Windows 10

Quick Guide

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Welcome to Windows 10

Windows 10 is designed to be the best Windows ever.

Tested by millions of users who provided input and ideas, Windows 10 combines familiarity, speed and innovative new features – including a digital assistant and a brand-new browser – with the bedrock strengths you expect from Windows, like superior security and compatibility. And for the first time ever, you get free, always-enabled updates that help keep your systems current for the supported life of the device.

The result is a fresh experience that's quick to learn, easy to use, and great for doing the things that matter most to you.

Familiar and up to date

Windows 10 is the Windows you know, plus the Windows that's designed to stay new.

It has a friendly familiar feel that makes it a breeze to use. To give you an experience that feels seamless and fresh even far into the future, it uses automatic updates to help keep you current on the latest features and security. OneDrive online storage lets you save, access, and share your content no matter where you are or what device you're using.

And it's Windows, so you can count on it to work with more of the hardware and software you already have.

Start

The familiar Start menu is back in a more robust and expanded format that provides one-click access to the functions and files that people use most. You can quickly reach your most frequently used apps and PC settings and there is plenty of space to add your favorite Live Tiles.

Your apps—right at your fingertips

Here's what you'll find on the left side of the Start menu:

- **Most used** — the apps that you use every day, front and center.
- **Suggested/recently added** — the place to discover new apps based off of your current collection. You'll also find any new apps you install from Windows Store so that they're easy to access or pin to Start right away.
- **Places** — the fastest way to access File Explorer, Settings, and Power.
- **All apps** —a list of all your installed apps, arranged for easy alphabetical browsing.

Pin all your favorite things to Start

If you want fast access to the things that matter most to you—whether it's favorite apps, programs, folders, people, or websites—pin them to Start.

From Start ⊞, press and hold (or right-click) the app you want to pin and select *Pin to Start*. You can also drag and drop apps from *Most used* list or from *All apps* to pin them as tiles.

Get up-to-the-minute updates with Live Tiles

New email, your next appointment, or the weekend weather: Live Tiles deliver updates from your apps right on your Start screen so you can easily see what's happening in your world and jump right into an app when you need to.

Stay organized with tile groups

If your Start menu starts to feel cluttered, try moving some of your pinned apps into a group of similar items.

To create a new group of tiles, move an app's tile up or down until a group divider appears, and then release the tile. Move apps in or out of the group as your fancy takes you. To give your new group a name, select the open space above your new group and enter a name.

Compatible

Windows 10 is designed to be compatible with the familiar hardware, software and peripherals you own to make the most out of the investment you have already made.

- We have taken thousands of pieces of feedback from our millions of Windows Insiders.
- We have put Windows 10 through rigorous testing to ensure it is highly compatible (which includes daily test passes on top 50 critical apps, weekly test passes on ~Top 500 applications, milestone test passes on ~4000 applications, and more).
- We have partnered with the top 7 OEMs to ensure that system shipped over the last few years are upgrading seamlessly to Windows 10.
- We ensure that Windows 10 provides an extremely high level of Driver coverage for systems in the market and ensure the quality of the drivers are also of high quality so your stuff works.

Free updates

New features are now delivered through always-enabled updates, helping you to stay current on features and security for the supported lifetime of your device.

OneDrive

OneDrive is an online storage service, integrated into Windows 10 and also available as an app, that makes it simple to access and share your files and photos across your devices. When you make a change on one device, the updates are available on your other devices so you can pick up right where you left off.

Add files to OneDrive on your PC by dragging them into the OneDrive folder located on the left-hand side of File Explorer. Or you can choose OneDrive as the save location when you save a file in Word, Excel, PowerPoint, or another app.

Safer and more secure

Windows 10 is the most secure Windows we've ever built.

From first boot up through the supported lifetime of your device, you're covered by enhanced security features that help protect against viruses, malware and even phishing attacks. There's also a faster, more secure way to log in that lets you authenticate with just a look or a touch, with no need to type in a password. [1]

