







Getting Windows 10 Up and Running

- Log on** – After you power on you will see the CSUSM starting picture -click any key to log in to your account.
Log off - Click windows  then your account name and choose **Sign out**.
Shut down – Click windows icon  then power button on top right hand corner .
- To see what is on** your desktop – **click** windows  On the left is a “Most used” list which self populates itself basic upon the frequency of your use. In the middle of your screen is an area where you can pin and create a customized pane of app tiles, thus allowing you quick access to your apps. Tiles, formally the app icon, are located below and icons for **File Explore, Settings, Power, and All Apps** are shown. Click on each icon to become familiar with the options listed within and customize your Start Menu.
 - File Explorer** is now the location for many options previously listed under the *Computer icon* in Windows 7. When you click on the right arrow these items appear: Desktop, Documents, Downloads and Pictures. When you click on More > these also appear: Manage, Properties, Map network drive, Disconnect network drive and others.
 - Settings, formerly the Control Panel**, provides options relative to your System, Devices, Network & Internet, Personalization, Accounts, Time & Language, Ease of Access, Privacy and Update & Security. Click on each icon to become familiar with each of the options listed within.
 - Power** location includes Sleep, Shut Down, and Restart functions.
 - All Apps** allows you to choose what app(s) will appear in the Start menu. App tiles can easily be created by right clicking on All Apps and choosing an app to “Pin to Start Menu” thus creating a shortcut to the app. The pinned app appears on your desktop until your remove it.
- Rearranging and Resizing an App Tile** by dragging the tile to a new position you can customize your tile group, resize your tile, and even name a tile group.
- Microsoft Edge** is the new Microsoft browser that is built into Windows 10 to give users a better web experience. Edge lets you write on web pages, read and print articles, save webpages or PDF files for viewing later by adding them to your read list. You can also customize your home page (news, weather, search and other favorite topics).
- Cortana – Turn on or Turn off** – your choice. Cortana is included as an integrated part of the desktop in Windows 10. Cortana can help you search in Windows 10 for apps, settings, and files, as well as, searching the web. Cortana can learn your preferences and provide smarter recommendations over time. [Click here http://windows.microsoft.com/en-us/windows-10/cortana-privacy-faq](http://windows.microsoft.com/en-us/windows-10/cortana-privacy-faq) for more information.
- My Computer** is now called **This PC** and it won't show up on your desktop automatically. You must add This PC to your desktop or the Start menu by opening File Explorer from the taskbar and select This PC in the left pane. Right click and select Pin to Start. Now, you will see a **This PC** tile on the **Start menu**. If you want to create a desktop shortcut open File Explorer, select **This PC**, and then drag it to your desktop.



Getting Windows 10 Up and Running

- 7. **Where are my libraries?** Similarly, libraries won't show up in File Explorer unless you want them to. To add them to the left pane, open File Explorer, select the **View tab > Navigation pane > Show libraries**. Your libraries will appear on the left pane.
- 8. **Where did these go?** To find Accessories, Internet Explorer, Sticky Notes, Snipping Tool, Paint, Notepad, etc., **Click on All Apps** and the letter A. An alpha screen will appear. Click W and then **Windows Accessories** appears with many other support apps.

9. Windows 10 - The look and feel – your choice too!

Below is a screenshot of the new Windows 10 desktop. Also included below are instructions to switch from the Start Menu to the Start Screen you were familiar with in Windows 7. Use Cortana to help you find information and/or solutions to other window questions you have. Click below on the link to change the theme, color, and appearance of Windows explorer.

<http://windows.microsoft.com/en-US/windows/themes>

The Start

Depending on how your computer is setup, you might see different options when you click Start. Here are some of the common features and functions you should know when you click Start in Windows 10.

Rename or move Groups – You can rearrange and rename groups on the Start screen when this menu appears.

Start screen displays your installed Windows apps and Windows Desktop apps. Some apps display information you can view at a glance. Click an app to launch it. You can get more apps from the Store app.

User account – here you can change your account setting, switch to another account or lock your computer.

Most frequently accessed locations.

Most used – displays your most frequently accessed applications.

Power options - shut down, hibernate or put your PC to sleep.

All Apps - Click to view all your installed applications.

Expand Start – You can have your Start Screen use all of the screen or resize it just the way you like.

Scroll through your apps pinned to the Start.

Peek – Quickly view your desktop.

Search - Quickly find files, directions, information or the name of a song.

Task View - Manage your applications with Virtual Desktops.

Taskbar - Manage your running applications and shortcut to your favourite apps.

Notification Area – view all notifications, date and time.



