

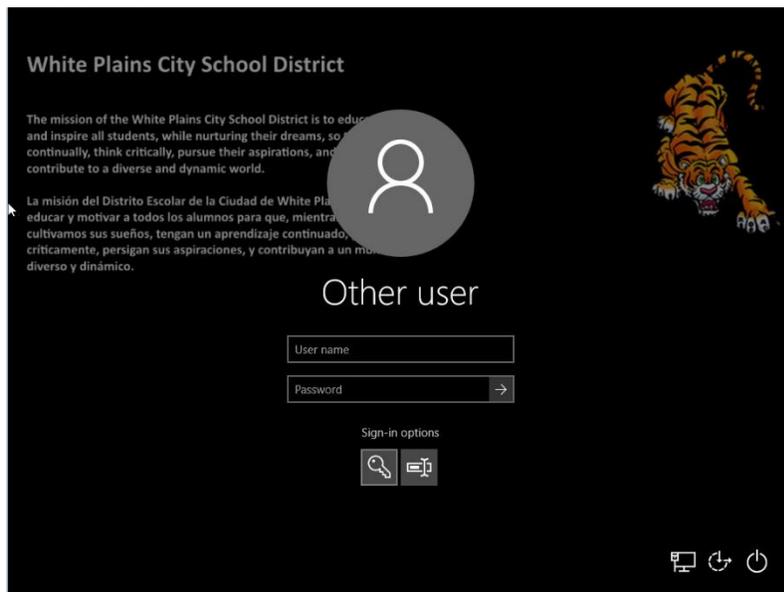
# Welcome to Windows 10

Over the summer, your computer has been updated to the latest operating system, **Windows 10**. It has a very similar look and feel to Windows 7.

**All of your familiar shortcuts, bookmarks, programs, folders and files have moved over to Windows 10**

**Technical Note:** *While we are transitioning the entire district over to Windows 10, you will be able to log into either a Windows 7 or a Windows 10 computer without any problem. Your desktop, shortcuts, files and folders will be maintained in both places.*

## Logging On

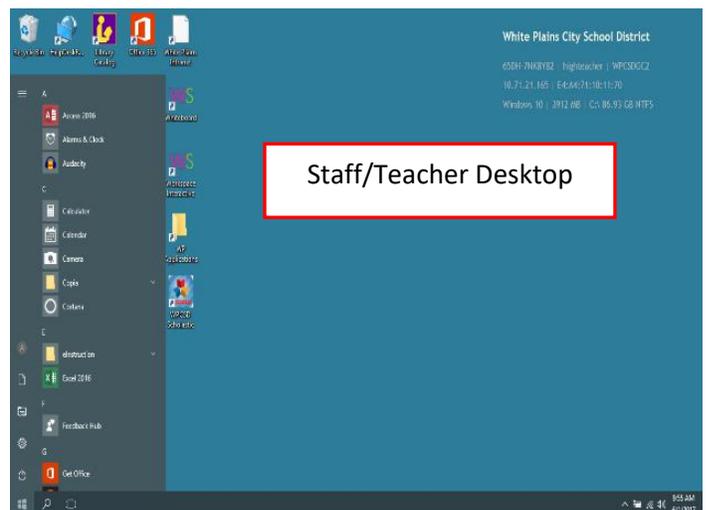
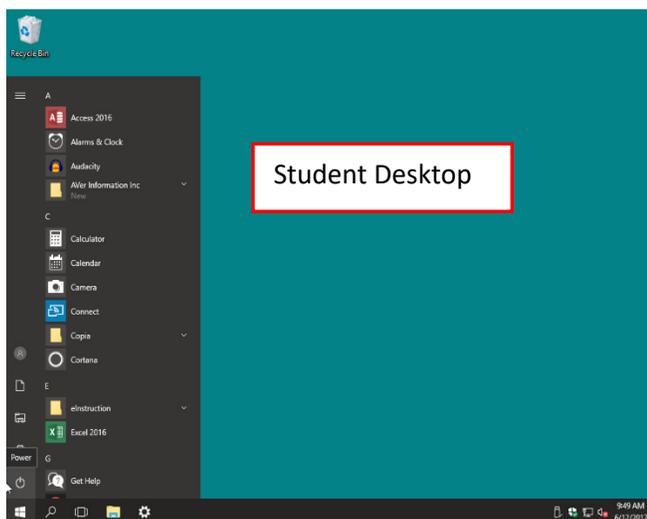


Tap the space bar or press **CRTL+ALT+DELETE** to bring up the sign on screen.

