



Niagara
College
Canada
APPLIED DREAMS

Windows 10

Microsoft Quick Start

Quick Start: Quick start: Bring your Own Device

ITS (2017)

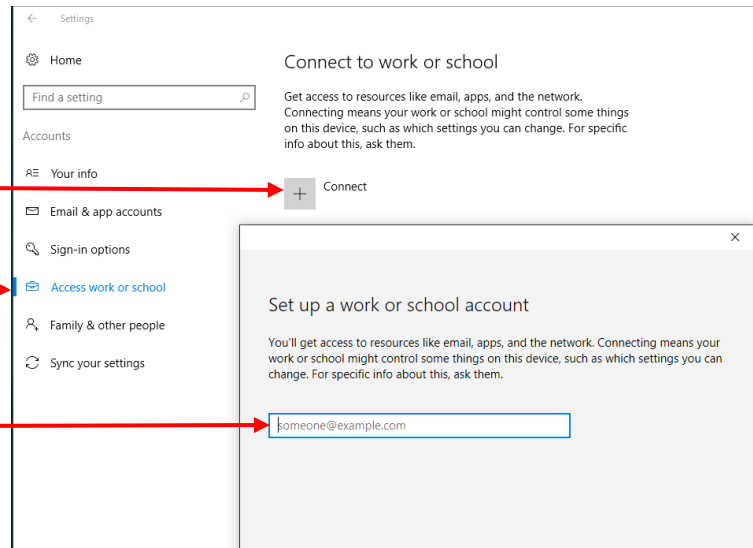
5 things to get going quickly

Using your own device at work or school? Here's how to get set up.
Follow these steps...

1. Add your work or school account

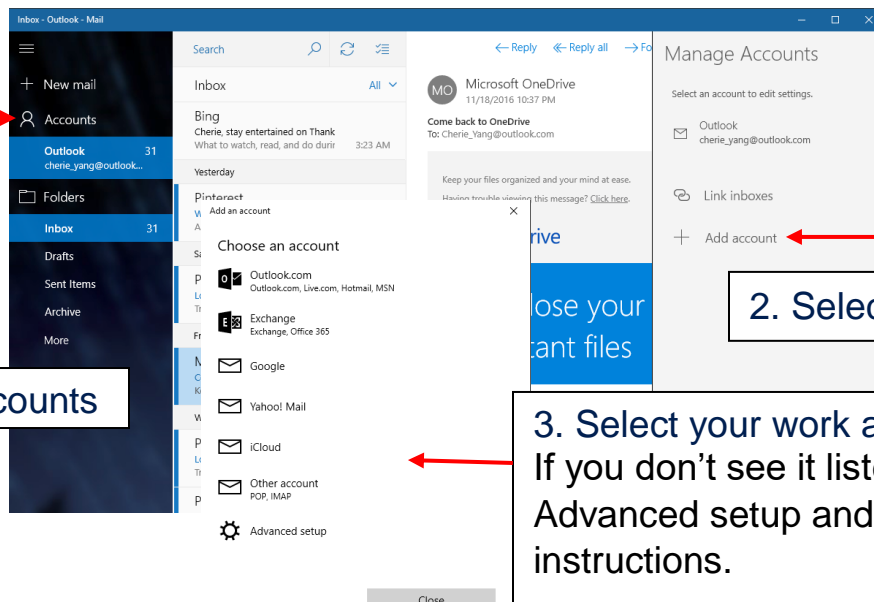
Follow these steps...

Select the Start button > Settings > Accounts > Access work or school > Connect > type your work or school email address > Next > and then finish the rest of the wizard.



2. Set up your work account in the Mail app

Select the Start button > find Mail in the list of apps and open it > enter your work or school email address when you first set up the app. If you've already set up the Mail app with a personal account, then add your account to the app. Here's how:



1. Select Accounts

2. Select Add account

3. Select your work account
If you don't see it listed, select Advanced setup and follow the instructions.

If you already use Outlook...

Setting up an additional work account won't take long.

Have Outlook 2016 (the desktop app)?
Open the app and select File > Info > Add Account and follow the instructions.

If you use Outlook.com...
The steps are similar, but they're different for each version of the app.
The simplest thing to do is open the app, select the question mark in the upper right, and search for "add account."

Add Account

Auto Account Setup

Outlook can automatically configure many email accounts.

E-mail Account

Your Name:

Example: Ellen Adams

E-mail Address:

Example: ellen@contoso.com

Password:

Retype Password:

Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back

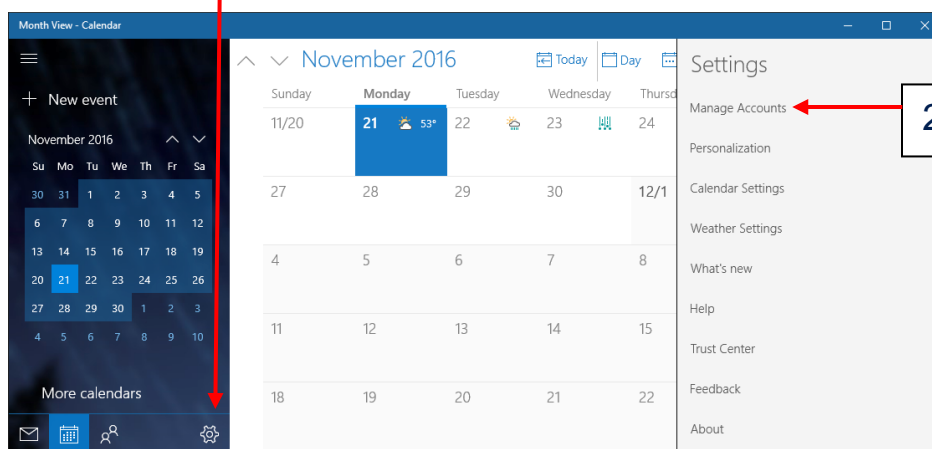
Next >

Cancel

3. Set up your Calendar account

Select the Start button > find Calendar in the list of apps and open it.

1. Select Settings



2. Select Manage Accounts

Manage Accounts

Personalization

Calendar Settings

Weather Settings

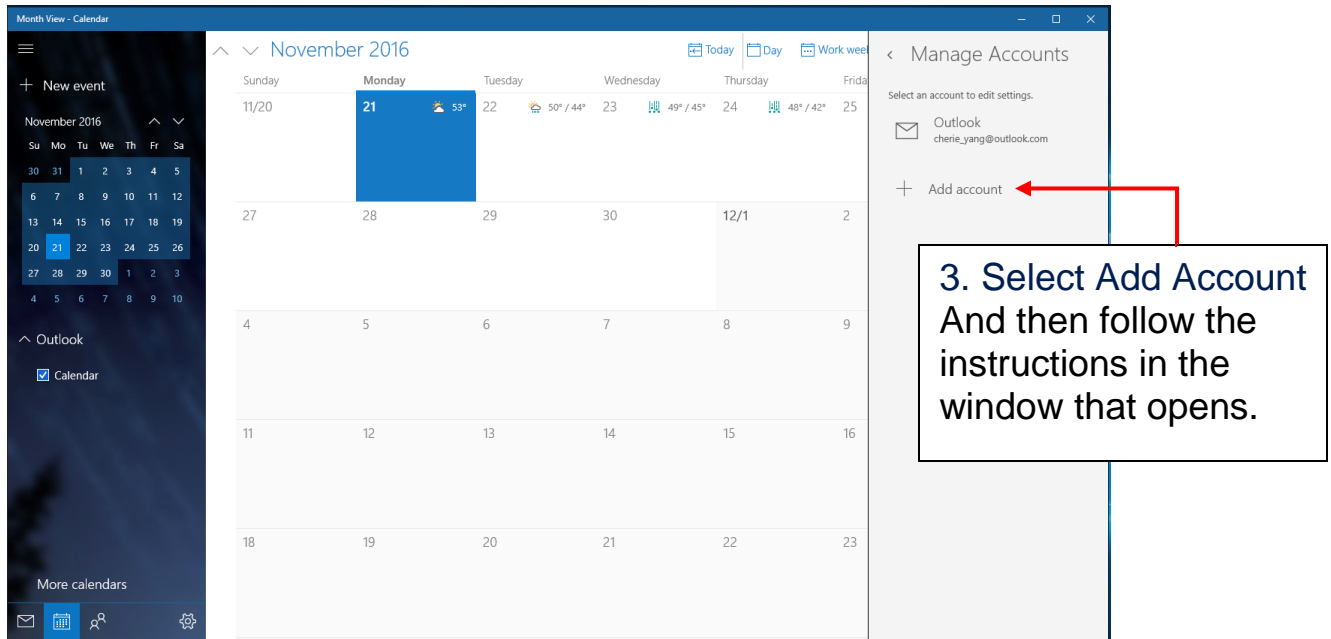
What's new

Help

Trust Center

Feedback

About



4. Connect to Wi-Fi

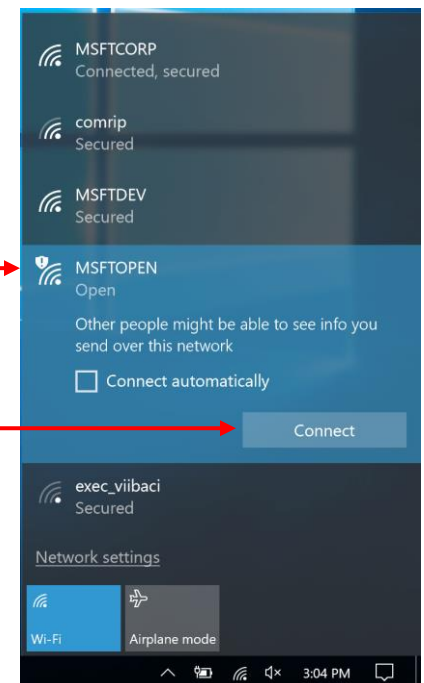
If your work or school has a Wi-Fi network, you'll want to be on it. You're going to need to get the password from your support person before you can connect.

1. Select Wi-Fi

It's on the taskbar in the lower right corner of the desktop.



