Windows 10 Setup Tips & Resources

Information Technology Services

Revised March 15, 2019

FIRST-TIME LOGIN

1. Make sure your new Windows 10 laptop is on campus when you log on for the first time. **We recommend an Ethernet cable (wired) connection for the initial setup, but it is not required.**
2. Start your computer then press any key after the initial time/date screen appears.
3. Click **Other user** in lower left.
   (If you do not see "*Windows will try to connect to MiddleburyCollege*" under the password prompt, wireless has not been able to establish a background connection and you may need to connect using a wired jack or wait for that message to appear.)
4. Enter your Middlebury user name and password when prompted.
5. Press the ENTER key (or click the → icon) to complete the login process. Be patient as the **Welcome** and initial login process completes.

IMPORTANT BASICS: Shut Down, Restart & Sign Out

The most important things you need to know about your new computer are how to shut it down and how to sign out as these processes are different in Windows 10:

- To **SHUT DOWN**, **RESTART**, or put the computer to **SLEEP**: Click then (Power).
- To **SIGN OUT** (formerly Log off): Click then your account icon , then **Sign out**.

Be sure to check out page 2 for valuable resources to get you up to speed with Windows 10, including five short videos covering new features!

SELF SERVICE SOFTWARE INSTALLATION

ITS does not install software titles that are available to you via self-service methods. Here are the installation websites you can visit at your convenience to obtain commonly-requested programs:

- For Adobe products, visit **http://go/adobelogin/**.
- Visit our self-service website (**http://go/kss/**) for all other software titles.

For more information, visit **http://go/selfservice/**.

USING HYPERION, CONTENT 7, FAMIS & MORE – New Method

Remote Desktop Services (aka RDS) provides a way to use applications and web pages unsupported by Windows 10, or that present security risks due to outdated or unsafe software requirements. **You must now use RDS on your Windows 10 computer to run the following programs:** Hyperion Studio, Perceptive Content (aka Content 7), Hyperion IRC, and Famis. You can easily access what you need by bookmarking **http://go/rds/** on your favored web browser.

If you prefer individual shortcuts to specific products, refer to **http://go/rdswin10/** for detailed instructions. For printer-friendly instructions, look for the link to **Win 10 RDS Setup in Brief**.

THINGS THAT ARE DIFFERENT

- New **Sophos** Endpoint Protection software with full disk encryption is now in place.
- New look for the Start icon. **Start Menu** now has customizable tiles and groupings.
- Windows Explorer renamed and redesigned – now called **File Explorer**.
- New **Task View** supports multiple desktops so you can group related work.
- New **Action Center** centralizes alerts and notices.
- The **Show Desktop** strip that used to be at the far right of the Task Bar appears to be gone, but you can still click there to minimize open apps and display your Desktop. The hover feature that *previewed* the Desktop is still available with Windows 10, just right-click that area then choose **Peek at desktop**.

Action Center

You'll find this new icon at the far right of your Task Bar. The Action Center centralizes alerts and notices. See the recommended video found at **http://go/win10/** to learn about this new feature and how you can customize it. Many people prefer to tone down the notifications.

Task View

This new icon is located on the left of your Task bar. **Task View** supports multiple desktops so you can group related work. See the recommended video found at **http://go/win10/** to learn how to use this new feature.

LEARN ABOUT WINDOWS 10 AND OFFICE 2019

We've done the work for you and gathered some great ways to learn about Windows 10 and Office 2019.

⇒ Explore these "go" shortcuts using your favorite web browser:

- **http://go/win10/** – Collected learning resources to refresh or expand your Windows 10 knowledge. **Be sure to check out the *Recommended Viewing* section** – five videos share the most important features of Windows 10 in under thirty minutes! It's time well spent.
- **http://go/Office365help/** (or **http://O365help/**)– General information, collected links to movies and short courses covering select usage and features of Office 365 products.

