Windows 10
Quick Start Guide

Windows 10—Quick Start Guide

Start Up and Shut Down

Start Up:

When your computer is turned off the computer start up will have not changed with the install of windows 10. Just press the power button on your computer, and wait for it to boot. Give it plenty of time. Preferably wait until the antivirus has loaded before you start using your computer.

To Shut down Your computer:

Press your Windows Key on they keyboard

Or click on the windows icon at the bottom left of the screen

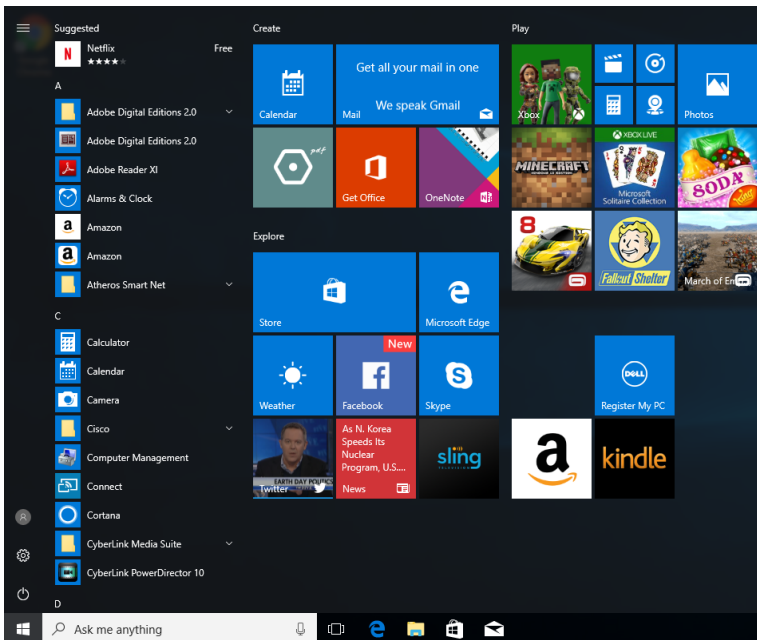The start menu will appear (in the bottom left of the screen)

Click on "**Power**" then on "**Shut down**"

Start Menu

The Windows 10 start menu is a combination of the Windows 7 and Windows 8 start menus. I would say it has the best of both!

You have the "Charms" (picture boxes) as well as a list of recently used and suggested apps. Followed by an alphabetical list of all the programs and apps installed in your computer. All are customizable.

To access the start menu—click the windows symbol in the bottom left hand corner of your screen— or — press your windows key on your keyboard. The picture squares are called charms. Keep this list pared down to just the items you use.
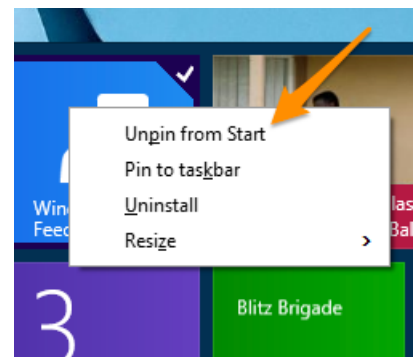
To customize these charms right click on the charm and choose one of the options on the list…

You can:
Unpin—if you don't intend to use it.
Pin the app to the taskbar
Uninstall the application
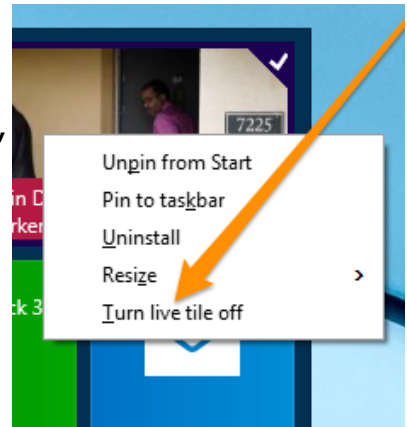Resize the application (small, medium, wide, large)

Arranging:
You can rearrange the charms by clicking and dragging them to a new position.
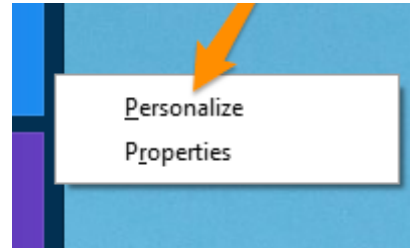
Live Tiles:
Some of your tiles are "live". This means that they are constantly updating information from the internet. News, Weather, Sports, Money—are all live tiles.

