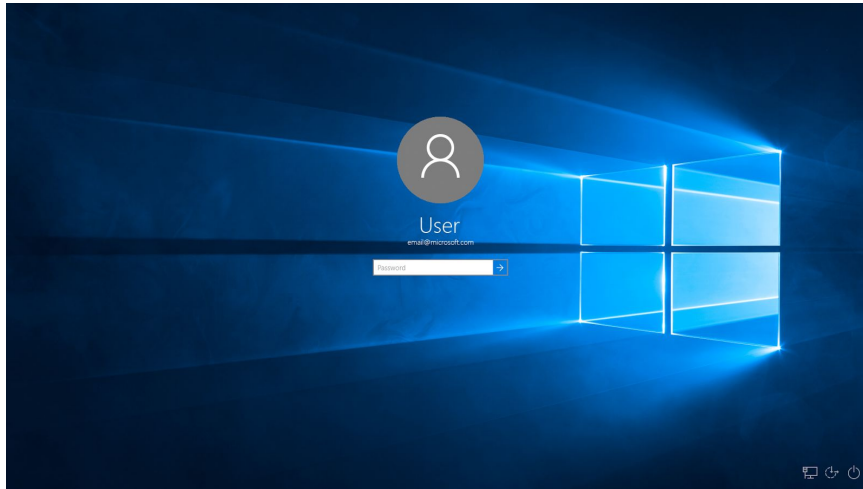


Windows 10 - The Basics

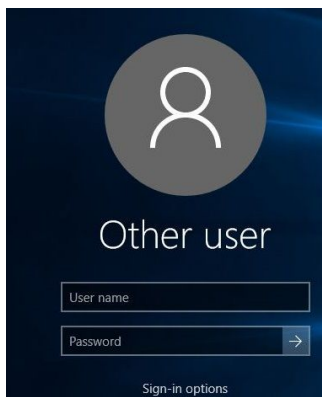
Welcome back! If your computer's login screen looks like this, you are now on Windows 10!



To login with your own username and password, click the Other User button on the lower left corner of the login screen:

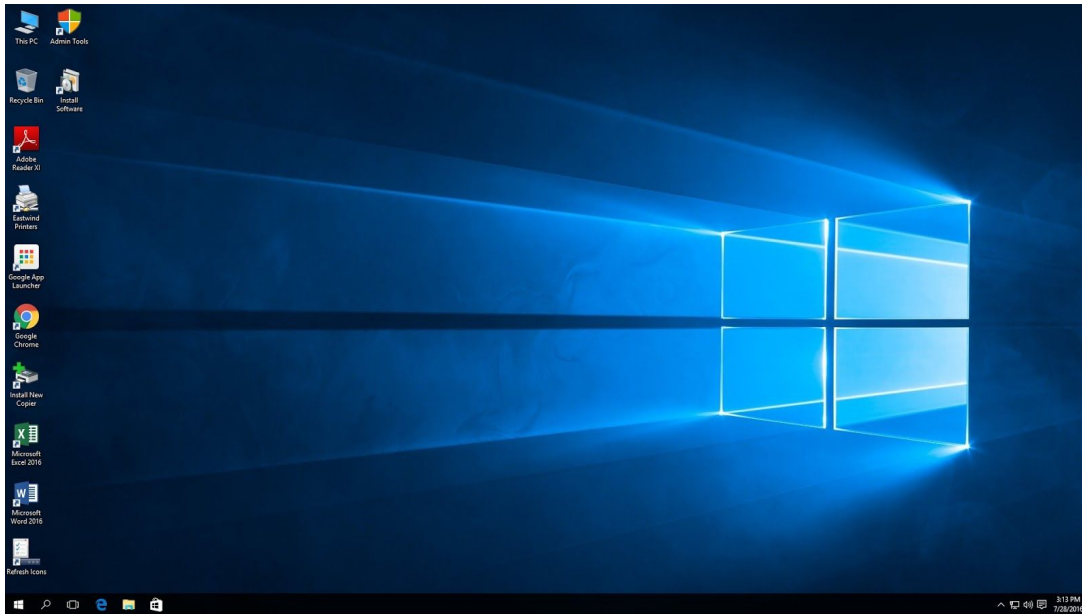


Now you may enter your own username and password (please note if your own username is already displayed on the screen shown below, you do not have to click on Other User. You will just enter your password).



