

Windows 10 Configuration Tips & Resources

Information Technology Services

Revised October 12, 2017

The First-Time Login – Must Be On-Campus

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 is not required.** 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.
2. Start your computer then press any key after the initial time/date screen appears.
3. Click **Local or domain account password** in lower left.
4. Enter your Middlebury user name and password when prompted.
5. Press  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

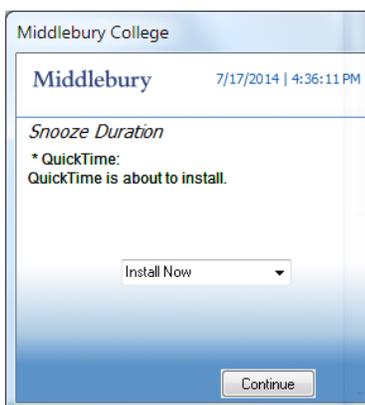
The most important things you need to know about your new computer are how to shut it down and how to sign out as these processes are different in Windows 10:

- 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 the last page for valuable resources to get you up to speed with Windows 10 and Office 2016!

Middlebury College Software Management & Self Service



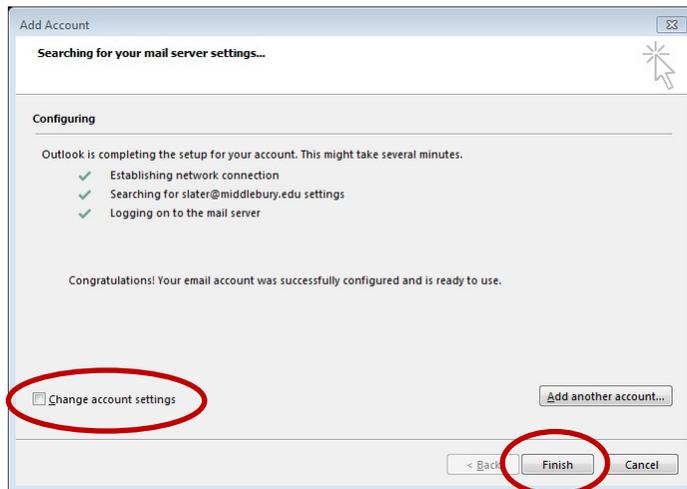
We use KACE to make software available to you more quickly and easily. The [self-service website \(http://go/kss/\)](http://go/kss/) offers a growing number of common software titles that can be installed at your convenience.

Additionally, pop-up dialogue windows having the Middlebury College brand (see sample) may appear in the lower right above the task bar, offering patches or other important updates. These are legitimate so you may safely follow the prompts. If you are ever uncertain about the validity of a pop-up request, contact the Helpdesk (802.443.2200); better safe than sorry!

For more information, visit <http://go/KACE/>.

Set up your Exchange Account in Outlook

1. Click in the *Search Windows* field (at left on Task Bar), then type "Outlook".
2. Click **Outlook 2016** when it appears. The *Welcome to Outlook 2016* dialog box will open.
3. Click . The *Microsoft Outlook Account Setup* dialog box displays.
4. Verify that **Yes** is bulleted to set up Outlook to connect to an email account, then click .
5. Because you are logged on as yourself, the *Add Account* dialog box should automatically provide your information. Click to continue.
6. Wait until the *Add Account* dialog box has all 3 items checked (as shown below).
 - a. If you only work with your own email account, simply click .
 - b. If you work with other Middlebury email accounts...
 - i. Check the box beside **Change account settings**, then click .
 - ii. Click **More settings**, then the **Advanced** tab.
 - iii. **Uncheck** 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.
 - iv. Click **OK**, then **Finish**.



7. When the *First Things First* dialog box appears, select **Install updates only** then click **Accept**.
8. Take a moment to pin Outlook by right-clicking its icon on the Taskbar, then choosing **Pin to taskbar**.
9. Be patient while Outlook prepares for first-time use. Watch the status bar at bottom to monitor progress. When the status bar says **All Folders Are Up To Date** you may begin to use Outlook.

Note: You can minimize Outlook and continue setting up your new computer while this initial email process completes.

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.

Add Another Middlebury Mailbox to your Outlook View [if needed]

First, check Outlook's left-hand navigation pane to see if your additional accounts already appear on the list; they are now added automatically in many cases. It takes a little while for the folder contents to appear – this is normal.

Add any missing accounts as follows:

1. Click Outlook's **File** tab; **Info** is already selected.



2. Click , then click **Account Settings...** from the drop-down menu.

3. Double-click on your email address in the **Name** column. The *Change Account* dialog box opens.

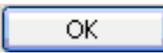


4. Click . The *Microsoft Exchange* dialog box opens.

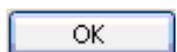
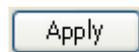
5. Click the **Advanced** tab.

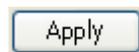
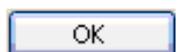


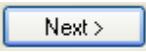
6. Click . The *Add Mailbox* dialog box opens.