Windows Defender

Windows Defender is included as part of Windows 10, working right out-of-the box so that you are always protected. Windows Defender provides the defense you need; it is constantly updated to meet evolving threats as they are identified and is faster at detecting and protecting you against emerging malware, seen in the first critical hours. Windows Defender uses a highly scalable and geo-distributed backend service that leverages data from about one billion devices to draw fast insights and respond in milliseconds.
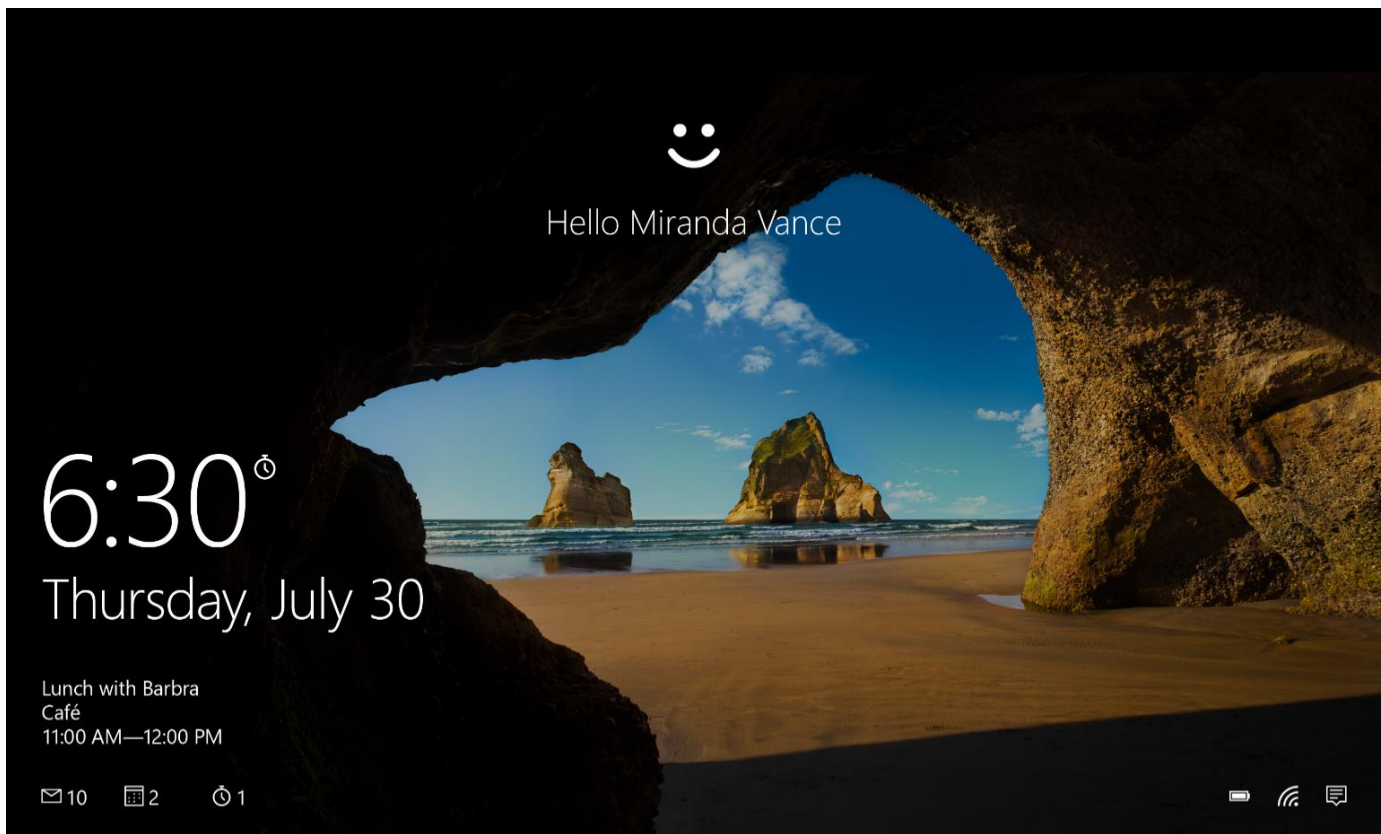
Smart Screen

Microsoft SmartScreen defends against phishing sites by performing a reputation check, blocking sites identified as phishing threats. It also defends against socially engineered downloads of malicious software. By supporting web standards like HTTP Strict Transport Security, we are making it easier for the web developer community to build first-class websites that are reliable and secure.

Windows Hello

The most secure authentication method is your presence. With Windows, you can log yourself in with a look or a touch for fast access. [1] You can confidently skip typing in a password because the two-factor identification is enterprise-grade secure.

Go to *Settings > Accounts > Sign-in options* to set up Windows Hello.

With Windows Hello, you can log yourself in with a look or a touch for fast access.

[1]Windows Hello requires specialized hardware, including fingerprint reader, illuminated IR sensor or other biometric sensors.

More personal and productive

Windows 10 is all about helping you work the way you want to more easily get things done.

Cortana, the personal assistant who learns more about you over time, is great at helping you find, remember, and do things. [2] There are new ways to manage your desktop, plus more choices for interacting with your device. And when you switch screens or move between desktop and tablet modes, Continuum helps ensure that everything looks beautiful and works great.

Voice, pen, touch and gesture

Windows is designed to better fit your work style by giving you more interaction options. Choose from among voice, pen, touch and gesture options* -- you can interact with your device in the way that's most natural for you and productive for what you're doing.

Touch

> Swipe in from the right side of your screen to open the action center.
>
> Swipe in from the left to view all your open apps in Task view.
>
> Swipe in from the top to view title bars for full screened apps.

Drag an app to the bottom of the screen to close.

<u>Touchpad</u>

We've made a few changes and improvements to gestures. You'll need a precision touchpad to use them all—otherwise, experiment to see which ones work on your PC. To find out if your PC has a precision touchpad, go to *Start* ■ > *Settings* ⚙ > Devices ▤, and then select *Mouse and touchpad*.

Once you're all set, try some of the new gestures we've added:

Swipe three fingers up to open Task view and see all your open apps.

Swipe three fingers down to show the desktop.