2. Select a network and then Connect

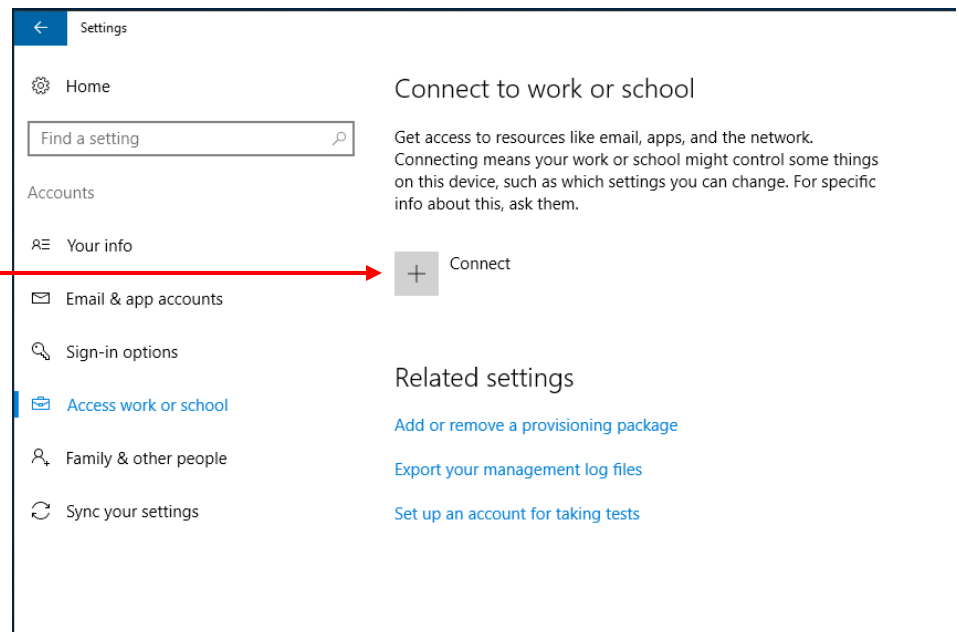


5. Connect to work or school resources

If adding your work or school email account in step 1 above didn't automatically give you access to network resources, you'll need to connect to them.

Note that connecting to them can mean that you give up some control of your settings. For example, your passwords might have to meet their requirements. For more info, you're going to have to ask your work or school.

Follow these steps...
Select the Start button
> Settings >
Accounts > Access
work or school >
Connect +.





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Microsoft Quick Start

Quick Start: Connect to a Network Printer

ITS (2017)

Quick start guide for info workers

Where's the !#%@&? printer?!

Here it is: Start > Settings > Devices >

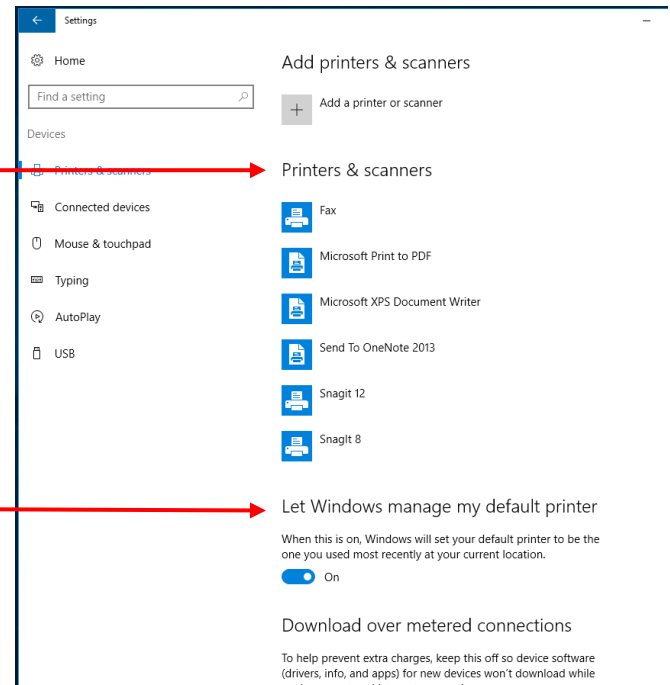
Printers and scanners.

The printers your PC knows about

Know where the files go

If you're always in the same office using the same printer, this is a helpful feature to turn on.

If you move around a lot, avoid surprises by turning this feature off so you don't try to send files to a printer somewhere else.

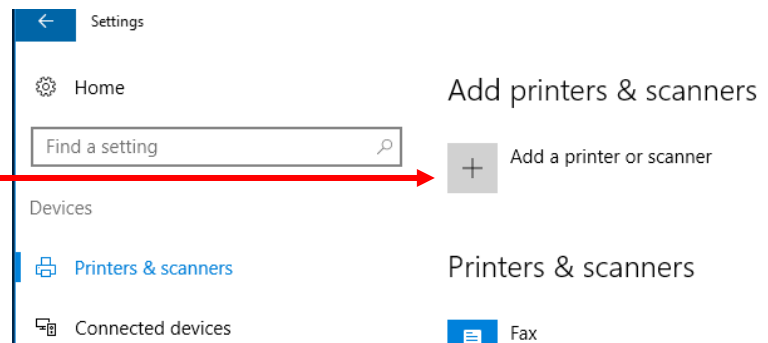


What if the printer you want isn't listed?

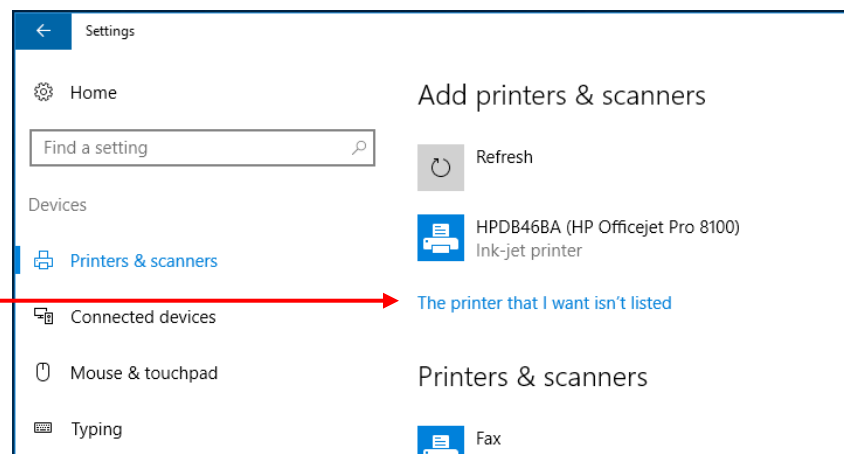
Let's walk through the options.

1. Select this +

We'll search your network for more printers.



2. If the search comes back empty, select this
You'll see some choices we'll discuss for the next few pages.



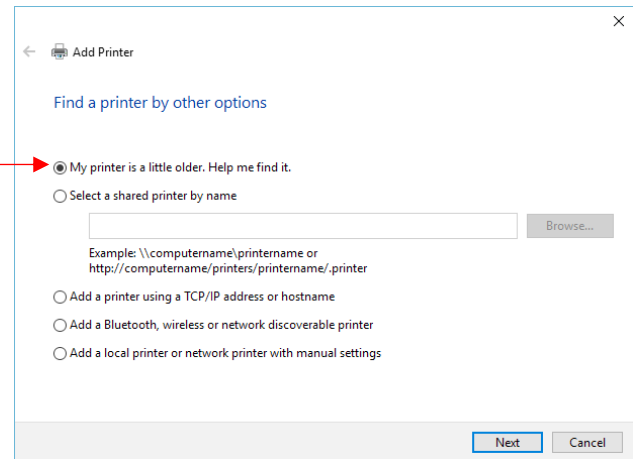
You've got a lot of options here

Which ones are the best for you can depend on the size of the business you're working for. If you work for a large corporation with thousands of people, it's likely that the printers are joined to the corporate network and, under normal conditions, you should've been able to find the one you want. So before trying anything else with the software, go check the physical printer to see if the power is on, it's warmed up, and ready to go by making a quick copy of something. If you're in a small or medium-sized business, you've probably already checked all that because it's not as far to walk. ;-)

When you're at the printer, see if its name (or maybe its IP address) is taped to it or pinned above it. Jot that down before you go back to your PC. When at your PC, do this:

Try the default option

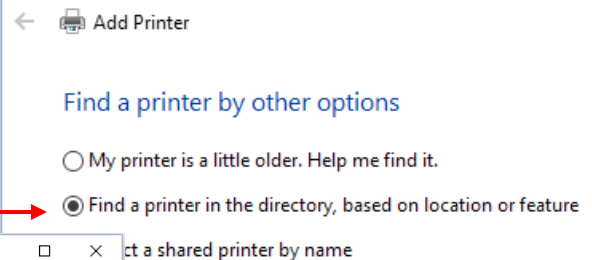
Even when the printer doesn't seem that old, it can pay to try this.



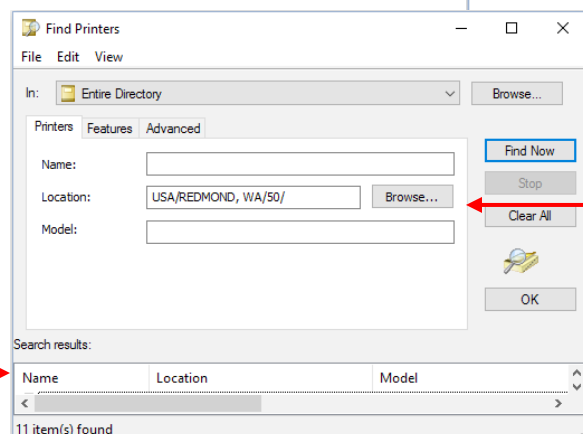
If the default option came up empty and you're in a medium or large organization, you might be able to search for a printer based on your location. If you're in a small business in a single location, you probably won't see this option listed.

1. Search by location, if available

Select Next to see a way to browse by building.



To connect, double-click
Or press and hold the name of the printer that appears in this list.



2. Browse to see locations

If you've got multiple floors, buildings, or cities, this can help narrow your choices and show you the name of the printer you're trying to connect to.