Enter Username and Password then press Enter or click →

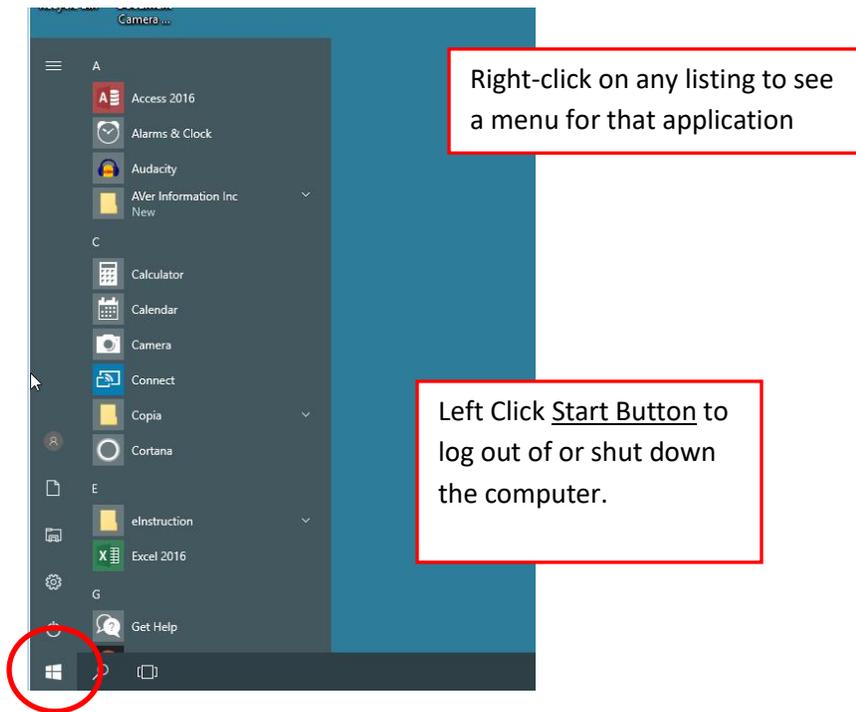
## Sample desktop

The major difference in Window 10 is the **START button** in the bottom left corner has been replaced with the Windows button.



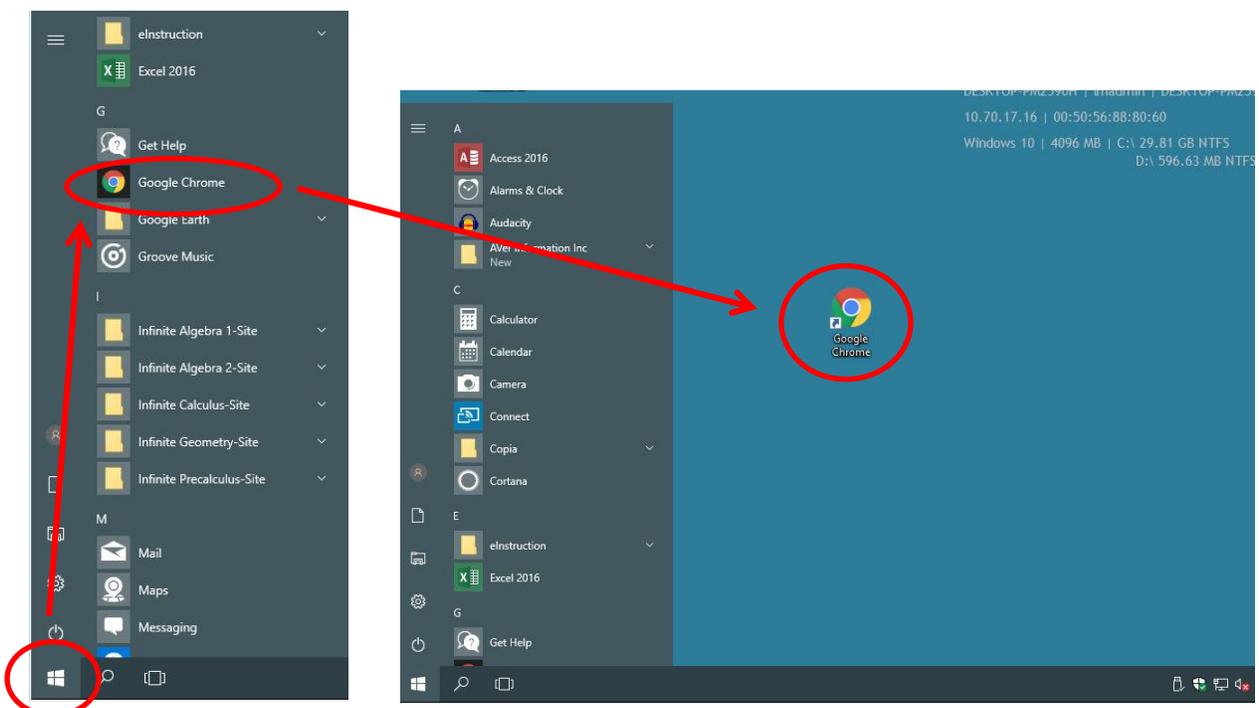
## Open Programs

Click on the Windows button on the bottom left to display the list of programs and apps