OUTLOOK

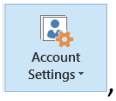
Set up your Exchange Account in Outlook

1. Click the *Search Windows* icon at left on the Task Bar, then type "Outlook".
2. From the search results list, click **Outlook Desktop app**.
3. At the *Outlook* dialog box, verify your email address then click **Connect**.
4. At the Middlebury-branded login screen, provide your account password then click **Sign In**.
5. Click **Yes** to "*Allow my organization to manage my device.*"
6. When the *You're all set!* message appears, click **Done**.
7. *Account successfully added* should appear for your Office 365 account.
    a. DO NOT use the "add another email address" to add other Middlebury mailboxes!
    b. You may wish to UNcheck the box beside "*Set up Outlook Mobile on my phone, too.*"
    c. Click **DONE**.
8. When "*Sign in to set up Office*" appears, click **Sign in**.
9. The *Activate Office* dialog appears. Supply your email address, then click **Next**.
10. Take a moment to "pin" Outlook by right-clicking its icon on the Taskbar, then choosing **Pin to taskbar**.
11. Be patient while Outlook prepares for first-time use. When your email retrieval from the cloud has completed, **All folders are up to date** displays in the status area at the bottom of the Outlook window.

➢ NOTE: It is OK to proceed with adding Midd mailboxes before your email retrieval has completed.

Add More Middlebury Mailboxes

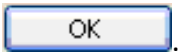
If you work with other Middlebury email accounts apart from your own, such as FAX accounts, you need to make a few adjustments so everything will work smoothly. You may also need to add additional accounts if they do not appear in Outlook's left-hand navigation pane on their own. Here's what to do:

1. With Outlook running, click the **File** tab; **Info** is already selected.
2. Click 

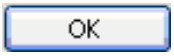
, then choose **Account Settings…** from the drop-down menu.
3. Double-click on your email address in the **Name** column. The *Change Account* dialog box opens.
4. Click

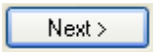
. The *Microsoft Exchange* dialog box opens.
5. Click the **Advanced** tab.
6. **Un**check the box beside *Download shared folders* to shut off cached mode for the other accounts. Doing this prevents viewing issues (such as missing folders or meetings) when using shared accounts.

7. To add email accounts that have not appeared in your navigation pane, click

. The *Add Mailbox* dialog box opens.
8. In the **Add mailbox** field type part of the display name for the mailbox you want to add and then click 

. The mailbox name appears on the **Open these additional mailboxes** list.
9. Click

. A notice appears about the need to restart Outlook. Click 

as needed to return to the *Change Account* dialog window.
10. From the *Change Account* dialog box, click 

. When *Account successfully updated* appears, click **DONE**.
11. Close the *Account Settings* dialog box.

Common Outlook Setting Adjustments

- If you don't care for the reading pane, click the **View** tab, then click the **Reading Pane** button. Select **Off** from the drop-down list.
- Wonder where the *From* and *Bcc* fields went? Start a new message then click the **Options** tab. Now click the **Bcc** and **From** buttons on the ribbon. These fields will now appear when creating future messages.
- Did you save any Outlook views from your old computer? To reapply them, click the **View** tab, then click the Change View button (far left). Your named views will be available for use.

Restore Signatures

If you only use a few signatures, you can easily recreate them. Here's how:

1. Open an old message from your Sent Items folder, then copy your signature text.
2. Click **File** / **Options**, then click **Mail**.
3. Click the **Signatures** button.
4. Click the **New** button, give your signature a name, paste in your information, adjust default signature choices at right, then click **OK**.

If you had multiple signatures and saved them from your old computer, here's how to put them where they need to go:

1. Open the folder where you saved your signature files then use **CTRL+A** to select them all.
2. Right-click any selected file, then choose **Copy**.
3. Launch Outlook, then click **File** / **Options**, then **Mail**.
4. Hold down the CTRL key when you click the **Signatures** button. This opens the empty folder where the signatures files need to go.
5. Right-click in the right-hand pane, then choose **Paste**. Your individual signature files are now ready for use.
6. Close the Signatures window.
7. Click the **Signatures** button again so you can specify your defaults, then click **OK** to save your changes.

APPLICATIONS (aka Apps or Programs)

Add Apps to your Taskbar or Start menu

Pinned apps appear in the location you specify (Taskbar or the tiled area of the Start Menu) each time you start your computer. You can drag pinned entries on the Taskbar to reflect the order you prefer.