If the default search didn't find the printer and you don't have the option to search by location, try searching for it by name.

In large companies, the "computername" shown in the examples is likely the name of the server that many of the printers in your location are connected to. If you're not sure what this is but you know the name of another printer in the organization, you can try that server name here. But if you don't know the name, you're probably not going to be able to guess and you're going to need ask someone, such as a coworker who has connected to the printer or your IT folks.

In a small business, the name might be the name of a PC that's in a room with the printer. As it goes with a large business, if you don't know, you're going to have to ask.

Type the name

Take a careful look at the examples given because the direction of the slashes matters. Select **Next**.

← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Find a printer in the directory, based on location or feature

☒ Select a shared printer by name

☐ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

If you're in a medium or large business and nothing has worked so far, it's likely that you're going to have to contact your IT department and ask for help. If their response is to give you only the printer's IP address (or hostname) to go on, that's OK—they're actually being really helpful—because you'll just need to paste it into a box and you're done.

Select this and then **Next**

← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Find a printer in the directory, based on location or feature

☐ Select a shared printer by name

☒ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Enter the address and then select **Next**.

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

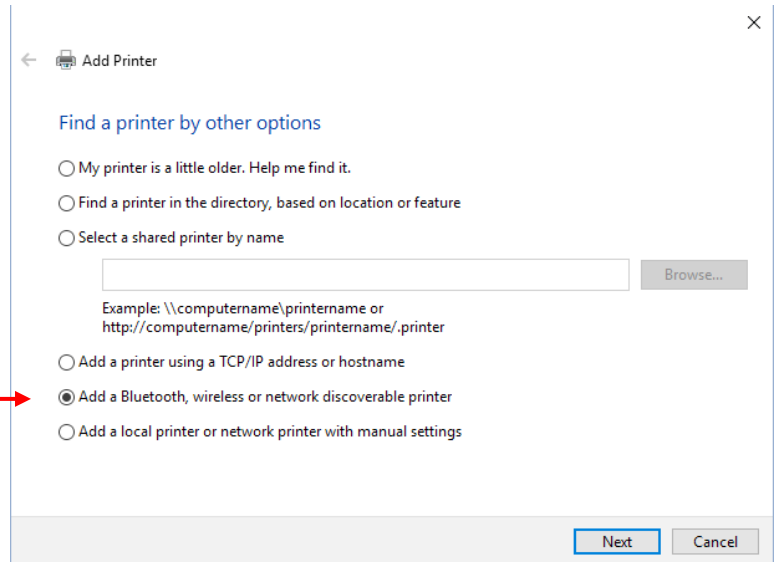
Hostname or IP address:

Port name:

☒ Query the printer and automatically select the driver to use

A small- or medium-size business might have a Bluetooth wireless network printer. If you know that your office has a wireless printer, do this:

Select this and then **Next**
You'll kick off a search for wireless printers that you can then select and try to connect to.



← Add Printer

Find a printer by other options

- ☐ My printer is a little older. Help me find it.
- ☐ Find a printer in the directory, based on location or feature
- ☐ Select a shared printer by name

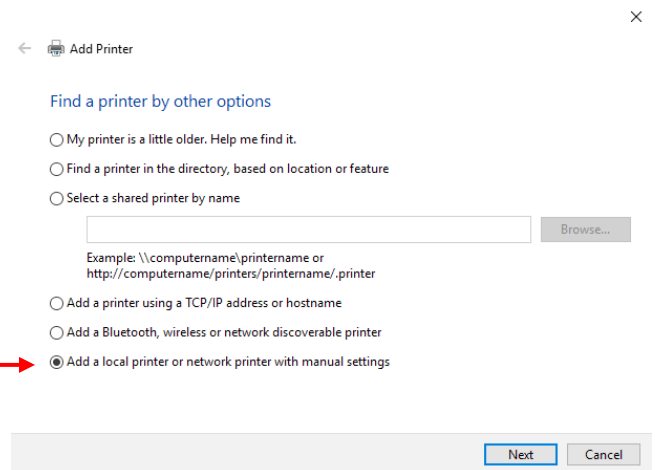
Example: \\computername\printername or
http://computername/printers/printername/.printer

- ☐ Add a printer using a TCP/IP address or hostname
- ☒ Add a Bluetooth, wireless or network discoverable printer
- ☐ Add a local printer or network printer with manual settings

Next Cancel

One thing a small business (which in this case means fewer than 100 devices on the network) can try is to manually add a network printer. Here's how:

Select this and then **Next**



← Add Printer

Find a printer by other options

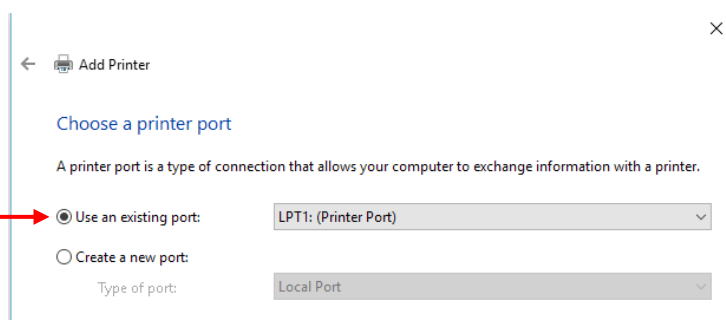
- ☐ My printer is a little older. Help me find it.
- ☐ Find a printer in the directory, based on location or feature
- ☐ Select a shared printer by name

Example: \\computername\printername or
http://computername/printers/printername/.printer

- ☐ Add a printer using a TCP/IP address or hostname
- ☐ Add a Bluetooth, wireless or network discoverable printer
- ☒ Add a local printer or network printer with manual settings

Next Cancel

Select **Use existing port** and then...
Expand the list, pick a printer that begins with "WSD-" (and then a long number), and then select **Next**.
If there are a lot of "WSD-" entries in the list, you'll have to ask someone in your organization which one to choose.



← Add Printer

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

- ☒ Use an existing port: LPT1: (Printer Port)
- ☐ Create a new port: Local Port



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Microsoft Quick Start

Quick Start: Desktop at Work

ITS (2017)

Flatten the learning curve

The Start button

In the lower-left corner, it puts what you need at your fingertips.

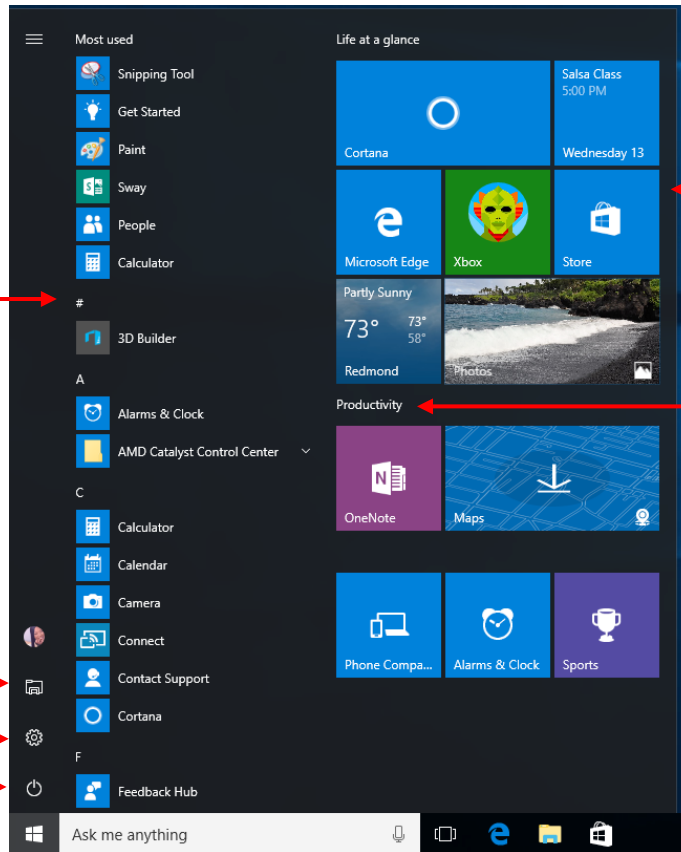
Browse every app

Find files

Personalize settings

Make the defaults even better.
Monitors, networks, printers, and more.

Turn the PC off



Use an app all the time? Pin it
Press and hold (or right-click) an app, then select Pin to Start.

Group apps

Drag apps into groups, press and hold (or right-click) to resize, and select the title space to give the group a new or better name.

Meet new friends and reconnect with old ones on the taskbar. Let's start with the left side.

Start button

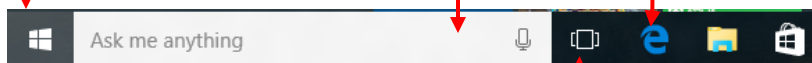
On the far left, right where you expect it. It's how to get to all your apps, settings, and frequently used files.

Search for everything

Find anything on your PC, in the cloud, or on the web by entering your search here.

Stop printing

If you've been printing webpages to mark them up with a pen, check out the Microsoft Edge browser. Editing web text has never been simpler (or better for the environment).



Expand your desktop real estate

Create virtual desktops to group apps and quickly switch between them. Keep your work and personal stuff separate.

Apps for your org

Get new apps from your organization's page in the Windows Store. Or browse apps on your own to do more, be more creative, or have fun on a break.

And here's the far right side...

One-click access to the important stuff

The all-new action center is where a single click can project your screen, connect to a device or VPN, switch to tablet mode, read your mail, and more.

What time is it?

What *day* is it? Restyled clock and calendar where you expect to find them, keeping you on time and organized.



Another place to pin your apps

If you want even quicker access to frequently used apps than the Start menu, use the free space to pin them on the taskbar.

A little-known time-saver

Click or tap this area at the far right of the taskbar to minimize all the open apps at once.

Action center

Check your mail

Scan your recent messages and reply right from here instead of opening your mail app.

Clear everything at once
Old news? Clean house with a single tap or click.

See if your PC needs attention

One-click connections

Connect to a Bluetooth radio, Miracast TV, or WiGig dock.