Swipe three fingers either left or right to switch between your open apps. Slide your fingers slowly across the touchpad to flip through them all.
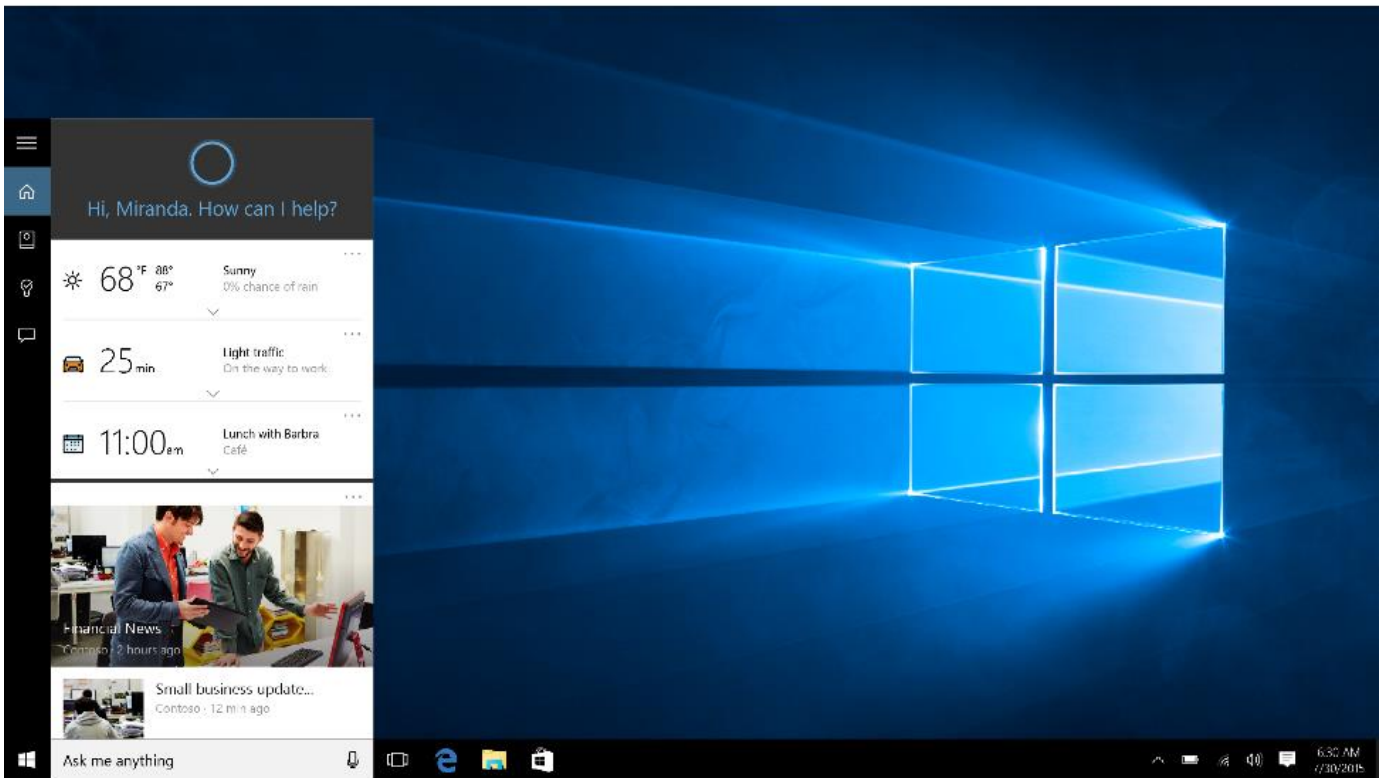
*Hardware dependent.

Office and Skype

Office is the world's leading productivity suite and Skype is the preferred method of person-to-person connection for millions of communicators around the world. Windows 10 is designed to run Office and Skype perfectly – so you can be productive, connected, and very collaborative.

Cortana

Think of Cortana as your truly personal digital assistant who works across all your Windows 10 devices to help you get things done. [2] By learning more about you over time, Cortana becomes more useful every day, staying transparent in order to keep your trust. And because your life is not limited to one device, Cortana is with you on your Windows 10 PC, tablet, and phone – helping you whenever and wherever you need it.

Cortana Home provides a daily glance of the day ahead

Cortana Home gives you helpful info at a glance

Cortana Home is the place to go for personal suggestions, a daily glance of the day ahead, recommendations for restaurants to check out, and more.

To get to Cortana Home, click the search box located in the task bar or click on the Cortana Live Tile on your Start menu.

Keep track of your preferences in Cortana's Notebook

The Notebook is where Cortana keeps track of what you like and what you want. Use it to control what Cortana knows about you, including your interests and favorite places.

To open Cortana's Notebook, select *Notebook* from the left-hand side of the Cortana window.

Cortana makes it easy to keep up with your schedule

Cortana is the best personal assistant for reminding you about all the important things in your life. Time-based, people-based, and location-based reminders all trigger at the right time on any device, making sure that you never miss a thing.

