

# Windows 10 Quick Start

*Get started with your ETSU Windows 10 system*



## 1. Signing In and Out

### Signing In

The lock screen contains the time, date and sign in access. To sign into Windows 10, click anywhere on the lock screen or press any key. You do not need to press Control+Alt+Delete. The ETSU Legal Notice will appear, choose OK. Enter your ETSU username and password (figure 1).

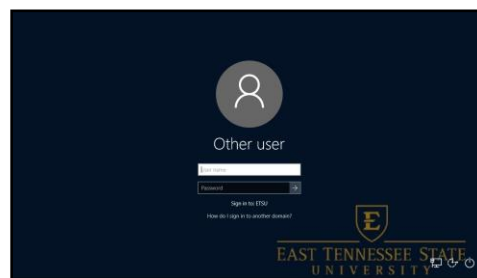



Figure 1

### Signing Out

To sign out, select the Start menu (figure 2.1), then select your account icon . This is a small icon above the Power button, and will allow you to sign out (figure 2.3).

### Shut Down or Restart

To turn off or restart the computer, select the Power  button and choose Shut Down or Restart (figure 2.2).

## 2. Starting Programs

### Windows Start Menu

To access programs and many other tools, select the Windows **Start menu** button on the task bar in the bottom left of the screen (figure 2.1).

This will open the Start menu, a window filling the bottom left of the screen (figure 2.5). Here you can access an alphabetical list of all programs installed on the computer. To launch a program, select the tile from this list. Some entries in the list have arrows beside them (figure 2.4). These are folders that contain additional programs.

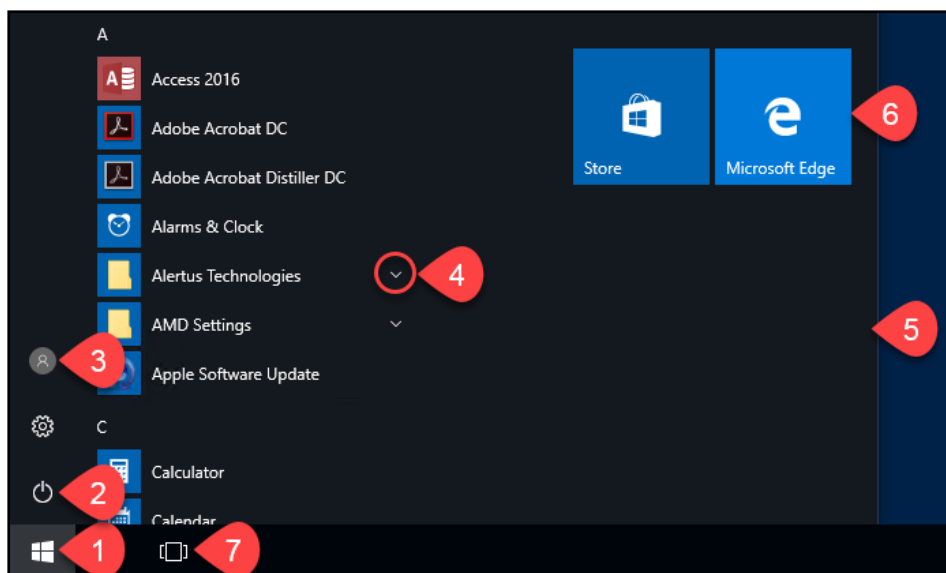


Figure 2

## Pinning Programs

While programs are always available in the alphabetical list in the Start menu; favorite and commonly used programs can be “pinned” to the Desktop, the Task Bar, or the Start menu (figure 2.6) for easy access. In the Start menu alphabetical list, right-click on the program tile and select “Pin to Start” or select “More” then “Pin to Taskbar.” To create a shortcut to a program on the desktop, drag the program from the Start menu to the desktop.

## Searching Windows

Search for programs, settings or files by selecting the Search option in the task bar (figure 3.1) and typing keywords in the search field (figure 3.2). Alternatively, select the Start menu and begin typing your search keywords.

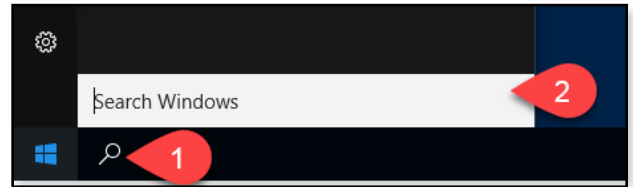


Figure 3

## 3. Finding Your Files

### File Explorer

Open the File Explorer by selecting the “**This PC**” icon on the Desktop. File explorer allows you to access files and folders on the computer, external jump drives, and your personal ETSU network (Q: Drive).



## 4. Browsing the Web



### Microsoft Edge and Other Browsers

Windows 10 introduces a new web browser, Microsoft Edge. Popular browsers **Firefox**, **Chrome** and **Internet Explorer** are also installed and can be launched from the Start menu.

*Note: Microsoft Edge can cause issues when using D2L. Firefox, Chrome or Internet Explorer browsers are recommended.*

## 5. Miscellaneous

### Task View, Snap Assist and Volume Control

#### Task View

Switch between open programs with the Task View  (figure 2.7).

#### Snap Assist

Snap open programs to quadrants of the screen by holding the left mouse button and dragging the open program window to the side of the screen. Release the mouse when the guidelines appear.

#### Volume Control

Volume control  is located on the bottom-right of the screen in the task bar.

## 6. Find Help

If you need any assistance, please contact the ITS Help Desk.

### ITS Help Desk

Call: (423) 439-4648

Email: [itshelp@etsu.edu](mailto:itshelp@etsu.edu)

Live chat: [start now](#)