Open OneNote on the double

One-tap switch to tablet mode

Get to all the settings

Project to a screen with a tap or click

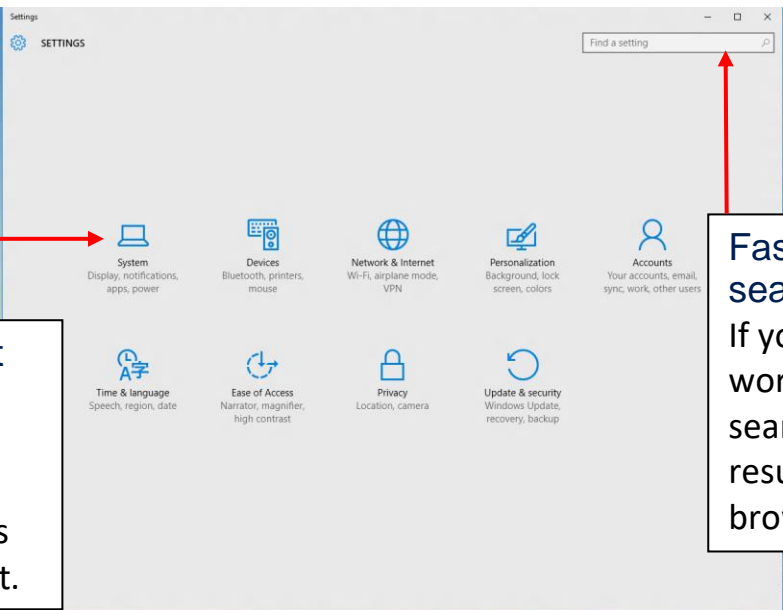
Connect to your network



Settings up close

Need to tweak the defaults? Not a problem. Use the Settings app to get to what matters to you, including the settings still in Control Panel.

The best place to find an app's settings is in the app itself. Look for this icon: ⚙️

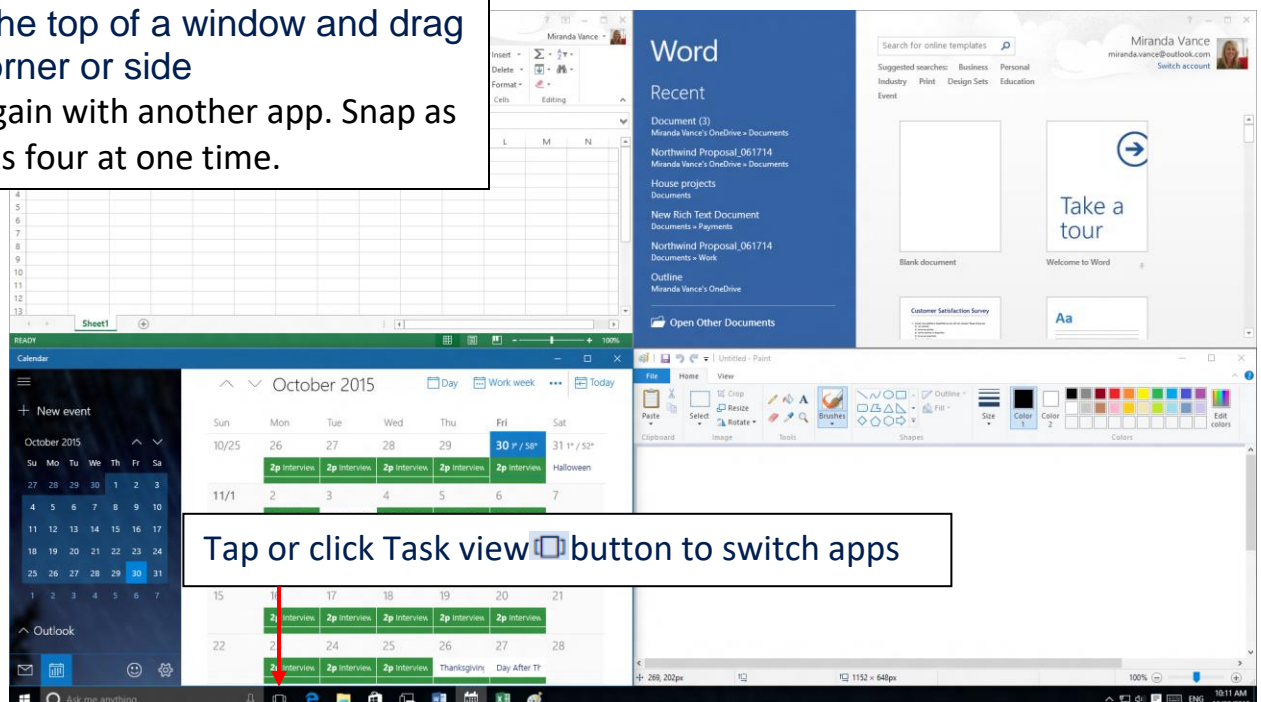


When you're not sure...
But you'll know it when you see it, browse categories for what you want.

Faster results using search
If you know a key word or phrase, use search to get the right result quicker than browsing.

See more of your work at once


Grab the top of a window and drag to a corner or side
Do it again with another app. Snap as many as four at one time.



Tap or click Task view button to switch apps

Get organized

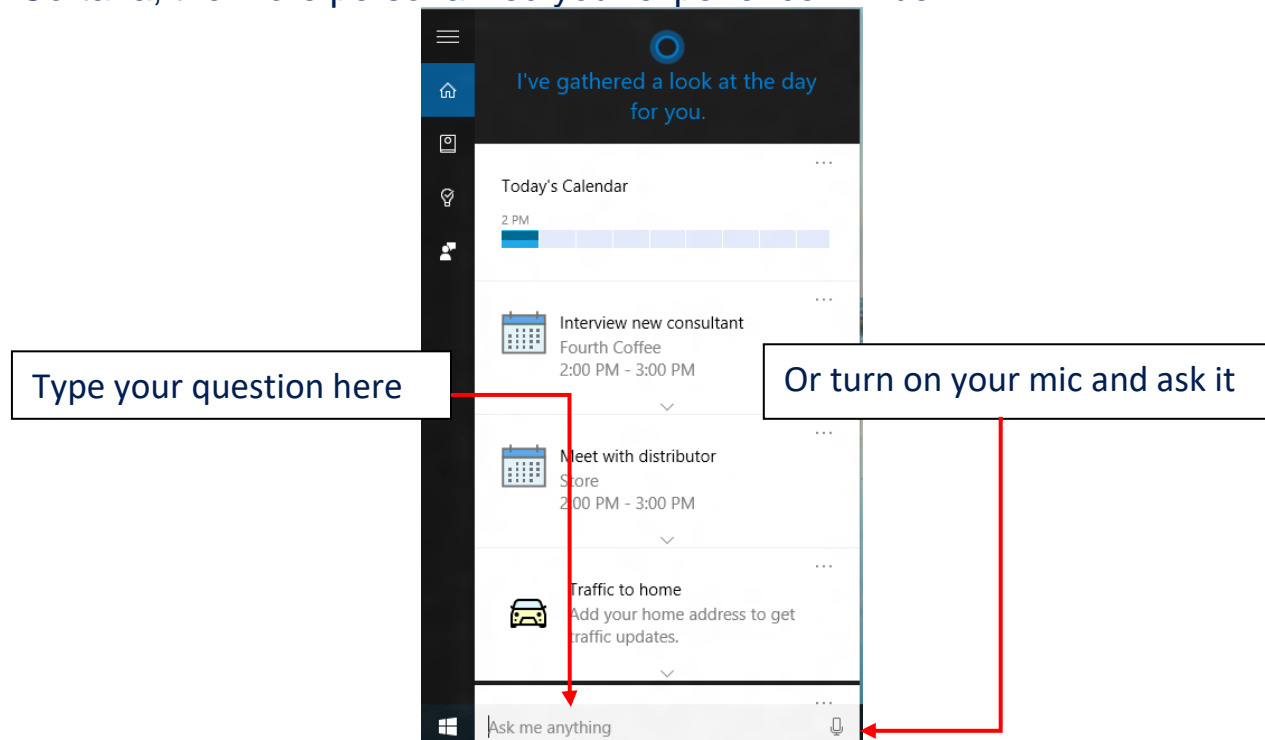
Create virtual desktops to group apps together by project, type, or whim. Keep your work apps in one desktop and your personal apps in another, making it easy to switch between them.

To move apps between virtual desktops, select Task view  and drag an app from one desktop to another.



Cortana goes to work

Cortana helps you find things on your PC, manages your calendar, tracks packages, and can tell you a joke on a rough Monday. The more you use Cortana, the more personalized your experience will be.





