Configure Windows 10

Windows **10** is the **Operating System,** the foundation on which the programs and Apps in your computer work, it is **NOT** a **program**.

In order to use Win 10, it is a good idea to set up a Microsoft account. You can use your own email address for your Microsoft account if you have Gmail, Hotmail, Outlook.com, or Live.com.

Go to SETTINGS, ACCOUNTS, Email & Apps, add MICROSOFT ACCOUNT.

NOTE: RIGHT CLICK offers you **options, and Windows 10 is right click driven.**
LEFT CLICK SELECTS and executes an action**.**

Taskbar is the bar with icons beginning with the Start button (the four-white squares) at the bottom left of your screen.

At the bottom right of the screen you find the icons that used to be called System Tray, now called the Notification Area.

A left click on the **Start** Button, the **4** white squares at the bottom left of your screen, will open **Your Start Menu**, a set of customized tiles. **Right click** on a tile will give you several choices, such as resizing, Pin to Start, or click on **More** to get Pin to Taskbar, or to unpin. There will be many tiles you do not want, so remove them by right clicking and select "Unpin" **NOT Uninstall.**

When you click on Start, you will see an alpha list of all your programs and apps on the left. You can scroll through all by using your mouse. You can **add an app or a program from your alpha list to the START screen by RIGHT** Clicking and select Pin to Start, or you can drag it to the desktop if that is your choice. Every time you add a tile, it will always go to the very bottom of your start screen, but by selecting a tile and holding down the left mouse button, you can move it.

SEARCH WINDOWS AND MORE

Windows 10 comes with Cortana, which acts as your SEARCH engine. Click it and you can search for programs and files on the computer, or for information online. Ask a question, using your voice, if you have set up the microphone, or type it in. Over time, Cortana learns what you like and can suggest things to do, warn you about traffic or weather, etc. You can tell Cortana to go ahead or you can click the "Not interested" button.

Turn off Computer, right click on the Start Button (white 4 squares) and select **Shut down,** or go to the **Start Menu** and click on the **Power** button on the bottom left side of the screen

On your taskbar you will find the blue **Edge** icon, the new browser instead of Internet Explorer. However, if you type **Internet Explorer** in Cortana, you can put the blue e with the gold halo on the taskbar and navigate the Internet the way you know, or download Firefox or Chrome from the Club website https://ccgvaz.org/free-utilities-links/ and click on **NiNite**. You MUST have more than one browser.

Set your **Default programs** by typing Default in Cortana next to the Start button and Select Default app setting. Find the program you want and select *Set this program as default*. It is important to set your browser to default, as otherwise any Internet search will open in Edge.

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Using the **Mail App**, you can get most of your emails come into Mail. The **Calendar** app works well.

Personalize the Desktop. On the desktop, **right** click on an empty section and select **Personalize.** Click on Themes then select a theme you see, or click on **Get more themes from the Microsoft store.** Select a theme, Click on Download, and Click on Open.

Changing the Mouse Pointer is also done in Themes, or in Settings, Ease of Access, Mouse.

Change your User Account Picture or add another account. *It is strongly suggested you use a password when logging onto your computer in order to protect your settings. You then set up a second account without a password to be used by family or friends who are visiting, but make sure it is a Standard account.*
Open Start, click on your picture and select Change Account settings. In the window that opens, browse to select a picture from your pictures.
To add a new user account, click on Family & other users. Select **Add a Family member** and keep the default as Standard. Add a User Account Name, do not give it a password, select a picture, and you are done

In the User Account setting, Sign-In Options, you can add a four-digit pin, instead of signing on with a password.

Word Pad is a modestly sophisticated built-in word processor in the operating system. If you can live without a spell checker, this is a great program for writing letters. To find the program, go to the Start Menu /all Apps/ Windows Accessories or type Word in Cortana. Right click on the icon **"WordPad" and** select Pin to Taskbar, and/or Pin to Start.
Note: Word Pad saves all files in RTF (Rich Text Format). Don't change it.

Two great tools are: 1) The **Snipping Tool** which can be used for snipping anything you need on the Internet, or a copy of an order instead of having to print it. Type *snip* in Cortana, it will appear at the top, click to open, and where you see it on the task bar, right click and select Pin to Taskbar. Unless it is on the taskbar, you won't be able to use it when needed.

2) Do the same thing with **Sticky Notes** to write yourself reminders on your desktop the way you would use a paper note.

Windows 10 comes with **Windows Defender**. If you don't like the anti-virus program your computer manufacturer put on your computer, uninstall it and activate Defender. In addition, download at least one free anti malware program from the club's website https://ccgvaz.org/free-utilities-links/ select NiNite and get either *Malwarebytes* or *SuperAntiSpyware* or both.

Do yourself a favor and take the time to click on Settings when you open Start and then go through each of the settings and learn what is available where.

On the left of the Start screen navigate down to Tips, a great resource in how to configure Windows 10.

Bonus: When you are surfing the Internet and find that the text is too small to read comfortably, hold down the **Ctrl** key and click on the **+** key to make the text larger.