

A Guide to Windows 10

How to set up and use the newest features of Windows 10

Logging In

When your machine first boots, you will be brought to your lock screen. Hit any key to be brought to the sign in screen; type your password and hit Enter on your keyboard to log in.

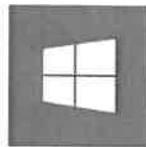
Note: You will no longer need to press Ctrl + Alt + Delete to sign in, but you can still use those keys once you're logged in so you can change your password, find a shortcut to Task Manager, sign out, or select the Power button in the bottom right to shut down or restart your machine.

Getting Started

Many of the features of Windows 10 are very similar to those in previous Windows versions, such as Windows 7 or 8. You will still be able to place short-cuts to programs on your desktop or in your taskbar for easy access; you can delete files by moving them to the recycling bin; the date and time and other icons can be found in the bottom left corner; and the Start menu can be accessed via the Windows icon in the bottom right corner.

Start Menu

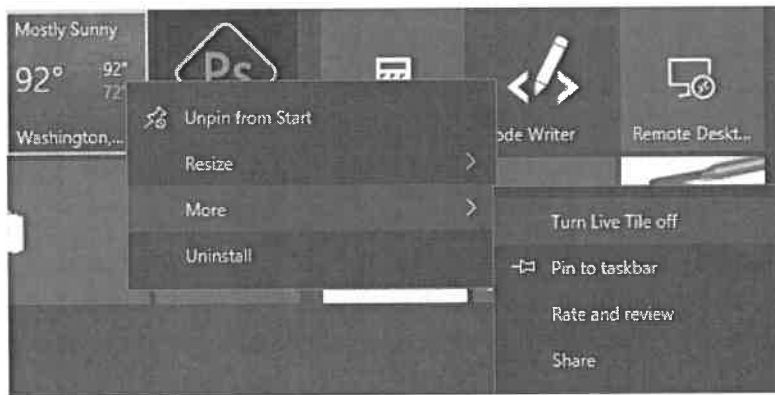
The Start menu is the main place where you can find your programs and files. It can be accessed by clicking the Windows flag icon in the lower left corner of the screen, or by hitting the Windows flag button on your keyboard.



Finding Programs: The Windows 10 Start menu has two different sections. On the left, you'll find a standard list of your programs categorized as Recently Added, Most Used, and then organized alphabetically. You can search for programs by simply opening the Start menu and *typing in the name* of the program you're looking for. Note that there is not a search bar that's visible when you first open the Start menu, but it will appear once you start typing.

Tiles: On the right, you'll find tiles of some of the apps installed on your machine. This may be customized by following the steps below:

- 1) Turning off live updates: right-click the tile that you want to adjust, click on **More** and select **Turn live tile off**.