To set a reminder using your voice*, select the microphone icon (or + C on your keyboard) and then tell Cortana what you want to be reminded about. Start by saying "Remind me to" and then add any details you need. You can include a time or a location when setting the reminder as well. For example, you can say "Remind me to feed the fish at 3 PM," or, "Remind me to water the plants when I get home." If more information is needed to set the reminder, Cortana will ask you for it.
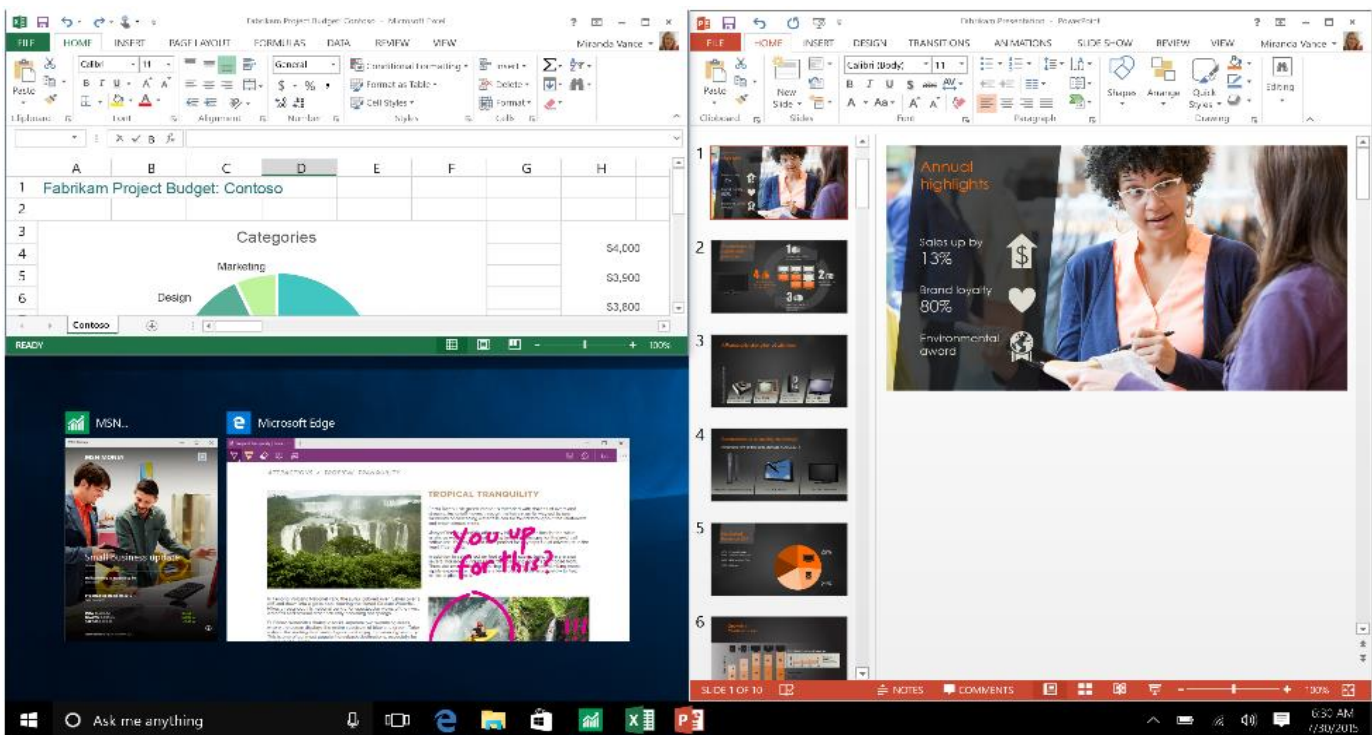
Let Cortana find what you're looking for

When you search from the task bar, Cortana will show you results from your PC, the web, and OneDrive. You can also use Cortana for help with troubleshooting. If you run into a problem or have a question about how to get things done, just type something about it into the Windows search box. Cortana will provide instant answers or links to helpful websites.

[2]Cortana available in select markets at launch, experience may vary by region and device.

*Hardware dependent.

Multi-tasking

The best ways to get organized, stay focused, and finish first. Windows 10 gives you absolutely the best experience for doing what you do. Stay focused with easy ways to snap apps in place and organize your screens for getting things done. You can create virtual desktops whenever you need more space to keep things neatly organized. Use the task-view button to see your open apps, docs, and files in a single view to easily manage what you're doing. Windows 10 is all about removing the obstacles between you and 'Done'.

Improvements in Snap make organizing your screen easier and more intuitive.

Organize your screen

Working in multiple windows is easier and more intuitive thanks to enhancements in Snap. Now you can quickly organize up to four windows on your screen by dragging apps into the corners. Windows will even suggest how to fill the gaps with other open apps.

To snap an app, program, or file, grab the top of the window and drag it to the side to snap half screen or to the corner to snap into quadrants. You can also try the keyboard shortcuts:

To snap to the left press ⊞ + < .

To snap to the right press ⊞ + > .

Once in half screen, you can snap a window into the quadrants by pressing ⊞ + ∧ or ⊞ + ∨ .