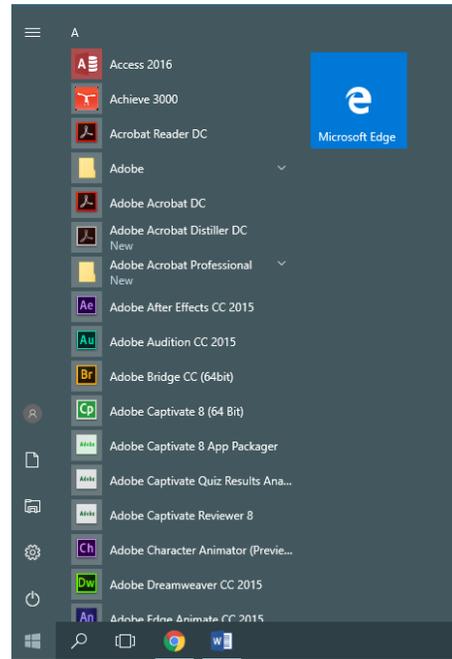
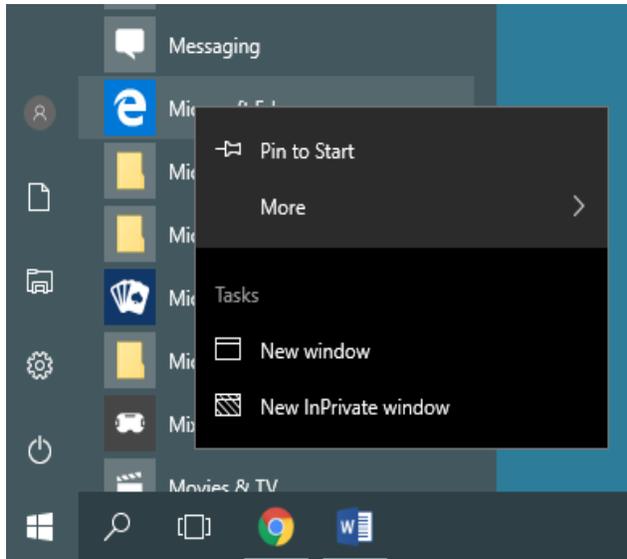
## How to create a desktop shortcut in Windows 10

1. Click Windows/Start Button
2. Left-click **and HOLD** the program icon (don't let go of the left mouse click)
3. Drag the program icon to the desktop.
4. Let go of the mouse button and the shortcut will be created on the desktop.



## Adding a shortcut to the Start Menu

1. Click Windows/Start Button
2. Right-click on the program icon
3. Choose from “Pin to Start Menu” to add it for quick access.



## Web Browsers

On Windows 10, you will have:

- Internet Explorer (desktop shortcut only)
- Microsoft Edge –a new browser for Windows 10
- Google Chrome

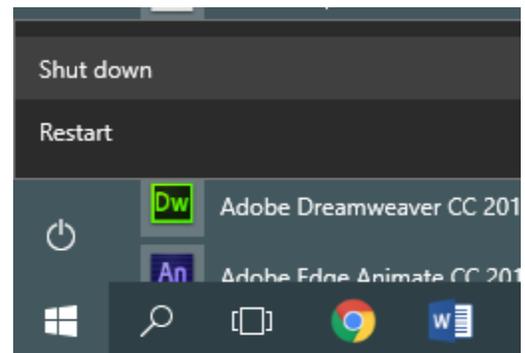
Both Internet Explorer and Chrome can be opened up on more than one computer at a time.

## Logging Out

To log out, simply click the Windows/Start button, then the Power icon above it.

Select “**Shut down**” to log out and power the computer off.

Select “**Restart**” if you are on a lab computer where someone else will be logging in after you.



## Help Desk

If you have any problems or need assistance, please place a helpdesk call at:

[www.whiteplainspublicschools.org/helpdesk](http://www.whiteplainspublicschools.org/helpdesk)