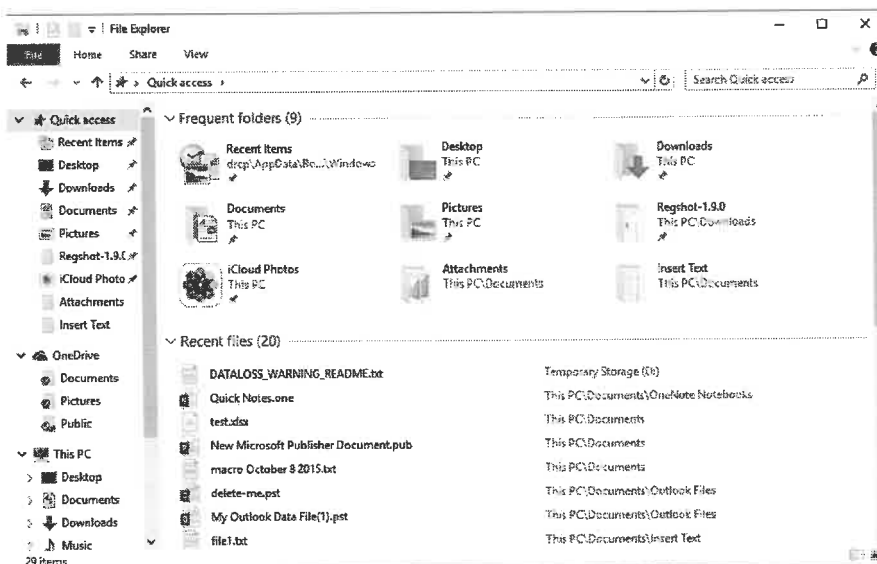


- 2) Rearranging app tiles: select and hold the tile you want to move. When the screen dims, drag the tile to desired location.

- 3) Pinning an app to the Start Menu: right-click on the app

by finding it on the left side of the Start menu and select **Pin to Start** from the drop-down menu.

Recent Items: While your Recent Items could previously been seen directly from the Start menu, in Windows 10 you may find a list of the files you've recently opened by opening the Windows Explorer (the folder icon in your Taskbar and Start menu). By default, this should open Quick Access (which can also be found on the left of the window), and in there you can expand your Recent Items to see the list.