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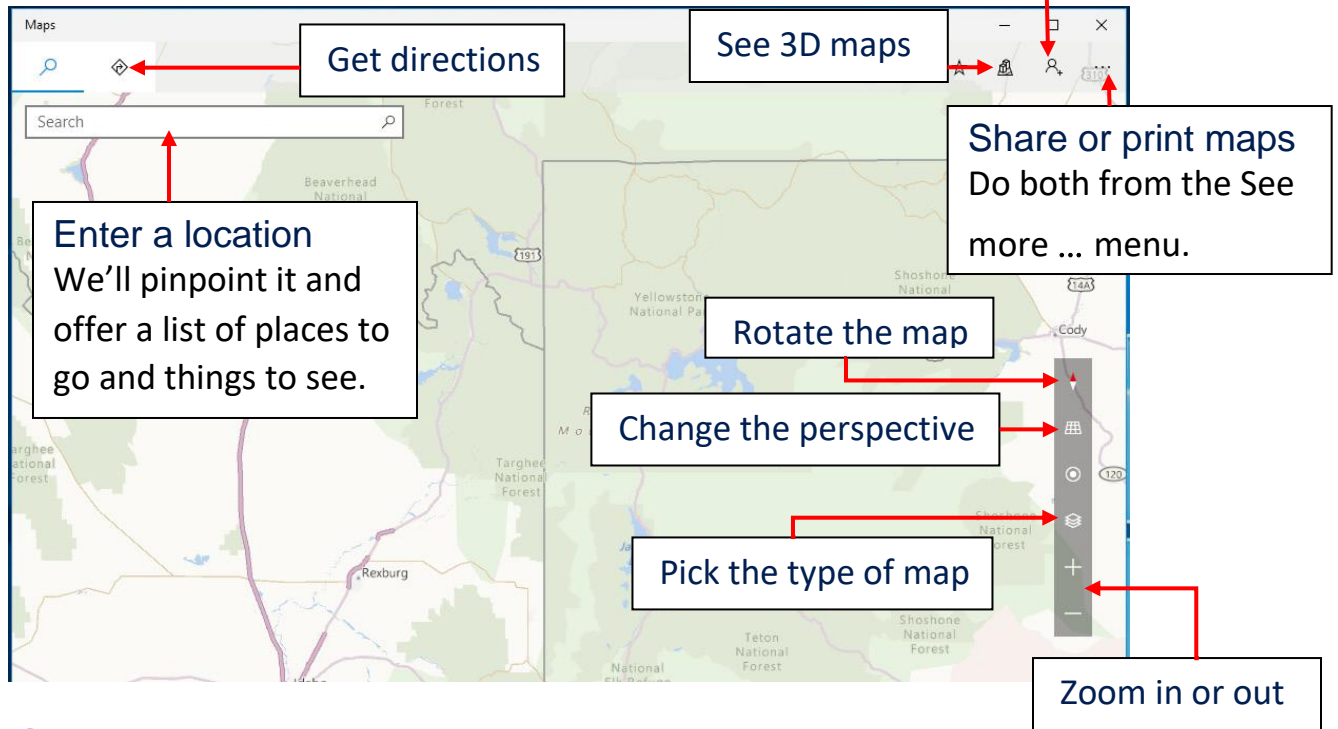
Windows 10

Microsoft Quick Start

Quick Start: Maps App

ITS (2017)

Get oriented



Scenic hike or interstate?

Get directions for wherever you want to go, no matter how you want to get there.

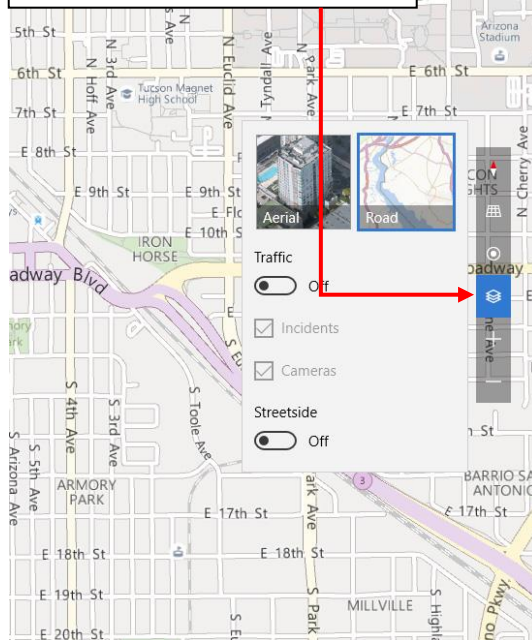
Let's drive to Moab!

1. Select Directions
2. Choose your mode
Car, bus, walk?
3. Enter a destination
4. Explore different routes
Select a route for details.
5. Make your choice
Maps will guide you every step of the way.

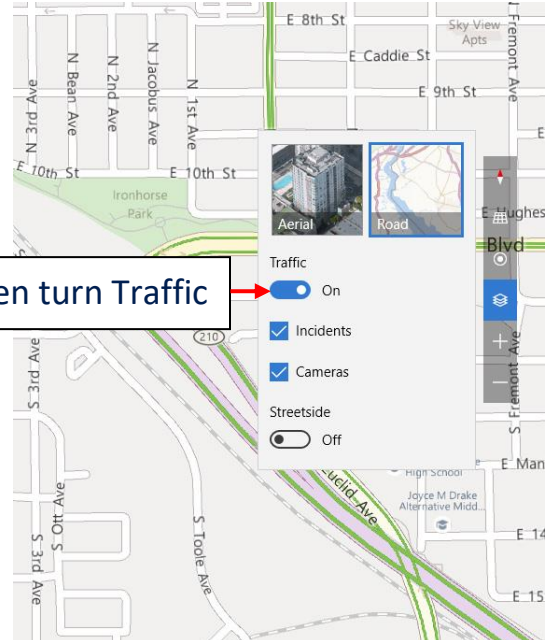
The roads are clear

Real-time traffic info is a click away.

Select Maps view  ...



...and then turn Traffic



See for yourself

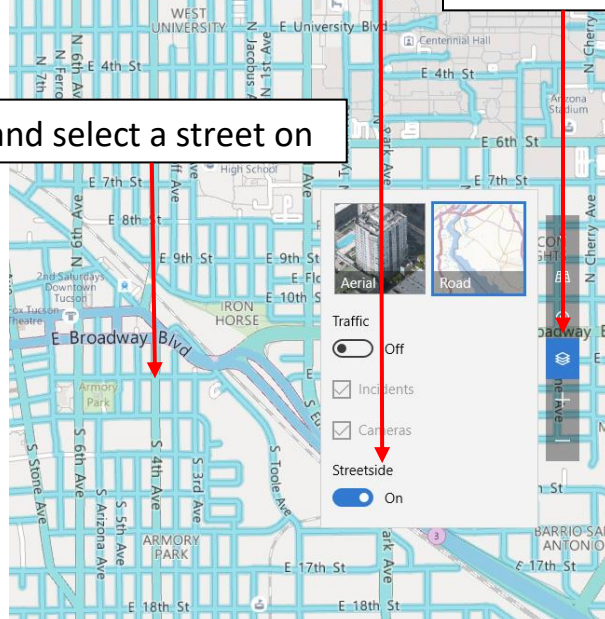
Know where you're going before you even get there.

...turn on Streetside.

What's it look like?

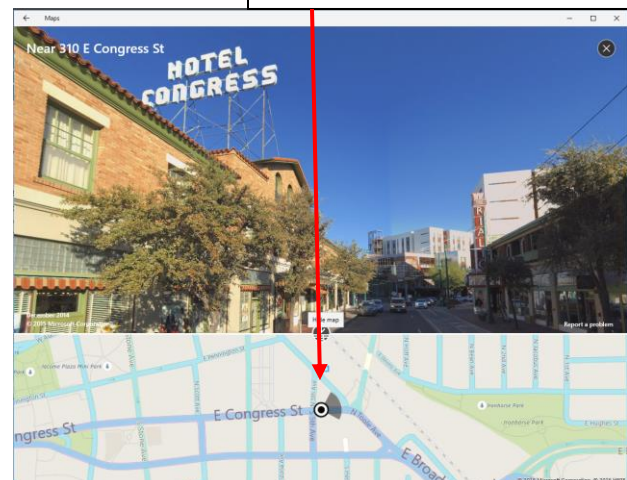
Select Maps view  ...

...and select a street on



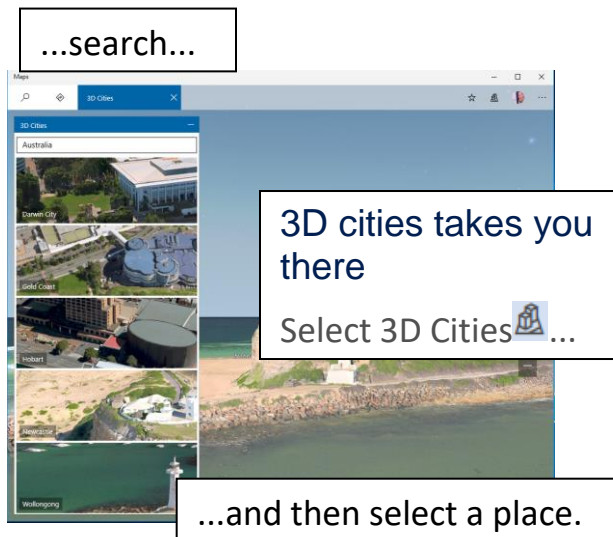
No more guesswork

Streetside shows you a 360-degree view. Drag to pan, and see which direction you're looking with the map below.




See the world from wherever you are

Explore different locations in three dimensions without having to get on a plane.



Map controls make it interesting

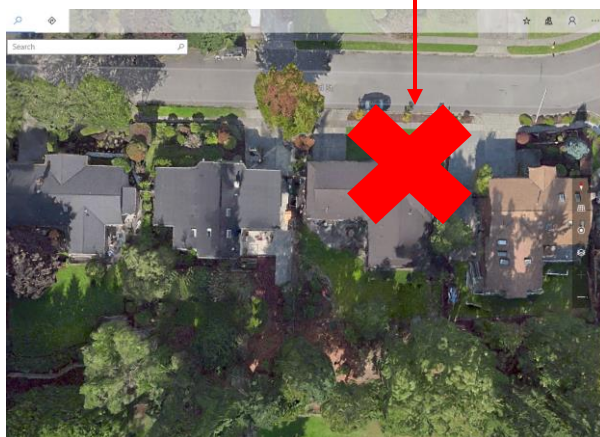
Use controls, such as Tilt , to change your perspective.



Follow your own path

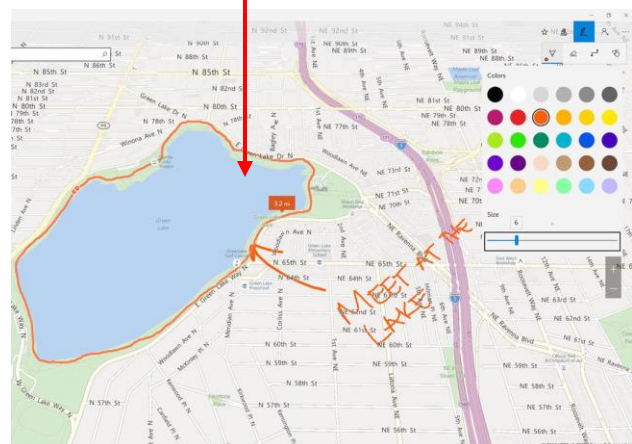
Draw or take notes on your maps.

Mark where the treasure is buried
Then share the map with your friends... or don't....