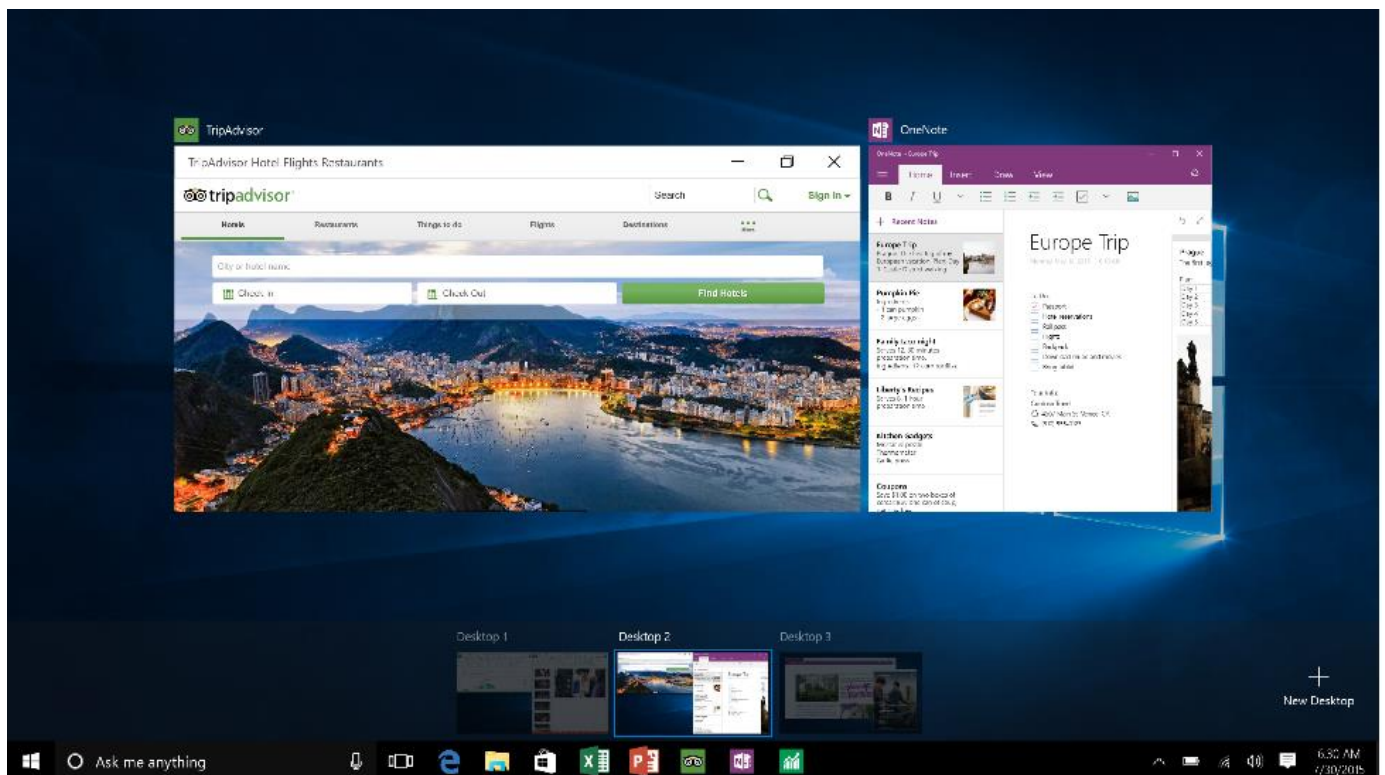**View all your running apps**

Use Task view to see all of your open apps, docs, and files in a single view to easily manage what you're doing.

To get to Task view, select the *Task view* ⊡ from the task bar. You can also use the keyboard shortcut ⊞ + Tab.

Create more workspace

If you're working on a lot of different projects, using different apps and programs, try adding a new desktop. It will keep things neatly organized for you. Or, create a desktop for the things you do at work and one for the things you do at home.

To add a desktop, go to *Task view* ⊡ and select *New Desktop* from the lower right hand side of the screen. To move apps, docs, or files between desktops, open *Task view* ⊡ and then drag the item you want from one desktop to another. Or create another virtual desktop by dragging the item to *New Desktop*. To quickly switch between desktops, try the keyboard shortcut: ⊞ + Ctrl + < / >.

Task view allows you to see all the apps running on your desktop. You can also create new desktops if you want more space.

Continuum

Windows optimizes your experience for what you're doing and the device you're using. Touch-capable devices come with Continuum which allows you to easily switch between a mouse/keyboard-optimized interface to a touch-optimized interface, called tablet mode. In tablet mode, menus and task bars adapt for touch input and the Start menu and apps open in full screen.**

When you want to switch to tablet mode, select *Action center* 💬 on the task bar and select *Tablet mode*. If using a 2-in-1 device, Continuum will prompt you to switch modes if you flip or remove the keyboard.
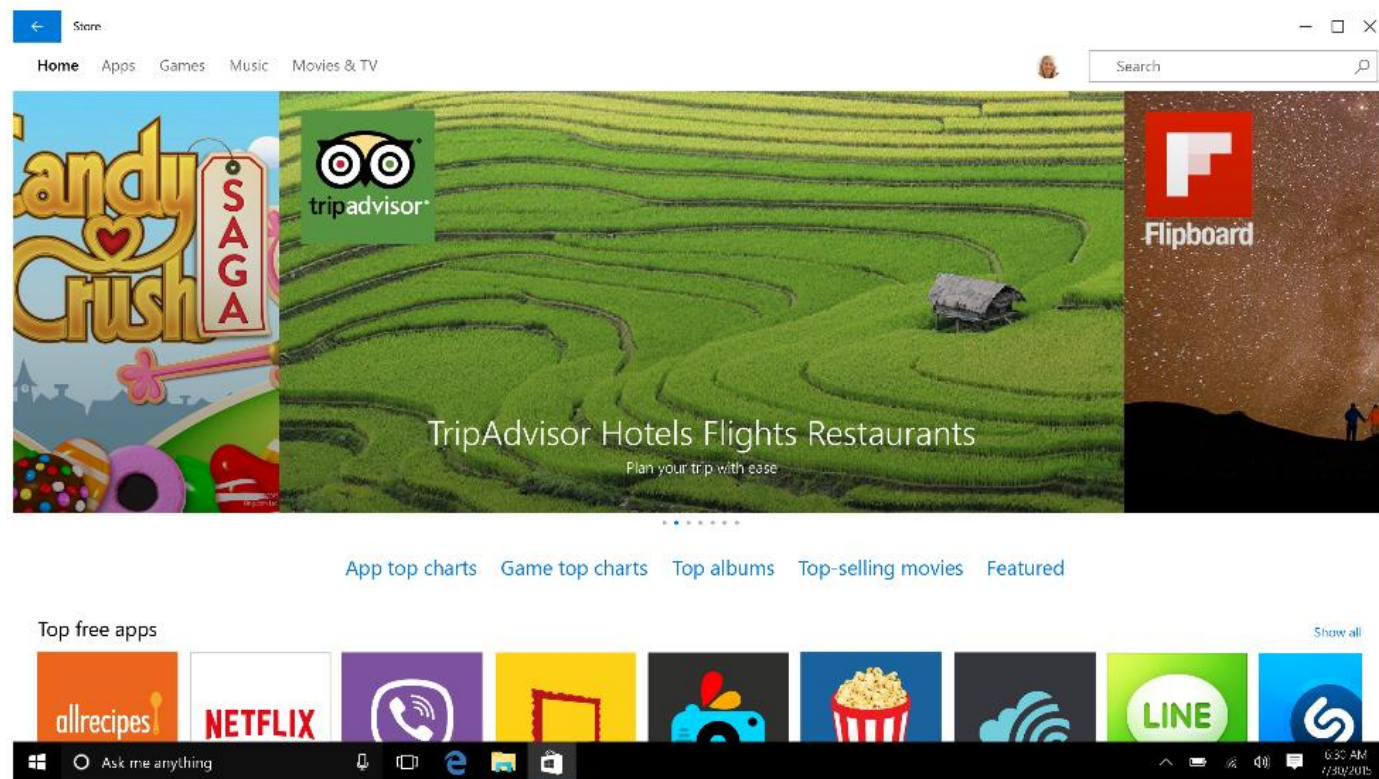
On a 2-in-1 device, if you flip or remove the keyboard, you'll get a notification asking if you want to switch to tablet mode. You can also switch into tablet mode through the Action Center. When you enter into tablet mode, the interface adjusts for touch input – the Start menu and apps open in full screen.

