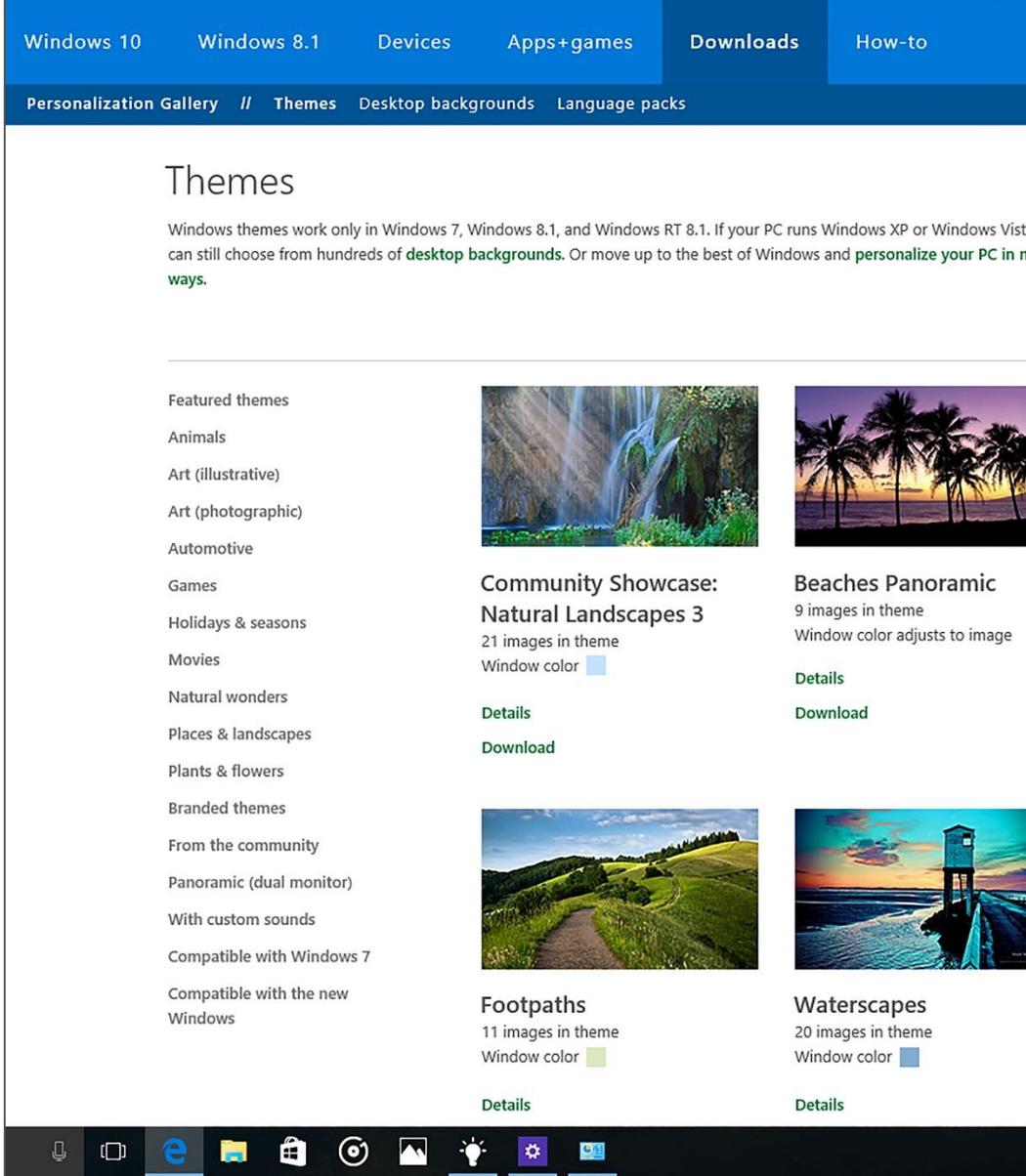


Get started with themes

Personalize your environment by choosing from among themes featuring cute critters, holiday cheer, and other smile-inducing options.