Draw your own route

In a park with no mapped roads,
draw your own and we'll show you
the distance you'll travel.





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Windows 10

Microsoft Quick Start

Quick Start: Photos App

ITS (2017)

Get oriented

The Collection organizes photos by date

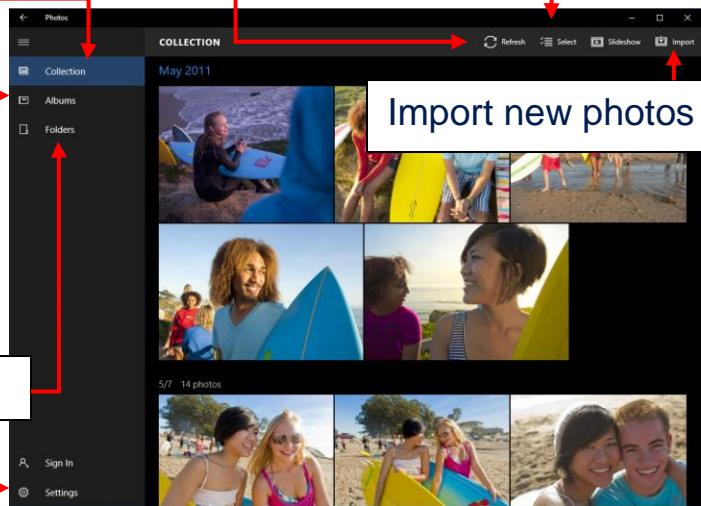
Refresh to see the latest

Select photos

The app creates albums
Your best shots from around the same time or place. You can add, remove, or make your own albums.

Add file locations to see more photos

Change your settings



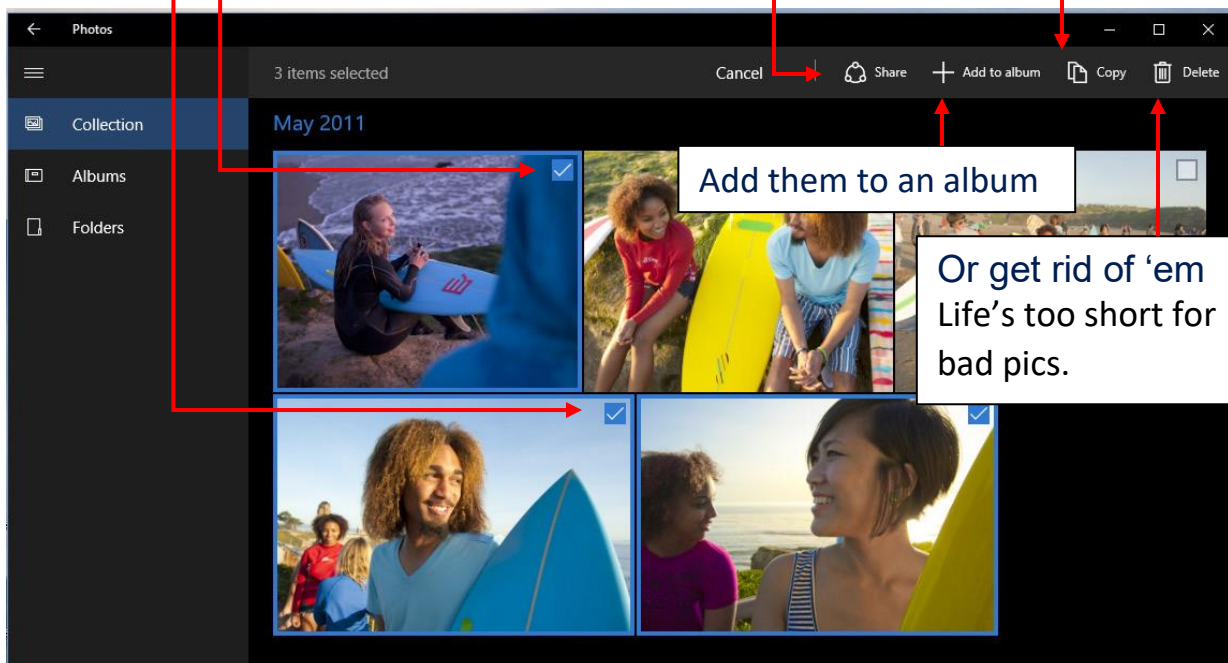
Organize the collection and albums

The checkboxes (or Select button) make it easy to share, move, copy, and delete photos.

First, select the photos

Choose to share them
Use your favorite mail, messaging, or other app.

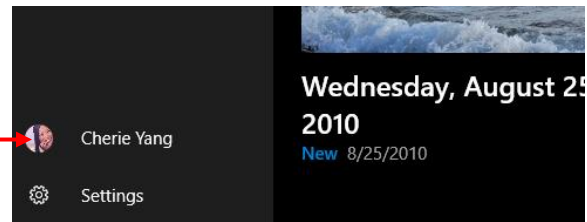
Copy them



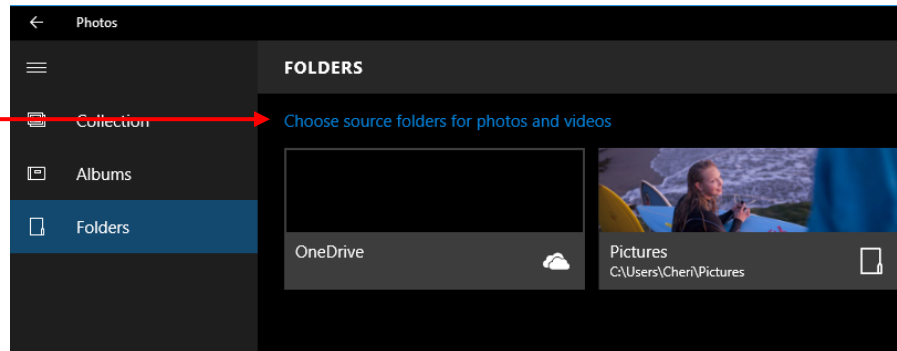
Sign in, see more

Sign in with your Microsoft account and you'll see photos from all your synced devices and OneDrive.


If you see your name...
you'll know you're signed in.



Want to choose locations?
Select Folders and then this link.
Or, select Settings in the lower-left corner.

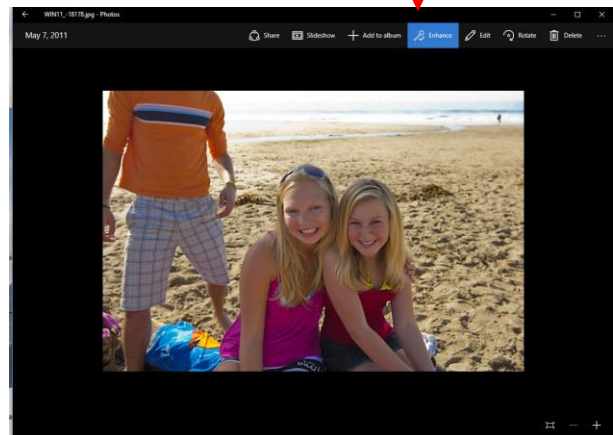
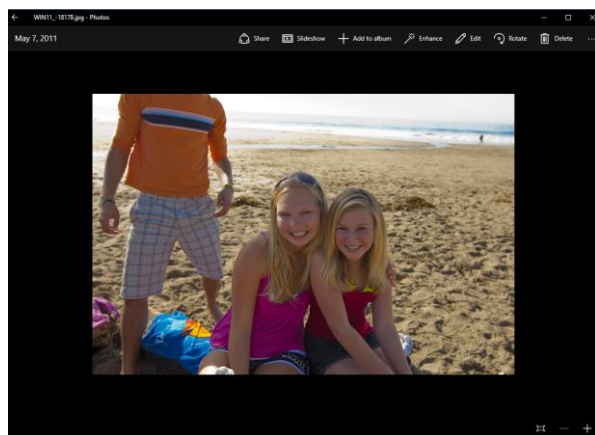


Magic! Painless editing

Use Enhance  to make your pics pop. It tweaks color, contrast, brightness; fixes red eyes; and even straightens a slanted horizon.

Select this...

...to subtly fix this



Less magic, but more control

Filters, contrast, and colors—oh my!

1. Select a photo and then select Edit

2. Select the thing you want to change over here

3. Make the actual change over here

Most changes require a single tap or click, but you might need to drag the white dot to make the change.

4. Dare to compare

Make a change and then press-and-hold the Compare button to see the before, and let go to see the after.

Keep it moving

Cut to the chase—or any other part of your video.

Select the Trim button

Move the white dot on the left
It's where the video will start.

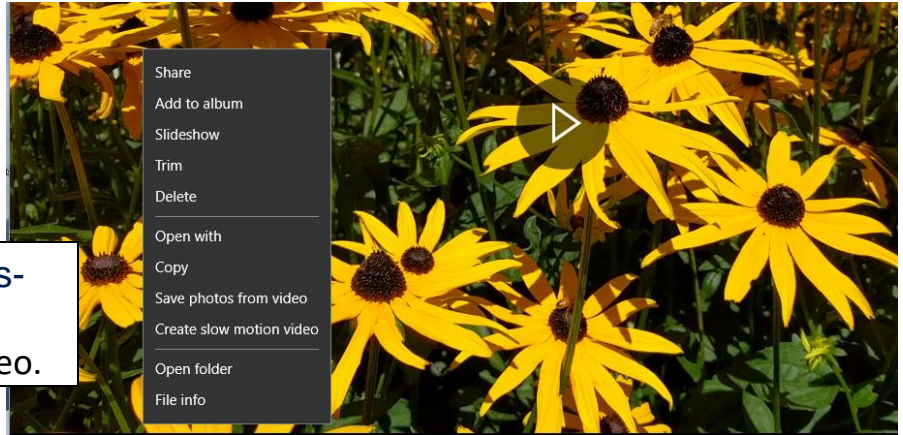
Move the white dot on the right
This is where the video ends.