1. Click ; the Start Menu opens showing a list of all apps, as well as a new tiled area at right.
2. Scroll through the list and right-click frequently used apps, such as Word, then select **More**, then **Pin to Taskbar** (or **Pin to Start** – the tiled area) for ease of future access.
    - You can also search for apps by name using the *Search Windows* icon on the Task Bar.
3. Repeat step 2 as needed for other desired apps.

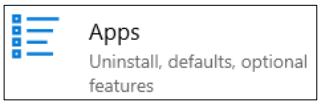
- Note the transformation of the Start Menu into two parts. A list of all programs appears on the left and customizable groupings of tiles appear on the right. The tiling feature is geared toward touch screen use. **You can unpin any (or all!) tiles if you prefer a cleaner look.**
- **TIP:** You may further customize your experience. Simply right-click the Taskbar, then choose **Taskbar settings** from the pop-up menu. Both **Taskbar** and **Start** are good places to review.

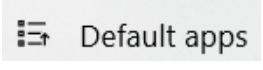
Remove Apps from your Taskbar

We recommend removing – UNpinning – some of the less helpful Windows 10 Taskbar apps to give you more room for things <u>you</u> want.

- You may wish to **unpin** the following icons from your Task Bar: . These are shortcuts to the Microsoft Store and the <u>Windows</u> Mail app (<u>not</u> Outlook).

Set Default Apps

1. Click then click (Settings).
2. Click 

3. Click 

at left.
4. Change the following defaults as follows:
    a. *Email* from Windows Mail to **Outlook**
    b. *Web browser* from Microsoft Edge to your choice.

PRINTERS & MONITORS

Add Printers

Network printers have labels showing their **Printer Queue Name**. You will need this information before you can install the printer on your computer.

1. Press the Windows key ( ), type **\\walnut**, then press the Enter key.
2. Click in the *Search Walnut* field at top right, then type a few initial characters of your printer name (such as OCH, MNR, BIH, or P01). Results will be filtered for you.
3. Right-click the desired printer then select **Connect** from the drop-down menu.
4. Click the **Install driver** button if prompted.
5. Repeat steps 2 -4 as needed to install additional printers.

Set Your Default Printer

If you have added more than one printer you should specify the one you'll use most often, otherwise Windows 10 will set the default printer to the one used most recently at your current location.

5. Click then click (Settings).
6. Click

.
7. Click **Printers and Scanners** at left.
8. Uncheck the box beside **Let Windows Manage my default printer** to turn off this feature.
9. Click the desired printer's name in the *Printers & scanners* list, then click the **Manage** button.
10. Click the **Set as Default** button, then close the *Settings* window.

Setup Dual Monitors

If you use two monitors, you may want to adjust settings to achieve your desired set up. Here's how:

1. Right-click your desktop, then choose **Graphics Properties**.
2. Click **Display**, then choose **Multiple Displays** from the menu at left. Adjust settings as desired.

CLOUD STORAGE

OneDrive Setup

Microsoft's OneDrive app is already available for use on your Windows 10 computer; you just need to set it up as follows:

1. Use the *Search Windows* icon on the Task Bar to look up, then launch the **OneDrive** app.
2. Provide your email address when prompted, then click **Sign in**.
3. Provide your Middlebury username and password if prompted, then click **Next** to accept the default OneDrive folder location on your hard drive.
4. In the *Sync your OneDrive files to this PC* window, adjust your sync settings as desired, then click **Next**. Folders and files that you choose to download to the computer will be available to you even when your computer is offline but they will take up space on your computer.
5. The local **OneDrive – Middlebury College** folder is created on your computer, and the files and folders you specified to sync will begin to appear as they are copied down from the cloud.

NOTE: You may adjust syncing and app settings at any time; just click the blue cloud icon on the far right of your TaskBar. You may wish to turn on **Files On-Demand** to save storage space on your computer. These items are available only when you have an internet connection unless you specify otherwise. Click the cloud, choose **More**, then **Settings**, then click the **Settings** tab to reach where this is found.

For more information about OneDrive use, visit **http://go/onedrivehelp/**.

Google's Drive File Stream Setup

If you prefer to use **Google's Drive File Stream** to synchronize files between your computer and the cloud, you will need to download and install the application. Important**:** If you **only** work with Google files via a web browser then you need **not** install this software!