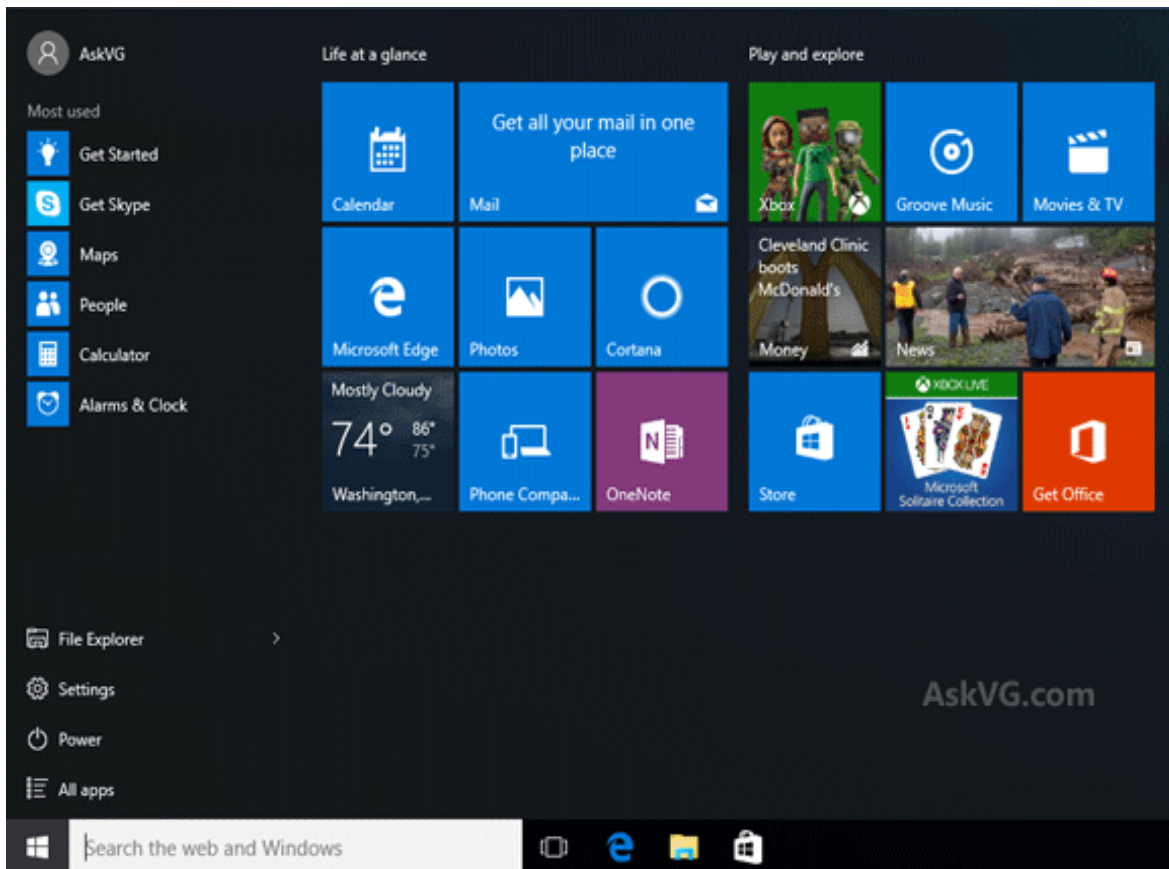
Getting Windows 10 Up and Running

Switching Between Start Menu and Start Screen in Windows 10

Many know that Microsoft has added the most requested feature the [Start Menu](#) in [Windows 10](#) operating system but some people are confused whether Microsoft has removed [Start Screen](#) from Windows 10 and replaced it with Start Menu? You can enable back Start Screen if you want to. See below for more information.

YES, YOU CAN! **Start Screen in Windows 10 still exists** but when you install Windows 10, the new Start Menu is enabled by default.

The old Start Screen is disabled but can be enabled using a simple option provided in new Settings app. The important thing is that you can either have Start Menu or have Start Screen at a time. *You can't enjoy both things together.* So it's up to you whether you want to enjoy the new Start Menu or use the old Start Screen.

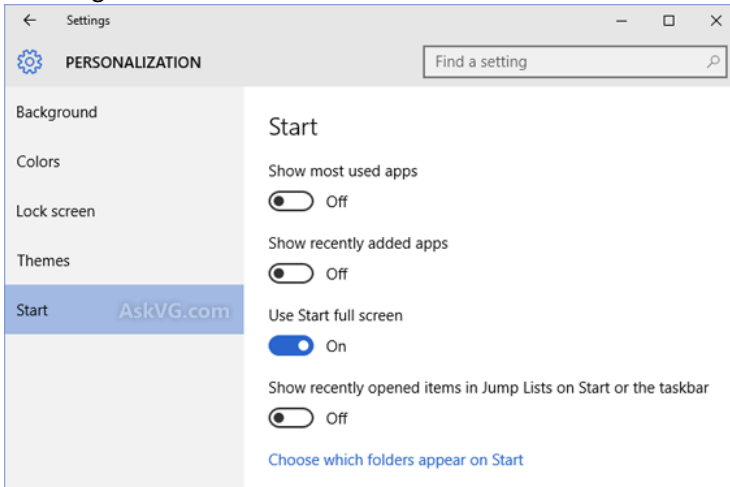




Getting Windows 10 Up and Running

People who want to **switch between Start Menu and Start Screen in Windows 10**, can follow these simple steps:

1. Open Start Menu and click on **Settings** option.
2. Now go to "**Personalization -> Start**" and set "**Use Start full screen**" option to **On**.



3. That's it. It'll immediately start showing Start Menu in full screen which will look and work like Windows 8/8.1 Start Screen as shown in following screenshot:



4. If you want to restore Start Menu again, just set the option "**Use Start full screen**" to **Off**.

More Windows 10 information can be found using the following links:

<http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-windows-10>

CSUSM Windows 10 training site: <http://www.csusm.edu/iits/training/office/index.html>