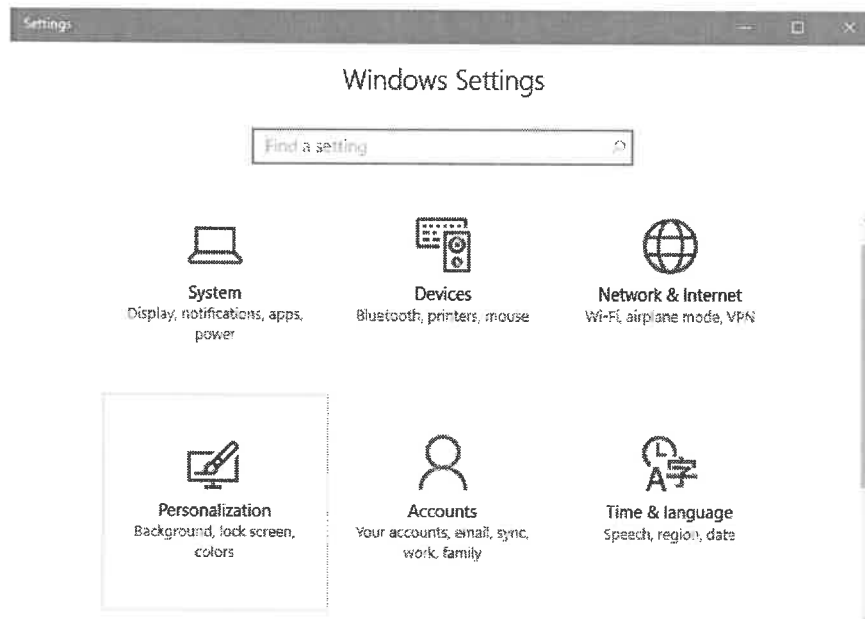


Personalization

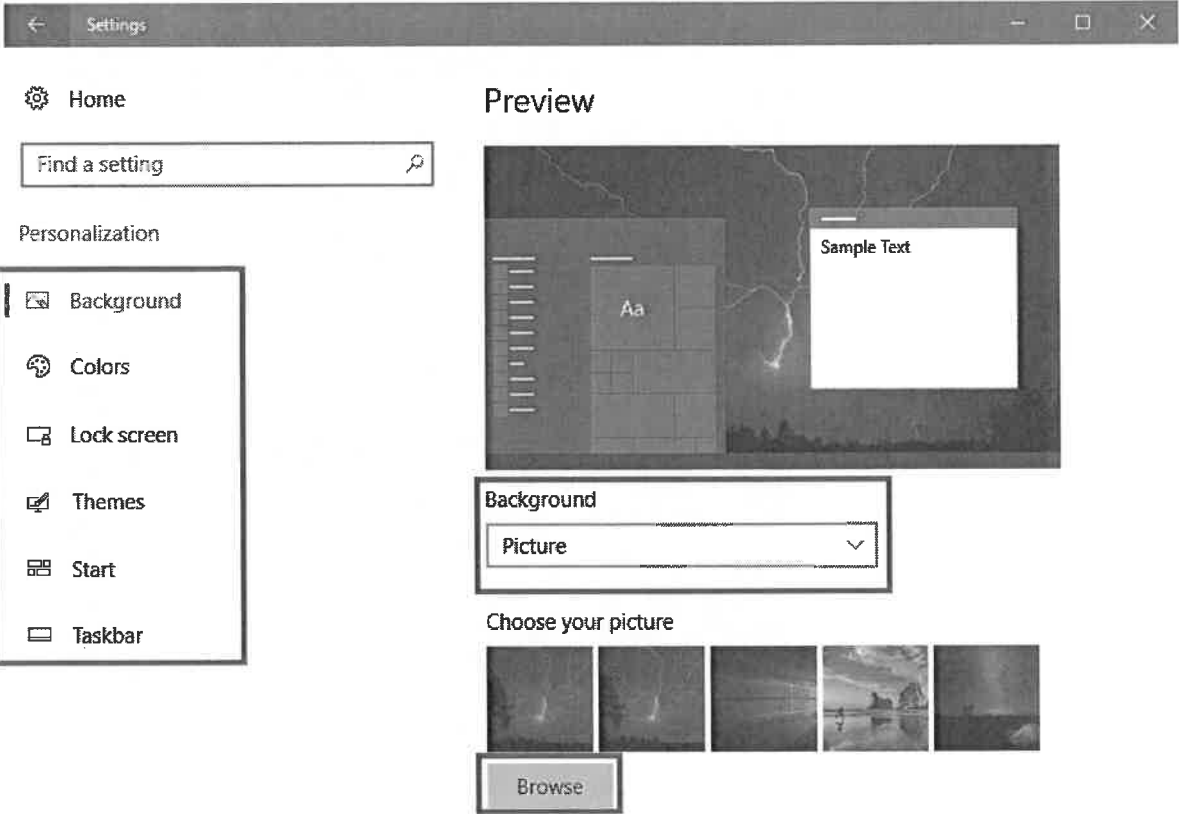
You can customize your lock screen, desktop, screen saver, and color scheme through your computer settings. Open the Start menu by clicking the logo in the bottom left corner. Open Settings by clicking the gear icon on the left.



Click the Personalization shortcut.




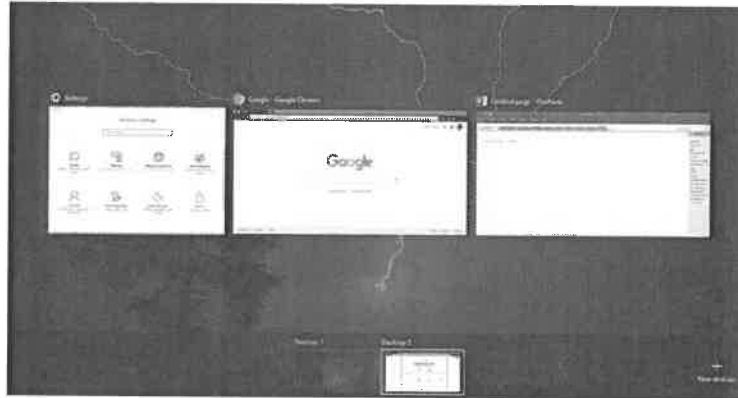
You can choose a Lock Screen or Desktop background by clicking the links on the left; to select a picture saved on your computer click browse and find the file location on your machine. There is also a drop-down menu under "Background" so you can choose to display solid color or set up a Slideshow.