You can disable this feature by right clicking on the live tile and choosing the "turn live tile off"

Personalize

Colour:
The colour of your start menu will be by default a "highlight" colour from your background picture. You can customize the colour and other features by right-clicking any empty space on your desktop and choosing "Personalize"
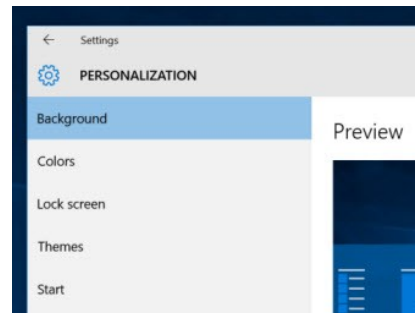
Here you can choose your:

Background—customize your picture, slideshow, colour

Colours– start menu colour, bars colour ect.

Lock Screen—change the pic on your lock screen

Themes– use built in themes.

Start—here you can add and remove features from your start menu.

Connecting to the Internet

Connecting to a LAN (Ethernet Cable)

Most computers will be automatically connect to the internet once you plug in your Ethernet cable. If you have problems connecting the issue most likely resides in the router… and further help will be needed to connect.

Connect to a Wireless network:

Click the Wi-fi icon in the taskbar.
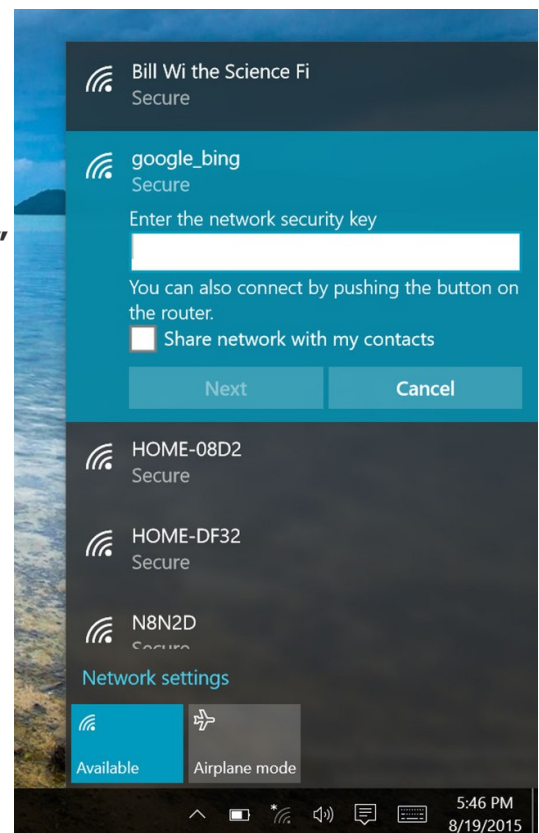(Bottom Right of your screen)

Click **Your** Wi-fi network name and click the **Connect** button.

You should also check the box that says **Connect automatically**.

If you see **"Enter your network security key"**

Enter the Wi-fi password in the box ,
Do not check "share…" and click next.
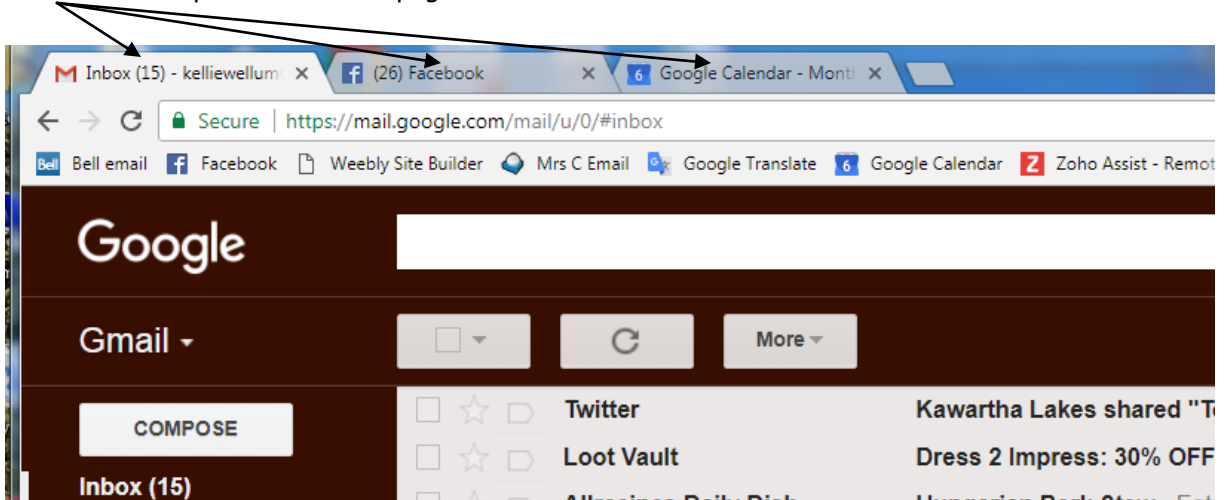
Browsing the Internet

To look at a webpage you need a program or app called a browser. There are several different browsers that all do the same job. It is a matter of personal preference which you choose to use.

