

Microsoft Account

Although you don't need a Microsoft Account to use Windows 10, you will need one if you want to install or purchase apps from the Windows store, or use its free cloud storage service, Onedrive.



The Windows icon (a.k.a. **Start** button) is in the lower left of your screen. Click or tap on it to open a menu to Settings, Apps, File Explorer, Tiles & More.

Settings

Settings is located on the **Start** menu

- Click or tap **Start** , then select **Settings** 

Change Power Settings

Your power settings determine how long your screen stays on when not in use.

- Click or tap **Start Menu**, then **Settings**, then **System**, then **Power and Sleep**
- You can select various times for how long your screen stays on when not in use.
- When finished, tap **Home** to get back to the main Settings screen
- To close **Settings** window, click or tap X in upper right of screen

Change Password

If you need to change your password, you can do that in Settings.

- Click or tap Start , then Settings , then Account , then **Sign In Options**


Start Menu

You can personalize what you see on the Start Menu.

- Go to **Settings**, then select **Personalization**, then **Start**
- Toggle on/off options
- Click or tap [Choose which folders appear on Start](#) to add folders (e.g., File Explorer) to Start menu
- *Exercise:* To pin **File Explorer** to Start menu, move toggle to "On"



Taskbar

The taskbar is located along the bottom of the screen.

- On it you will see the **Task View icon** ; any programs you currently have open; and any other icons you have pinned to it.
- *Exercise:* To pin **File Explorer** to the **Taskbar**
 - From Start Menu, right click **File Explorer**, then select **More**, then "Pin to taskbar"



Task View

Task View allows you to see all your open programs,


- To see open programs, click on Task view 
- To close a program from here, hover over the upper right of its window and click "X"
- To close this view, tap or click on 

Live Tiles

These are the square tiles that appear on the Start Menu. You can remove them and/or add your own.


- To view tiles, click or tap 
- To remove a tile, right-click on it, and select **Unpin from Start**
- *Exercise:* Pin **Word** to **Live Tiles** by tapping **Start menu**.
 - In the alphabetical app list, scroll down to **Word**
 - Right-click **Word**
 - Select **Pin to Start**
- *Exercise:* Pin **File Explorer** to **Live Tiles** by tapping Start menu 
 - Right-click **File Manager**
 - Pin to Start
- *Exercise:* Pin a **web page** (e.g., **Google.com**) to **Live Tiles** by clicking on **Edge** on the Taskbar
 - Go to google.com
 - In upper right of screen, tap . . .
 - Tap **Pin This Page to Start**

If you want to get back to the Desktop:

- On the keyboard, hold down the Windows logo key , then press D key, or
- Click line in lower right corner


Sync Mail

Make sure your mail app is sync'd with the web or Outlook, if you have it. For instance, if you changed your password when you were using your account in a web browser, you will need to "sync it" when you log into the Mail app.


- Open **Mail** app and click or touch 


Multiple mail accounts

You can access more than one email account in your **Mail** app.

- To switch between mail accounts, open Mail app
 - Click 
 - Under Accounts you will see the email accounts linked to Mail app.
 - If you have more one you can click on an account to access its messages in the Mail app.

Email Accounts linked to Mail app

- In Mail app, go to **Settings** , then **Manage Accounts**
 - You will see a list of any email accounts you've added
 - You can add another account
 - You can remove an account

Your email account's contacts can be found in the People app  within the Mail app

Add Shortcut to Desktop

Let's say we want to add a shortcut icon of Onedrive to the Desktop

- Go back to the Desktop using one of the above methods
- Tap **Start**, then from Apps list scroll down to **Onedrive**, and drag the app on to the desktop

Delete a Shortcut from Desktop

Drag **Onedrive** icon to trash



- **Empty Trash** will not remove the actual program, only the shortcut icon of a program

How to Remove a Program (Application or App)

- To remove a program (or app), right-click on its icon, select **Uninstall** (some programs cannot be uninstalled)

Edge

Edge is the new web browser for Windows 10. It replaces Internet Explorer.

- *Exercise: To Clear History:*
 - **Open Edge**, click on Hub  , then click on **History** icon  , then click on **Clear all history**

To Make a New Folder


Go to **Desktop**, then *right-click* anywhere on the empty part of the screen; from the menu, select **New**, then **Folder**

How to Pin an app, tool or program to the Taskbar

- To pin **Snipping Tool** to Taskbar
 - Tap **Start**, in Apps list find **Windows Accessories**, click on ∨ to expand view, scroll down to **Snipping Tool** in list, right-click, select **More > Pin to Taskbar**
- To pin **Word** to Taskbar
 - Tap **Start**, in Apps list find **Word**, right-click, select **More > Pin to Taskbar**

Search

You can also search for app and programs using the Search bar.

- Tap 
- Type in **Snipping Tool** to search
- Click on it to open

For additional help, schedule an appointment with one of our Tech Librarians: 412-882-6622 or email slimonl@einetnetwork.net