The blue dot indicates where the video will start when

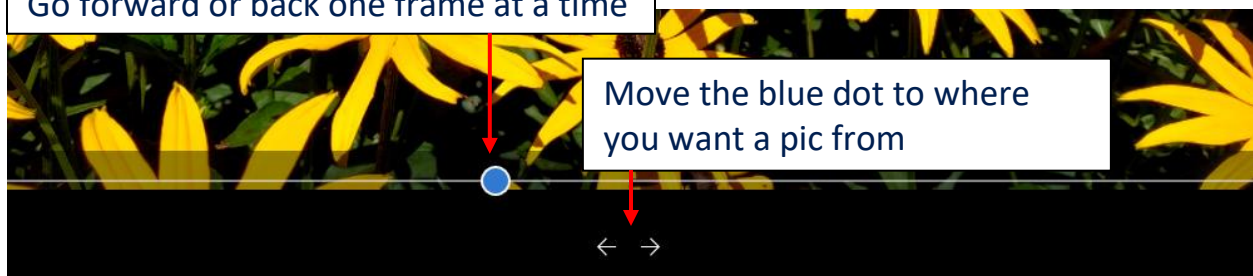
Capture it

Grab the perfect moment from a video and save it as a photo.

Pause the video and press-and-hold or right-click
Select Save photos from Video.



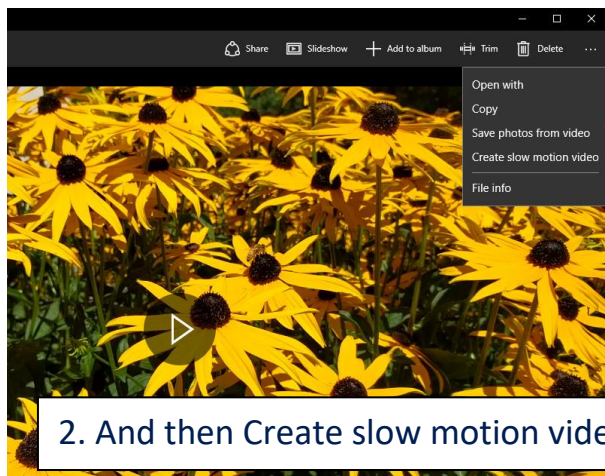
Go forward or back one frame at a time



Move the blue dot to where you want a pic from

Slow it down

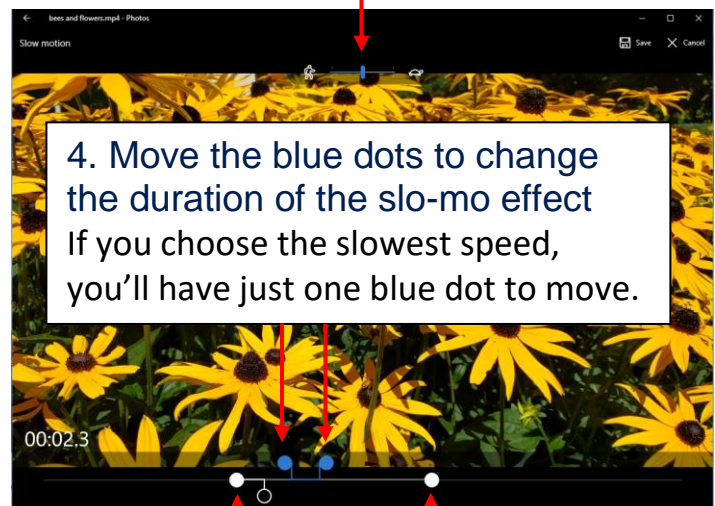
Increase the drama by highlighting the best moment in slo-mo.



1. Select More...

2. And then Create slow motion video

3. Pick a speed for the slo-mo effect



4. Move the blue dots to change the duration of the slo-mo effect
If you choose the slowest speed, you'll have just one blue dot to move.

5. Move the white dots to trim the video



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Windows 10

Microsoft Quick Start

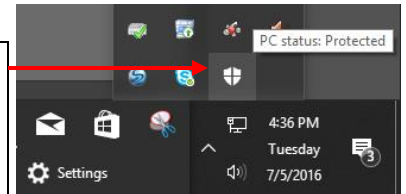
Quick Start: Windows Defender

ITS (2017)

Windows Defender helps keep your device safe from malicious or unwanted software. It's always on, protecting you, and pretty much runs by itself. You could just stop reading now.

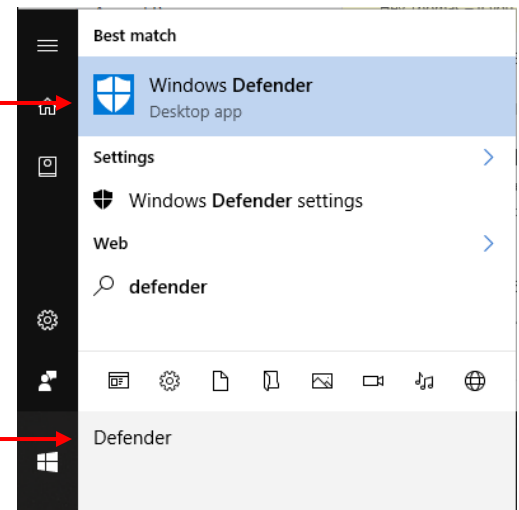
How do you know it's running?

In the lower-right corner of the desktop, select the Show hidden icons ^, and then hover over the Windows Defender icon. You'll see a message that says PC status: Protected.



Here's how to open it

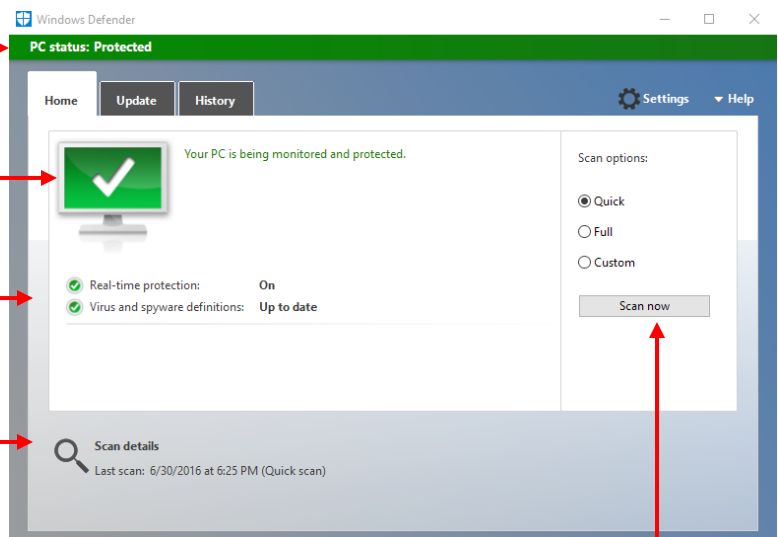
In the search box on the taskbar, type Defender and then select Windows Defender from the list of results.



Get oriented

Confidence at a glance
Green means all systems go!

When was the last scan?



Need more assurance?

If your PC is acting weird and it's been a day since your last scan, run another scan whenever you want. If you suspect a virus, try a full scan.

Updates just happen

Select the Update tab to see what's up

Updates are automatic
They arrive through Windows Update.

When was the last update?

Windows Defender

PC status: Protected

Home Update History Settings Help

Virus and spyware definitions: **Up to date**

Your virus and spyware definitions are automatically updated to help protect your PC.

Definitions created on:	7/5/2016 at 10:41 AM
Definitions last updated:	7/5/2016 at 1:59 PM
Virus definition version:	1.225.527.0
Spyware definition version:	1.225.527.0

Update definitions

Did you know?
Virus, spyware, and other malware definitions are files that are used to identify malicious or potentially unwanted software on your PC. These definitions are updated automatically, but you can also click Update to get the latest versions whenever you want.

If you're going to do a scan...
Look for a newer update first.

Make sense of the present by understanding the past

Why was something blocked?
Select the History tab.

What's in quarantine?
You'll find malicious software here.

What's been allowed?
Each thing you decided was OK is listed here.

Everything we found

Windows Defender

C status: Protected

Home Update History Settings Help

View the items that were detected as potentially harmful and the actions that you took on them:

☒ Quarantined items
Items that were prevented from running but not removed from your PC.

☐ Allowed items
Items that you've allowed to run on your PC.

☐ All detected items
Items that were detected on your PC.

To help protect user privacy, these items are hidden.
Click View details to see the items.

View details

Get info about the stuff that was found

Dig deep with Settings

If you like to get under the hood and customize, there are ways to improve the security of Windows Defender. (Or you can choose to make it less secure, but we don't recommend it.) All the knobs you can tweak are found in the Settings app.

If you're at work...
You might not be able to change everything.

If you're asked to turn off your antivirus software...
You need to be 100% confident you know and trust who is

You're better protected...
When you choose to share info with us.
Read the Privacy Statement to understand how we use the info.

Dig even deeper with Settings

Keep scrolling the Settings page and you'll find even more to tailor.

Be careful with this
You might have good reasons to exclude specific files from a scan, so we give you the power (just be careful, please).

Want fewer notices?
We get it. But we'll still notify you when it's crucial.

If a regular scan isn't possible or is risky...
Try running a scan offline.

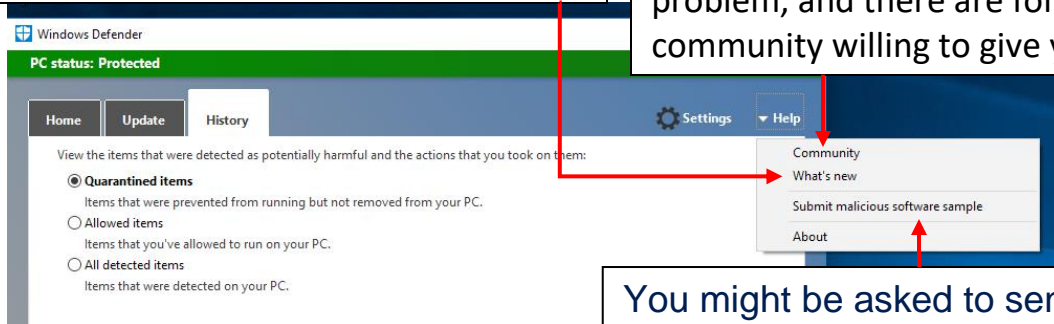
Version info

Antimalware client version:	4.10.14371.0
Engine version:	1.1.12902.0
Antivirus definition:	1.225.527.0
Antispyware definition:	1.225.527.0
Network inspection system engine version:	2.1.12706.0

Got a problem you can't fix yourself? Find help.