Internet Explorer   Microsoft Edge Google Chrome   Firefox   are a few of the most common.

When you start your browser—the page you go to initially is called your **Home Page**. You can choose any home page you like. You can even choose multiple pages.

Using tab browsing you can have many website pages open at the same time. They appear like file folders at the top of the browser page.

To find something on the internet. Open you browser and go to GOOGLE (the webpage)

Type what you are looking for in the search box and hit your enter key on your keyboard. You will see a list of choices. Pick one by clicking on the larger text title and it will take you to that webpage.   Now you are surfing the Web like a pro!!!!

There is much to learn about web browsing… so give yourself some time to learn.

Email

You can access your email several different ways. All ways require you to have a email address and a password. If you do not have an email address we can create one free. If you have forgotten your password I will help you reset it.

Email Address: _____

Email Password: _____

Browser: You can access any email address in your browser. I will help you setup a shortcut to the proper website.

Windows 10 Mail: This is an application that allows you to access your email. This application has a history of being unstable and causing issues. So if you are not already used to it.. Try another method first.

Windows Live Mail: This email program that has been used in the past but is no longer available. If you already have it installed—you can keep using it, however if it fails you will have to chose another method.

Mozilla's Firefox: This mail program is similar to Windows live mail and is still supported. It is the closest thing to windows xp "outlook express" which was discontinued a long time back.

I would prefer if you are just starting out to use the browser method.
The browser method is preferred because your email will be exactly same on every computer you check it on. So if you need a new computer nothing will change. If you check your email on another computer nothing will change.

With email you can send / receive photos, videos and documents. We will talk about how to create emails and attached these items. We will also talk about email safety on a separate page.

Antivirus / Spyware

You need three things to keep you safe on the internet.

Windows Updates: Windows NEEDS it's updates for your safety on the internet. These are done automatically on your behalf.

Antivirus Program: Windows has a built in antivirus—there is no need for additional products.

Spyware Protection: Although there is some cross over protection with your antivirus, you will still need a spyware protection program. The best one is free **Malwarebytes.**
I will make sure Malwarebytes is installed on your computer and show you how to run it.
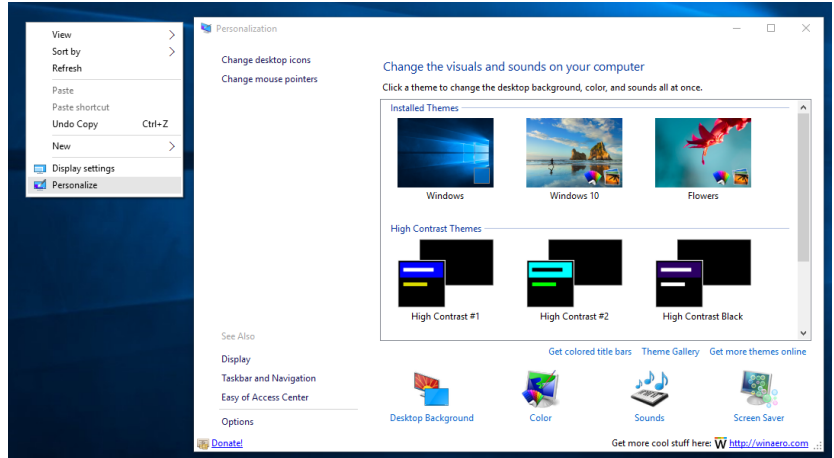You will run this program manually once a month.

Personalization

You may want to change your wallpaper or theme in Windows 10

To change these settings :
Right click on your desktop (on a blank spot)

Choose Personalize (left click)

In here you can change your theme , background, colours, sounds and screen saver.

Folders / Personal Files

Where is my stuff????

Windows 10 organizes all your files into one folder and subfolders.

On your desktop you will have a folder with your name or (User) on it.   Inside that folder is everything that belongs to you. You can find your items in the appropriate subfolders.

Windows 10 folder system provides you with a left panel for navigating around your computer files. This will become your go to place to find things in your computer.

We will customize the Quick Access section to meet your needs.