**App and content availability and experience may vary by market; some content sold separately.

Windows Store

Built-in Windows Store gives you a continuously growing selection of Microsoft-certified apps and content, including games, movies, music, and TV shows – all in one place[3]. Get more done faster with apps that work with Cortana[2] and have live tiles for real-time updates. You can acquire content with ease using your preferred payment method including paying with your phone bill[4]. You can have confidence that everything you download from the Store is certified by Microsoft to help keep your devices safer and, can be set-up to automatically update to ensure your apps are always current.

Find your favorites fast in the new Windows Store, your one-stop shop for great free and paid apps, games, movies, TV shows and the latest music.

[3]Feature app and content availability and experience may vary by region and device;

[2]Cortana available in select markets at launch; experience may vary by region and device.

[4]Through participating mobile service carriers.

Innovative experiences and devices

Windows 10 is the platform for the most innovative experiences and devices, today and tomorrow.
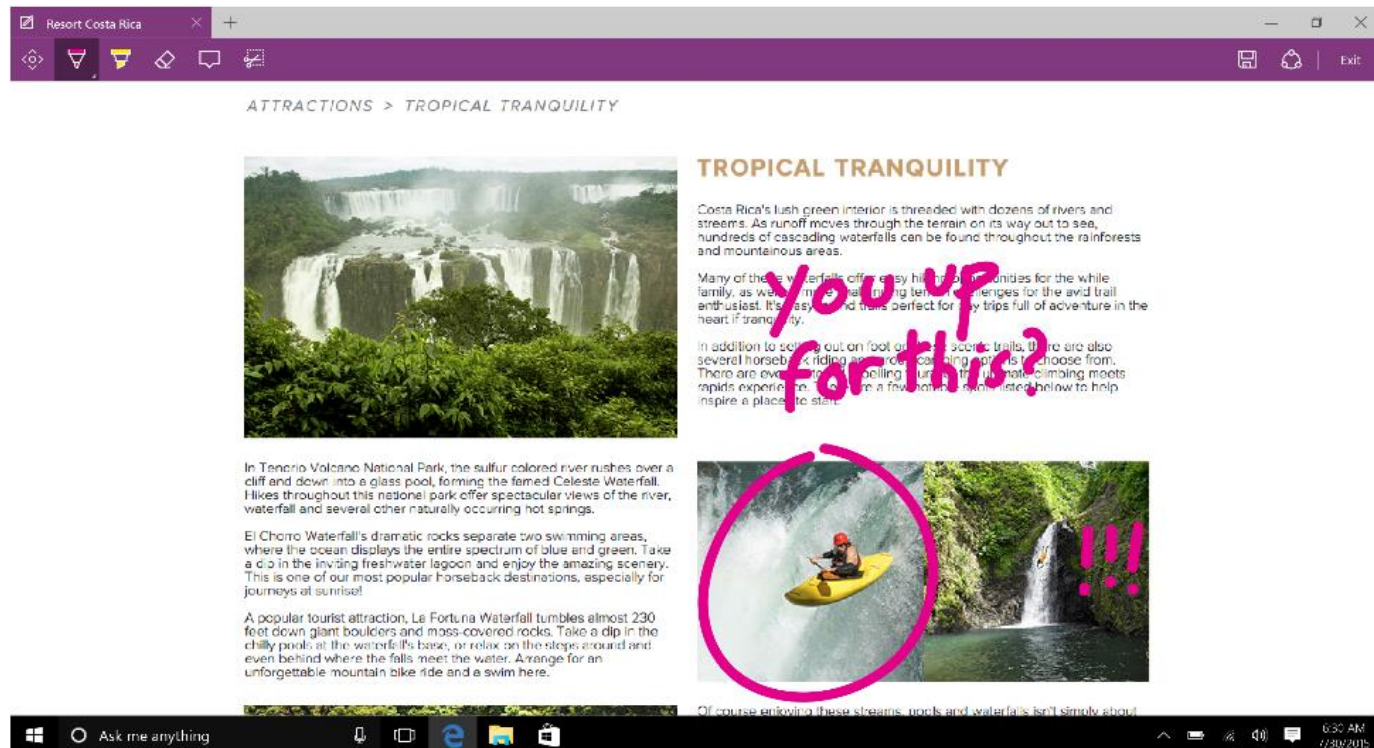
There's a new browser, the first one in 20 years, built for doing things online, even writing on webpages. Xbox officially arrives on the PC via an app that brings the best of Xbox Live to your Windows 10 device. Another app lets you set up any smartphone to work together with your Windows device. And there's a pipeline of Windows innovation coming, including advanced technologies like HoloLens holographics for truly amazing experiences.