Task View and Desktops

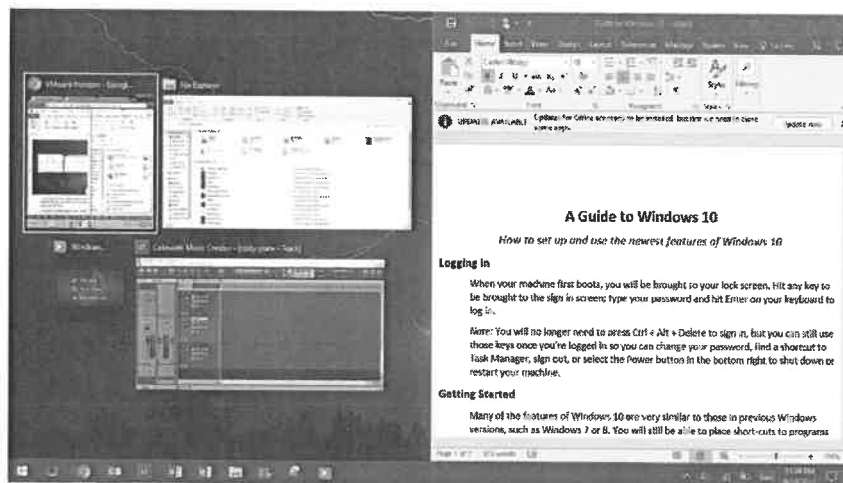


Click the  icon to the right of the Start button to view and switch between all the programs you have open.



Click the button in the bottom right to create a new desktop, or click a desktop to switch between the ones you have open. Use this feature to organize different tasks you are running at one time.

Snapping applications: If you have multiple programs open within one desktop, you can quickly organize your windows by snapping them to the side of the screen. To do this, simply click anywhere in a program you want to move, then hit the Windows button (on your keyboard) and an arrow key. The selected window will snap to the direction indicated by the arrow direction. Once one window is snapped, a preview of all your other windows will automatically appear. You can then click another window and it will be snapped to the other half of your screen. You may also divide the screen in quarters if you manually select the windows and move them with the Windows button and arrow keys.



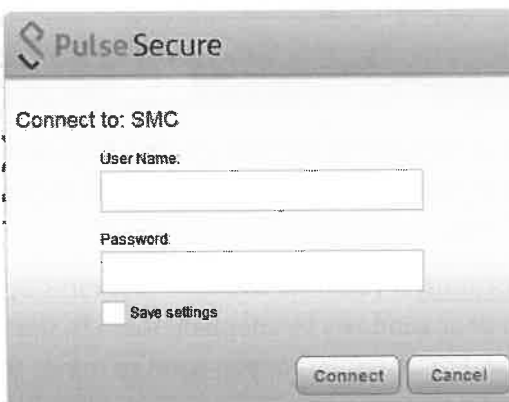
Working from Home

In your Task Bar (by the time) you'll find an icon for "Pulse Secure", seen here:

 You may need to click the small white arrow to see this icon.

After clicking the icon you will see three options: *Open Pulse Secure*, *Exit*, and *SMC*—hover over *SMC* and you'll see the option to Connect. When you click Connect you will be prompted for your Mikenet username and password. Once you supply these credentials, click "Connect". This tool will automatically map your Z: and O: drives, as well as provide access to other campus resources.

Once you are finished, you will find the same icon pictured above in your Task bar (by the Time)—click the icon and hover over *SMC* to be given the option to Disconnect.



Questions?

Windows 10 is a brand new operating system and we have updated many of our back-end systems to support this new product. If you have any questions/concerns/recommendations regarding Windows 10 or your 2-in-1 laptop please contact the Helpdesk at ithelp@smcvt.edu, 654-2020, or come see us in SE221. Please make sure to specify to the technicians that you are part of our Windows 10 pilot program, as troubleshooting steps differ when using Windows 10 rather than Windows 7.

We will be publishing a survey at the end of the semester to solicit any feedback, so please keep an eye out for that towards the end of December.