To get a theme:

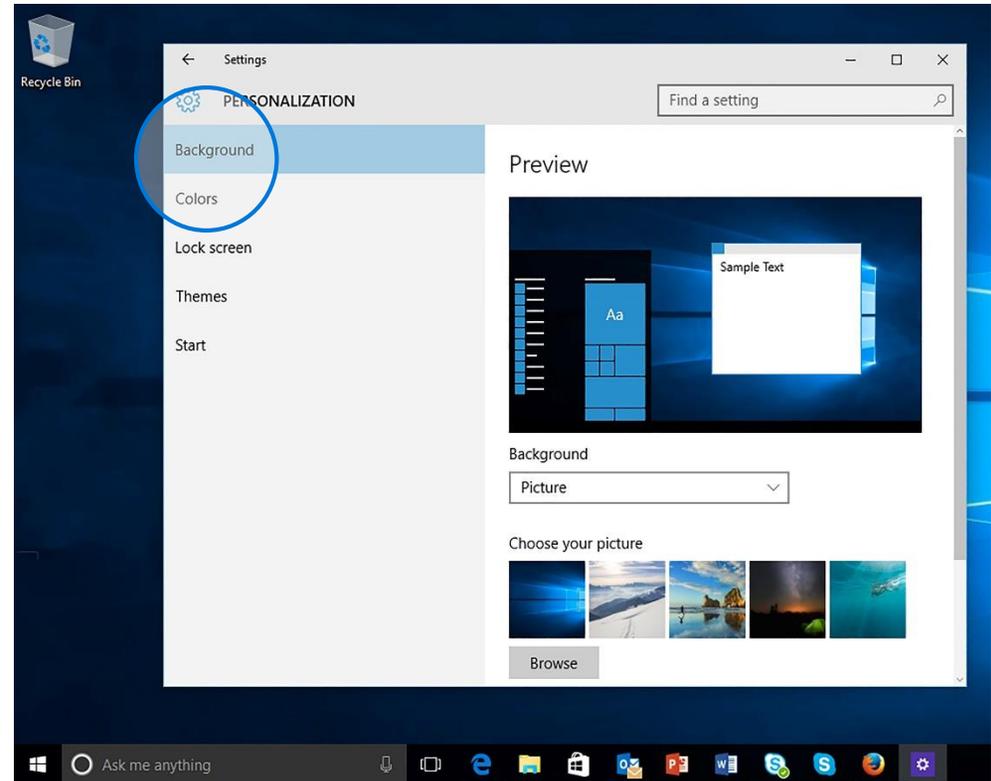
1. Go to Start, and then select [Settings](#) > [Personalization](#) > [Themes](#).
2. Select [Theme settings](#).
3. Choose from one of the default themes, or select [Get more themes online](#).



Change desktop background and colors

Choose a picture worthy of gracing your desktop background, and to change the accent color for Start, the taskbar, and other items. The preview window gives you a sneak peek of your changes as you make them.

1. Go to **Start**, and then select **Settings** > **Personalization**. 
2. Select **Background** to select a picture or a solid color, or create a slide show of pictures.
3. Select **Colors** to let Windows pull an accent color from your background, or choose your own color adventure.



Apps and the action center

Windows 8.1 enabled you to see notifications from apps, which appeared as “toasts” above the notification tray at the lower right of the screen. However, after a notification timed out, it was lost forever. Windows 10 remedies this with its new action center, which is similar to the notification center that was introduced in Windows Phone 8.1.

Within the action center, you'll find:

- A persistent list of notifications, so that you can view and address them at times of your choosing.
- Links for performing quick actions, such as turning Wi-Fi on or off.

To open the action center, select the **Action Center** icon in the notifications area at the far right of the taskbar. 





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