Microsoft Edge

Microsoft Edge is the all-new browser designed to go beyond browsing to help you do more on the web—one that's made for easy sharing, reading, discovery, and getting things done online.

With inking capabilities built-in, you can write or type directly on webpages and share your mark-ups with others. If you value a premium reading experience, there's a feature that allows you to clear away distractions from your online articles and a reading list that organizes your favorite reads to enjoy later. The improved address bar helps you to find things faster, and with Cortana enabled[2], you can instantly move from searching to doing. All in all, Microsoft Edge sweeps away

the obstacles between you and your favorite online activities – for a web experience that's more personal, responsive, and all about getting things done.

Microsoft Edge lets you mark-up webpages

### Easily mark up and share web pages

Only Microsoft Edge has the built-in technology that lets you write or type directly on webpages. Add your thoughts on the page and then easily share it with others or save to OneNote. Transform any webpage into your canvas with Microsoft Edge.

Select *Make a web note* to start adding to the page you're on.

Use the *Pen* to write with your touchscreen or mouse, *Highlight* , or *Type* a note and then *Share* it.

Best reading. No distractions.

Microsoft Edge delivers the best built-in reading experience. A new reading view lets you enjoy online articles in a distraction-free layout optimized for your screen size. You can also have any webpage or PDF file saved and organized in your reading list for convenient access later.

For a clean and simple layout, select *Reading view* in the address bar to bring whatever you're reading front and center. You can even change the reading view style and font size to suit your mood—select *More actions* ••• > *Settings*.

To save an article to read later, just select *Add to favorites or reading list* ☆ > *Reading list* > *Add*. When you're ready to read, go to the *Hub* and select *Reading list*

Find it faster

In a big improvement over typical address bars, Microsoft Edge makes recommendations to speed you to your online destination. You can also get quick answers for weather, stock, definitions, and calculations – even the most popular fun facts like "How tall is the Eiffel Tower?" – right from the address bar.
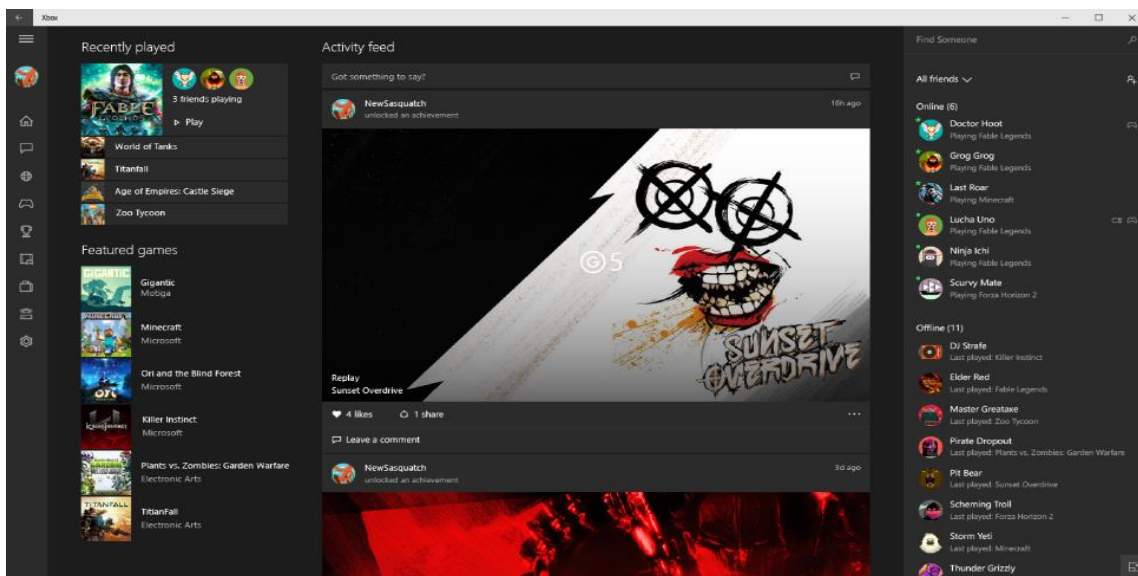
Get more done with Cortana built in

Microsoft Edge helps you go beyond browsing. With Cortana enabled, you get instant access to key actions – like making reservations or reading reviews – without leaving the page you're on. You can also highlight an unfamiliar term to get a contextual explanation that doesn't take you away from where you are.[2]

Highlight a word or phrase, press and hold (or right-click) it, then select *Ask Cortana* to find out all about it.

[2]Cortana available in select markets at launch, experience may vary by region and device.

Gaming & Xbox

Gaming just got even better with Windows 10. Not only do your existing games work great, but now you can play and connect with gamers across Xbox One and Windows 10 devices. From the best casual games to a new generation of PC gaming, Windows 10 is built for the games you love.

The Xbox app brings the best games & graphics to your Windows 10 devices.

Best. Gaming. Ever.

Gaming on Windows 10 has the most stunning visuals ever with DirectX 12, plus you're now able to record your best moves and voice chat with Xbox friends.[5] This goes for casual games all the way up to the most immersive and intense multiplayer blockbusters.

Xbox on Windows

Get great Xbox titles and the best of Xbox Live[5] – your Xbox community, achievements, and game collection via the integrated Xbox app. Experience built-in support for the Xbox controller[6] and even stream Xbox One games to a Windows 10 PC, laptop, or tablet anywhere in your home.