To install the application:

1. Visit **http://go/getgdfs/**, then click the blue **Sign in** button at top right. Provide your Middlebury email address and password.
2. Expand the *Download & Install Drive File Stream* section, then click the **Download for Windows** button. Save then and run the installer.

Note: By default, Drive Stream Files are stored in the cloud and are available for use only when you are connected to the internet. Specific folders can be designated for off-line use.

For more information about Google apps, visit **http://go/gdrivehelp/**.

FILE MANAGEMENT

File Explorer (*formerly Windows Explorer*) – Easier File Management

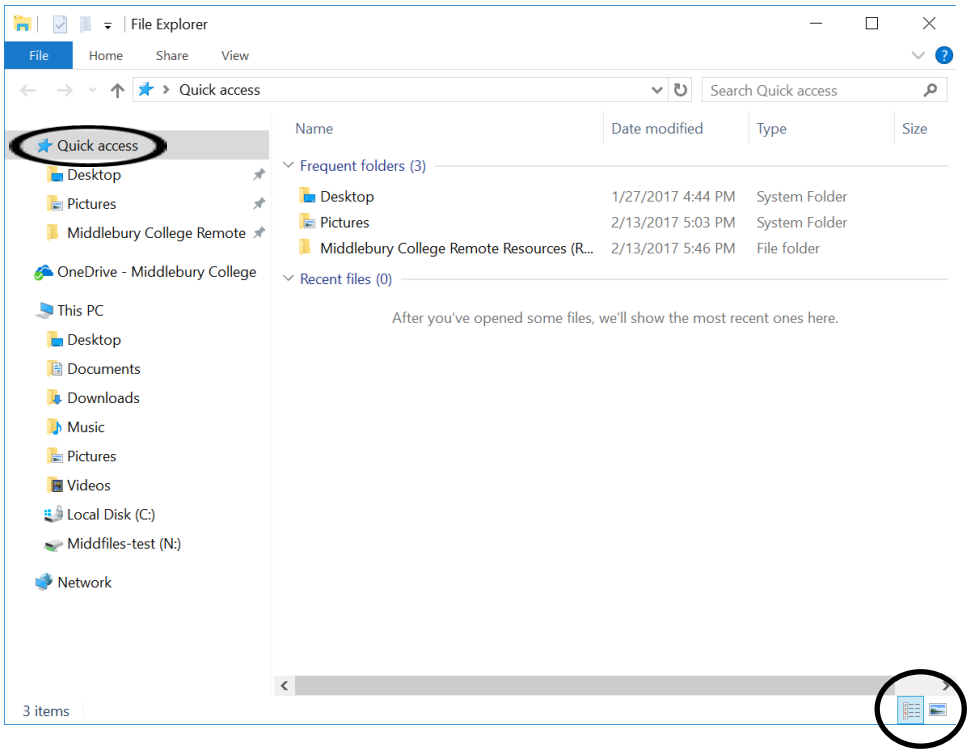
Important Note: We strongly recommend that you store work-related items on the cloud (OneDrive or Google Drive File Stream) or in shared departmental folders on Middfiles.

Windows Explorer got a facelift and a new name, appearing in Windows 10 as **File Explorer**. Along with a more logical name, you'll enjoy its improved views and helpful toolbars that simplify common file management tasks.

- Click [File Explorer] on the Task Bar.
- Press + .

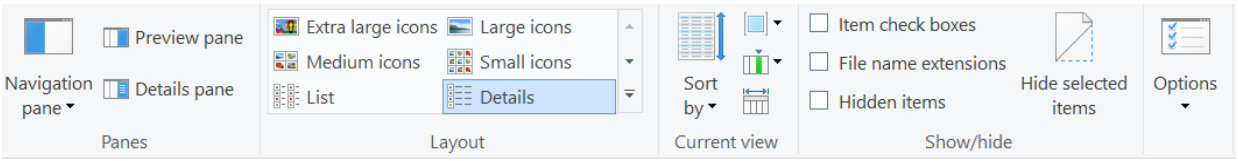
HANDY TIP:

You can change File Explorer's initial view. Click **File**, then **Change folder and search options**. On the **General** tab, you can adjust the value for *Open File Explorer to* **This PC**.