Windows 10 - The Basics

After you sign in, your desktop will look something like this:



You can install the Ricoh printer (WCS_Printing queue) by double-clicking on the Install New Copier icon:



You can also install any HP laser jet printers that may be available in your building by double-clicking on the building Printers icon located on your desktop, and then selecting the appropriate printer from the list:

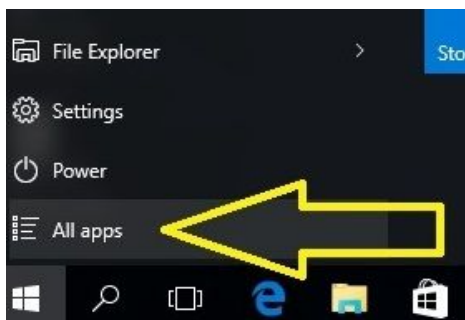


Windows 10 - The Basics

Many of your applications, including frequently used websites, can be found on the Start menu. The Start menu is in the lower-left corner of the desktop screen (four white Windows that will turn blue when you hover your mouse over it):



From the Start Menu, you can click on All Apps:



Then click on the .WebLinks folder. Inside the folder you will see most of our frequently used websites listed:



Clicking on any one of these icons will launch that particular website.

Windows 10 - The Basics

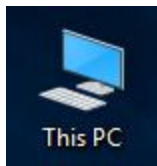
If you want to move one of the icons to your desktop, click on the icon once then hold down your mouse button to drag and drop the icon out to your desktop:



You can quickly get to any of your Google Apps (Gmail, Calendar, Drive, Docs, Sheets, etc) by clicking on the Google Apps Launcher icon located on the desktop:



You can access your “L” or “H” drive by double-clicking on the This PC icon located on the desktop:



If you need additional software that is not part of the Windows 10 image, you may be able to find it by double-clicking on the Install Software icon:

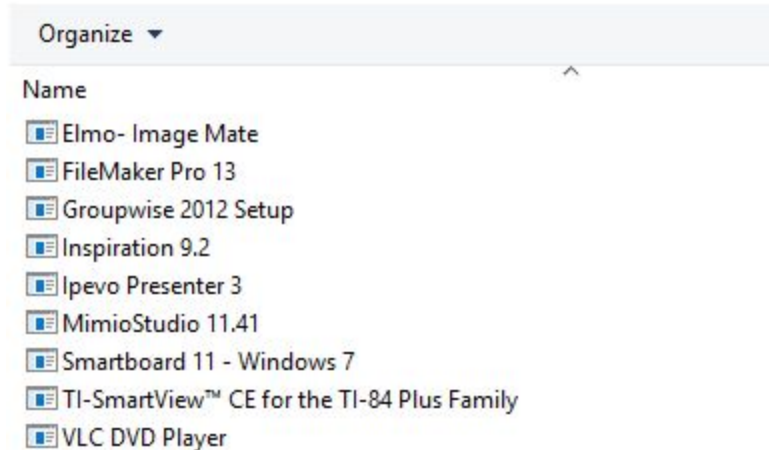


Windows 10 - The Basics

Select your software from the list and then double-click to install it:

Install a program from the network

To install a program, select it from the list and then click Install.



For further help: 

If you are experiencing a problem that hasn't been covered here, please enter a work ticket in the Technology Solutions help desk. Technology Solutions is bookmarked in your Web Links folder, or you may go to: help.wcsoh.org:8081. Use your Windows username and password to log in.



Additional Windows 10 tips and tricks will be provided by the Ed Tech/IT Departments at a later date.