Amazing graphics and great moments

Experience the stunning quality of DirectX 12 graphics, even on existing systems.[5] DirectX 12 technology unlocks the full capability of your PC's graphics card to give you superior visuals with a higher level of realism. And that's just what you want when you record your greatest gaming moments. With Game DVR[5], you can capture your best moves, quickly, easily and without leaving your game. You can then use the Xbox app to edit and share them with your friends.

When you do or see something awesome while playing a game, press ⊞ + G on your keyboard to open Game bar. To start a new recording, select *Start recording* (select it again to stop). To take a picture, select *Screenshot*.

If you want to record the last 30 seconds of your game, select *Settings* and select *Record in the background while I'm playing a game*. To make a clip, play some more, then open Game bar and select *Record that*. Done!

After you record a clip, edit it in the Xbox app to highlight the best parts or focus on a particular moment. Go to *Start* ⊞ and then select *Xbox* ⊗ > *Game DVR*. Everything you record using Game bar is listed under *On this PC*. Select the clip or screenshot you want to edit and have at it.

Once your clip or screenshot is the way you want it in Game DVR, select *Share* so all of your Xbox friends can check it out. You'll also be able to see the stuff you shared when you sign in to your Xbox One or other devices.

Cross-device gameplay

The cross-device barriers are down – you can now play with or against your friends across Windows 10 and Xbox One. Even start playing a game on your PC and continue later on your Xbox.[5]

To stream games from your Xbox to your computer:

1. <u>Check your hardware</u>. Make sure your PC meets the hardware requirements for game streaming. You'll need at least a 1.5 GHz multicore processor, 4 GB of RAM or more, and an Xbox One console and a controller.
A wired Ethernet connection works best for streaming games. If possible, connect both your PC and your Xbox One to your router using network cables. For a wireless connection, use an 802.11 N or newer wireless adapter.
2. <u>Turn on streaming</u>. On your Xbox One, go to Settings > Preferences. Under System & App, select Allow game streaming to other devices (beta).
Next, under SmartGlass Connections, select From any SmartGlass device to allow anyone who's connected to your home network to stream games. To limit streaming to only a few people, select Only from profiles signed in on this Xbox.
3. <u>Make the connection</u>. On your PC, go to Start button icon > Xbox > Connection, then choose your Xbox and select Connect. (To find the name of your console, go to Settings > System on your Xbox One.) The Xbox app will connect to your Xbox One automatically when it's turned on.
Time to play! Once you're connected to your console, select Stream and choose the game you want to play. Or, choose an Xbox One game anywhere in the app, and then select Play from console to stream it.

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[5]Broadband internet required for some features (ISP fees apply). Xbox Live features only available with supported games in Xbox Live-supported countries, see xbox.com/live/countries. Limited number of games available in 2015 that support cross-device play; additional games to follow. Stream to

one device at a time; streaming with multiplayer from Xbox One requires home network connection and Xbox Live Gold membership (sold separately); Gold also required for multiplayer play on Xbox One. DirectX 12 only available with supported games and graphics chips. Game DVR only available with supported hardware. To check for compatibility and other important installation information, visit your device manufacturer's website and www.windows.com/windows10specs. Xbox One, PC/Tablet and Phone versions of games all sold separately.

[6]Xbox controller sold separately.

Companion Phone app

Windows 10 has been designed to work great with your smartphone whether it's Windows, Android or iPhone. The Companion Phone App guides you in setting up your phone to work with your Windows 10 device so your content (contacts, reminders, photos, music, videos and documents) shows up where you want -- without having to physically connect the devices and without you having to manage the interaction. This means that the content you want is always available on the device that you're using.

Built-in apps

Windows 10 has great built-in apps[**] like Photos, Maps, Groove – the new music app in Windows 10, and Movies & TV. This family of apps shares an elegant look and feel that works consistently across your Windows 10 devices. You get an experience that's instantly recognizable with less for you to learn.

Photos

Put your best photos forward with Windows 10. The new Photos app makes sense of your growing jumble of photos, getting them organized and easy to navigate. The app will even create albums of your life events, showcasing the best shots to tell a great story. Count on auto-enhance[8] to do expert touch-ups on the photos you take and keep on your Windows 10 device – and rest easy knowing that every photo is safely backed up with a full-resolution copy in your OneDrive online storage.

Maps

Maps on Windows helps you navigate your world with the information that matters most to you – it syncs your favorite locations across all your Windows devices, and helps guide you on your phone with turn-by-turn navigation even when you're offline.

Groove, Movies & TV

Enjoying music and videos is simple, fast and elegant on Windows 10. Listen to your favorite songs and artists, make your own playlists, and keep up with all the latest hits with the new music app. Or go big with the Groove Music Pass – with ad-free access to millions of tracks with one of the largest music catalogs on the planet.[9] And with video, browse, and play through your own video collection, or kick back to the hottest Movies & TV shows in HD.[7] Browse the Store to rent or purchase from a huge collection of movies and TV shows – even starting a movie on one device and picking up where you left off on another.

Mail & Calendar

The built-in Mail and Calendar apps get even better in Windows 10. Crafting emails has never been easier or more powerful, with the familiar and rich capability of Microsoft Word built into the authoring experience. Simply insert

tables, add pictures, and use bullets and color to get your point across. Keep up with your inbox with new touch gestures[10] that help you read, sort, and archive your mail. The new navigation bar is quick and convenient, allowing you to move freely between your email and your calendar, making it easy to get things done.

[**]App and content availability and experience may vary by market; some content sold separately.

[8]Applies to photos taken with and locally stored on a Windows 10 device.

[9]Groove Music Pass is sold separately and available in select markets. Catalog size and availability varies by market.

[10]Hardware dependent