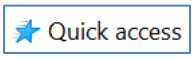
New in File Explorer…

- **File** drop-down menu
- Former "Favorites" area now called **Quick access**. (See circled item above, left.)
- New view shortcut buttons in lower right for list and large thumbnail views. (See circled icons in File Explorer screen shot above.)
- **Home**, **Share**, & **View** tabs with associated ribbons The **View** ribbon is shown here:



Adding Items to Quick Access

Here's how to create locations that will be visible in all your Microsoft programs:

1. Open **File Explorer**, then navigate to and open one of your frequently used folders.
2. Right-click 

in the top left.
3. Choose **Pin current folder to Quick Access**.

⇒ **HANDY TIP:** To create Middfiles favorites to shared department folders that *always* work – even from home using VPN or when using the Middlebury College wireless network -- start out by typing **\\middcloud** in File Explorer's path field at the top. Now, double-click to open **middfiles**, then continue navigating until you've opened the desired folder. Lastly, follow steps 2 & 3 to make the "enduring" shortcuts.

COMPUTER SETTINGS

Adjust Power Options

You may feel that your computer goes to sleep too often or that your monitor shuts down too frequently. Here's how to find the power settings so you can adjust them to suit your needs:

1. Click then click (Settings).
2. Type **Power** in the *Find a setting* field at left; search results will appear as you type.
3. Choose **Power & sleep settings**.
4. Adjust *screen* and *sleep* settings as desired.
   - Important: If you have a port replicator (aka docking station), be sure to review **Additional power settings** under *Related settings* so you can choose what happens when you close your computer's lid.

Adjust Display Size of Text, Apps, & Other Items

New, high-resolution displays bring greater clarity to small objects but you may wish to adjust the size of how things appear on your new computer all the same. Here's how:

1. Click then click (Settings).
2. Click **System**.
3. Click **Display** in the left-hand navigation list.
4. Under *Scale and layout*, use the drop-down menu below *Change the size of text, apps, and other items*. You may need to sign out then back in to see the full effect of your changes.

Make Your Scroll Bars Visible

Do the "hide-and-seek" scroll bars try your patience? Search for "scroll bars" then choose **Automatically hide scroll bars in Windows** from the search results. Just click the radio button to turn off this feature.

MAKING CONNECTIONS

Connect to Middlebury using VPN – Pulse Secure

Pulse Secure software used for VPN is already installed on your new computer; you just need to specify the server (**https://vpn.middlebury.edu**) and save your connection details with a name for future use. Need more details? Visit **http://go/vpn/** and start with step 4 of the *Windows* section.

Connect to a Projector

Follow the directions to connect your laptop in a Smart Classroom. (Refer to http://go/smartguides/ for helpful info.)

Click the Windows 10 **Action Center** icon (at far right), choose **Project**, then select how your display should appear. + can still be used as a shortcut to call up the projection options.

WEB BROWSER FAVORITES (Bookmarks)

Restore your Mozilla Firefox Favorites (Bookmarks):

If you set up a Sync account on your old computer…

1. Launch Firefox. When prompted, enter the email address and password you used to set up syncing, then click **Continue**. (If not prompted, click the menu icon in upper right, then choose "**sign in to sync.**")
2. Provide the password you created earlier for your Firefox account.
3. An email message is sent to confirm your request. Note that this message may end up in your Junk Email folder.
4. Once your new computer is connected, your desired data will begin syncing. You may need to turn on the Bookmarks Toolbar by right-clicking the blank area to the right of the tabs.

Restore your Google Chrome Bookmarks

If you turned on Google Chrome syncing on your old computer… You just need to sign on to Chrome on the new computer then turn syncing on. See **http://go/syncchrome/** for details.

Restore your Internet Explorer Favorites (Bookmarks)

"This space intentionally left blank."

Internet Explorer is an outdated, insecure browser. Applications that require its use (such as Hyperion, Content 7, and Famis) should be accessed via Remote Desktop Services (**http://go/rds/**) to safeguard your computer. If you exported Internet Explorer favorites from your old computer to a file, these can be imported into other browsers for use.