

What's New in Windows 10

Login

When you turn on your PC, you will be prompted for a Secure Login Username.

Enter your UH Network Username.



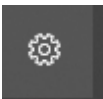
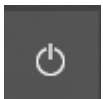
Enter your UH Network Password.



Start Menu Commands

Your Windows 10 desktop has new, clean look; it does not include shortcuts to applications or common Windows commands. The Windows 10 Start Menu is an important place to access these items.

The table below lists the commands found on the Start menu.

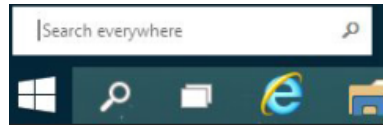
Command	Name	Description
	Menu	Expands to show names for all menu items.
	UH Shield	Lock workstation or Sign out.
	Settings	Personalize Windows settings.
	Power	Sleep, Shut down or Restart.

Start Menu Applications



Open File Explorer, Settings, and other apps you use often from the left side of the Start menu. Scroll down the app list to see all apps and programs alphabetically.

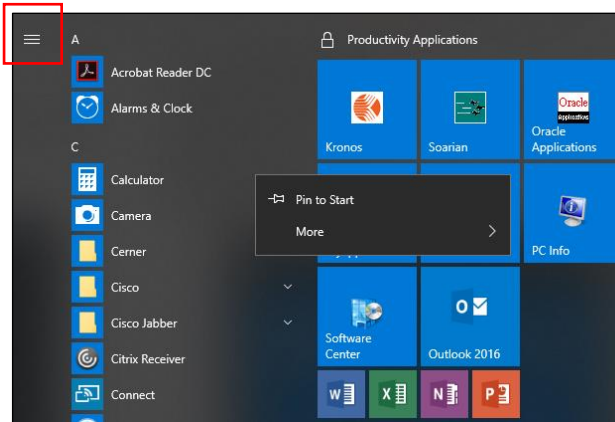
To search for apps, begin typing the name of the app.



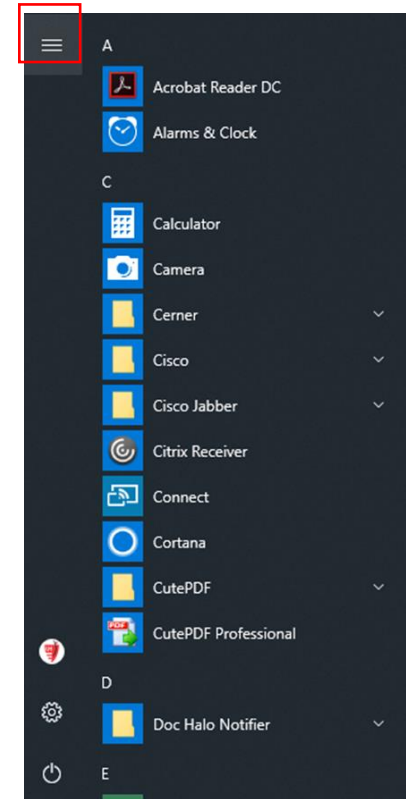
Pin Apps to Start Menu

Frequently used UH applications such as Kronos, Oracle and Microsoft Office are pinned to the Start menu.

To pin additional apps, select the **Start** button, right click the app you want to pin and select **Pin to Start**.



Once you pin the app, resize it. Press and hold the app tile, select **Resize** and then choose the tile size you want. Drag and drop apps from the apps list and pin them to the Start menu as tiles.



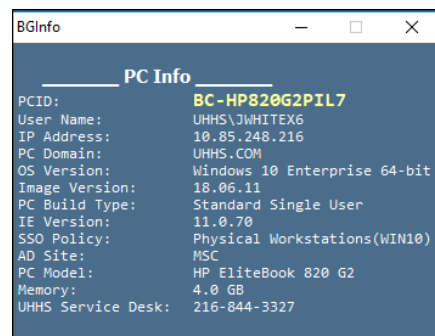
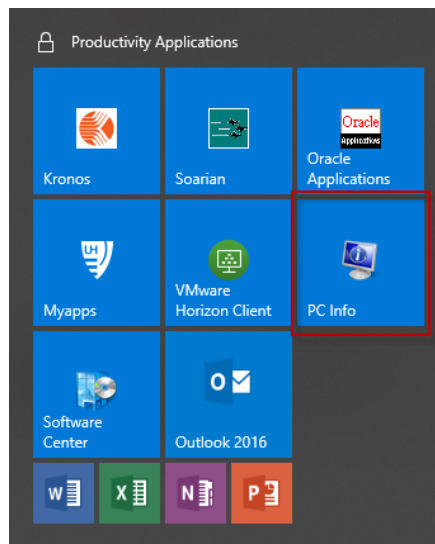
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Internet Explorer


Internet Explorer is the default browser for Windows 10. If you have a need to use Google Chrome, please call the IT Service Desk at 216-844-3327.

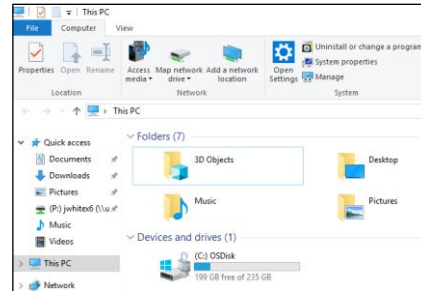
PC Information

From the Start menu, select the PC Info tile.



File Explorer

Select the File Explorer icon  on the task bar.



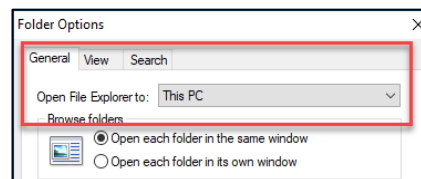
When File Explorer opens, you will land in "Quick access." Your frequently used folders and recently used files are listed there. Pin your favorite folders to Quick access to keep them close.

My Computer is now called This PC, and it will not show up on your desktop by default.

Libraries will not show up in File Explorer unless you want them to. To add them to the left pane, select the **View tab > Navigation pane > Show libraries**.

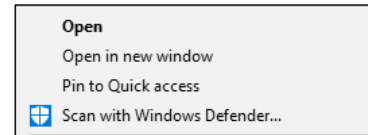
Open to This PC

If you would rather have File Explorer open to "This PC" (Formerly called My Computer), go to the **View** tab and then select **Options**. In the **Open File Explorer** to list, select **This PC**, and then **Apply**.



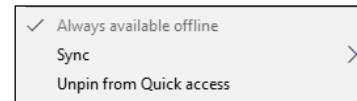
Pin to Quick Access (File Explorer)

If you want a folder to show up in Quick access, right-click it and select **Pin to Quick access**. Unpin it when you do not need it there anymore.



Remove from Quick Access (File Explorer)

If something shows up in Quick access that you do not want to see there again, right-click it and select **Unpin from Quick access**. It will not show up there anymore, even if you use it every day.



Show Only Pinned Folders

To turn off recent files or frequent folders, go to the **View** tab, and then select **Options**. In the **Privacy** section, clear the check boxes and select **Apply**. Now Quick access will only show your pinned folders. (If you turn them back on, items you previously removed from Quick access might show up again.)