Want news about the latest features?
This page can help.

Ask the community
Other people have probably had the same
problem, and there are folks in our online
community willing to give you a hand.



You might be asked to send a sample
This can help us identify and fix the problem.



Niagara
College
Canada
APPLIED DREAMS

Windows 10

Microsoft Quick Start

Quick Start: Windows Store

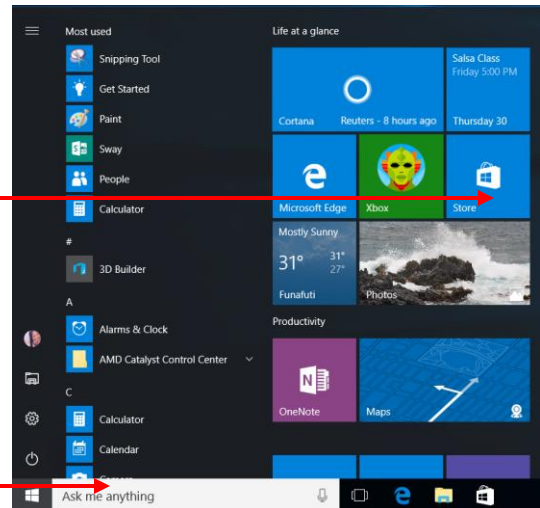
ITS (2017)

Three ways to open the Store

There's a button on the taskbar



Or look for a tile on the Start menu

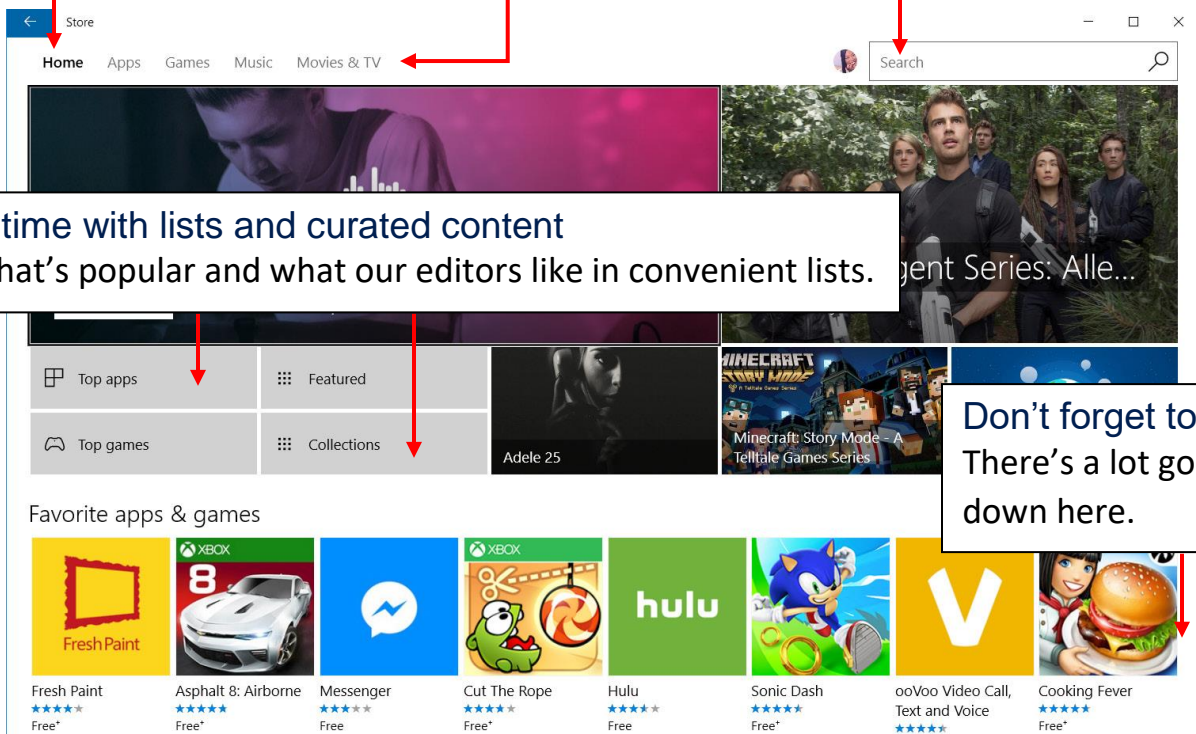


Search for "Store"

Home has a little bit of everything

Don't need to see it all? Browse a category.

Looking for something specific? Search is quickest.



Save time with lists and curated content
See what's popular and what our editors like in convenient lists.

Don't forget to scroll!
There's a lot going on down here.

It's about you

Sign in here

If you have a Microsoft account, you'll be signed in automatically. No account? Tap or click here to get started.

Want the latest?

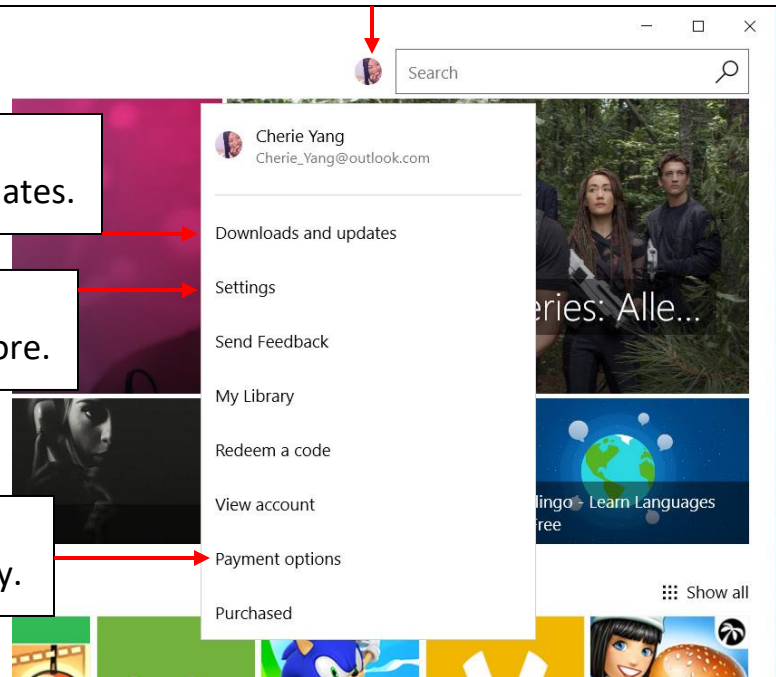
Review history and check for new updates.

What's your preference?

Control app updates, live tiles, and more.

Looking to buy?

Set up or update how you want to pay.

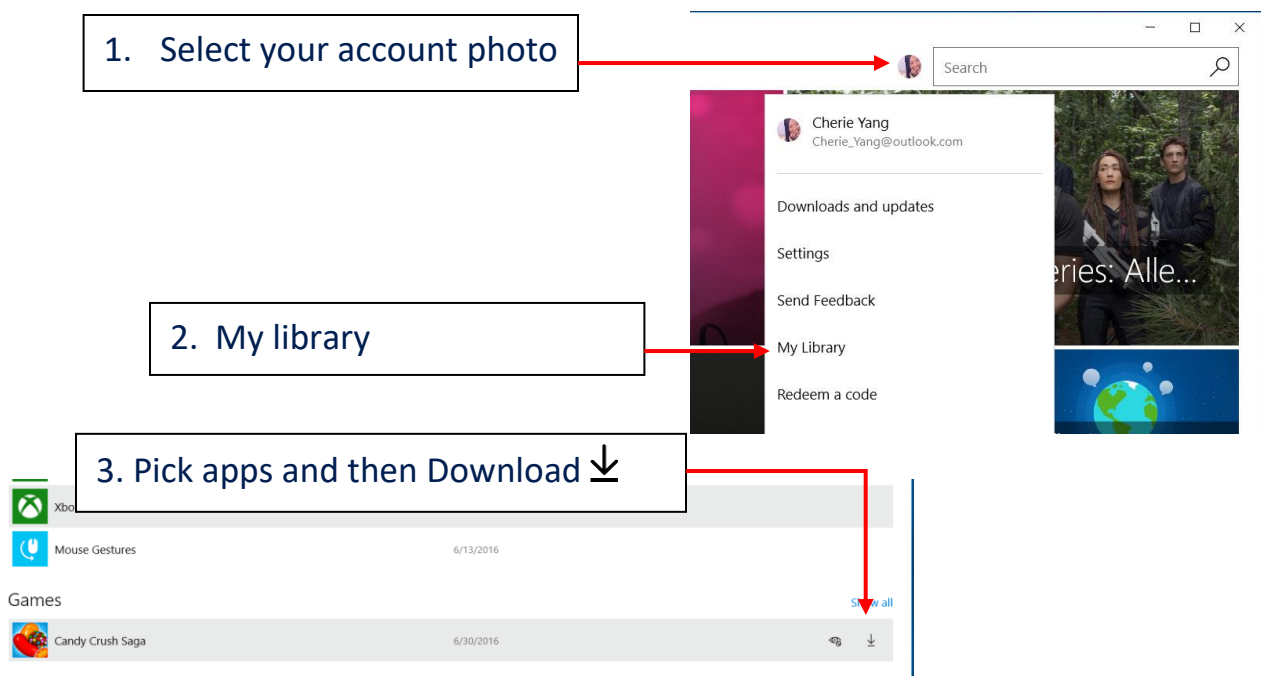


Get your apps on all your Windows devices

1. Select your account photo

2. My library

3. Pick apps and then Download ⬇



Get down to business

If you open the Store at work, you might see a category at the top of Home with your organization's name.

That means your organization has already picked out some apps for you, and this is where you can download them to your device. The apps might include common business tools, like Excel and OneNote, or internal resources, such as your HR app or an accounting program.