7. In the **Add mailbox** field type the display name (the last name may be enough) of the mailbox you want to add and then click . The mailbox name appears on the **Open these additional mailboxes** list.

8. Be sure the box beside **Download shared folders** is UNchecked.



9. Click  then .

10. On the *Change Account* dialog box, click  then click .

11. Close the *Account Settings* dialog box.

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, then click Save.

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 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, then click OK to save your changes.

Add Apps (Programs) to the Taskbar or Start Menu

1. Click ; the Start Menu opens showing the list of all apps.
2. Scroll through the list and right-click frequently used apps, such as Word 2016, then select **Pin to Taskbar** (or **Pin to Start Menu**) for ease of future access.
 - You can also search for apps by name using the *Search Windows* field in the Task Bar.
3. Repeat step 2 as needed for other desired apps.

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

- Note the transformation of the former **Start Menu** into groupings of tiles – a feature geared toward touch screen use.

Restore your Mozilla Firefox Favorites (Bookmarks):

NOTE: If you try to set Firefox as your default browser, the *Settings* dialogue opens. You will need to change the **Web Browser** setting manually; Windows 10 wants you to love its Edge browser!

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

1. Click the menu button button , and then click Sign in to Sync.
2. Click the Sign In button, then provide the sync email address and password you created earlier.

Restore your Internet Explorer Favorites (Bookmarks)

NOTE: Microsoft's new Edge browser appears on the Task Bar. Internet Explorer *is* installed behind the scenes but you'll need to search for it then pin it.

1. Launch Internet Explorer.
2. Select File / Import and Export from the command menu. The Import/Export Settings dialog box opens.
 - No command menu? Right-click the area above the browser's address field, then choose **Menu Bar**.
3. Click the radio button beside Import from a File then click .
4. Check the box beside Favorites. Click .
5. Click Browse. The Select Bookmark File dialog box opens.
6. Navigate to your cloud storage space using the left-hand pane, then click once to select the file you saved from your old computer.
7. Click Open. The Type or browse to a file: field will now show your selected filename and location.
8. Click .
9. You will be asked where to place the imported favorites. Select the Favorites folder.
10. Click Import. The message "You have successfully imported these settings" should appear.
11. Click Finish.
12. Click the Favorites command on the menu bar; your favorites/bookmarks should now be available for use.

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 () +  to open the **Run** dialog box.
2. In the **Open** field type `\\walnut`, then click .
3. 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.
4. Right-click the desired printer then select **Connect** from the drop-down menu.
5. Click the **Install driver** button if prompted.

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.

1. Click  then click  (Settings).
2. Click .
Bluetooth, printers, mouse
3. Click **Printers and Scanners** at left.
4. Uncheck the box beside **Let Windows Manage my default printer** to turn off this feature.
5. Click the desired printer's name in the *Printers & scanners* list, then click the **Manage** button.
6. Click the **Set as Default** button, then close the *Settings* window.

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* field in 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 account password if necessary, then click **Next**.
4. In the *Sync your OneDrive files to this PC* window, adjust your sync settings as desired, then click **Next**.
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 within it.

For more information about OneDrive use, visit <http://onedrivehelp>.

Remote Desktop Services – Setup & Use

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 will need to use RDS on your Windows 10 computer to run the following programs: Banner INB, Hyperion Studio, Perceptive Content (aka Content 7), Hyperion IRC, Famis, and NolijWeb. Daily users of these programs may want to set up easily accessible shortcuts on the Start Menu or Task Bar. Visit go/rdswin10 for specific instructions.

For complete details about RDS setup and use, see go/rds-help.

VPN – Pulse Secure



Pulse Secure software used for VPN is already installed on your new computer; you just need to specify the server and save your connection details for future use. Visit go/vpn and start with step 4 of the Windows instructions.

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. Here's how:

1. Click  then click  (Settings).
2. Click **System**.
3. Click **Display** in the left-hand navigation list.
4. Drag the slider bar 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.

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.

Connect to a Projector

Follow the directions to connect your laptop in a Smart Classroom. Click the Windows 10 **Action**

Center icon ( at far right), choose **Project**, then select how your display should appear:

PC screen only

Duplicate

Extend

Second screen only



+ can still be used as a shortcut to call up the projection options.

Adjust Power Options

You may feel that your computer goes to sleep and/or your monitor shuts down too frequently. These instructions explain how to find these settings so you can adjust them to suit your needs.

1. Click  then click  (Settings).
2. Type **Power** in the “Find a setting” field; search results will appear as you type.
3. Choose **Power Options**.
4. Click entries in the left-hand panel to adjust settings as needed. You may wish to review settings for **Change when the computer sleeps**, among others.

Things that are Different

- New Sophos Endpoint Protection software and icon:  Full disk encryption now in place.
- Windows Explorer renamed and redesigned – now called **File Explorer**.
- No more U drive mapping to Middfiles home folder!
- New VPN logo for Pulse Secure: 
- Start Menu now has customizable tiles and groupings.
- New **Task View** supports multiple desktops so you can group related work.
- **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**.

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) or in shared departmental folders on Middfiles.

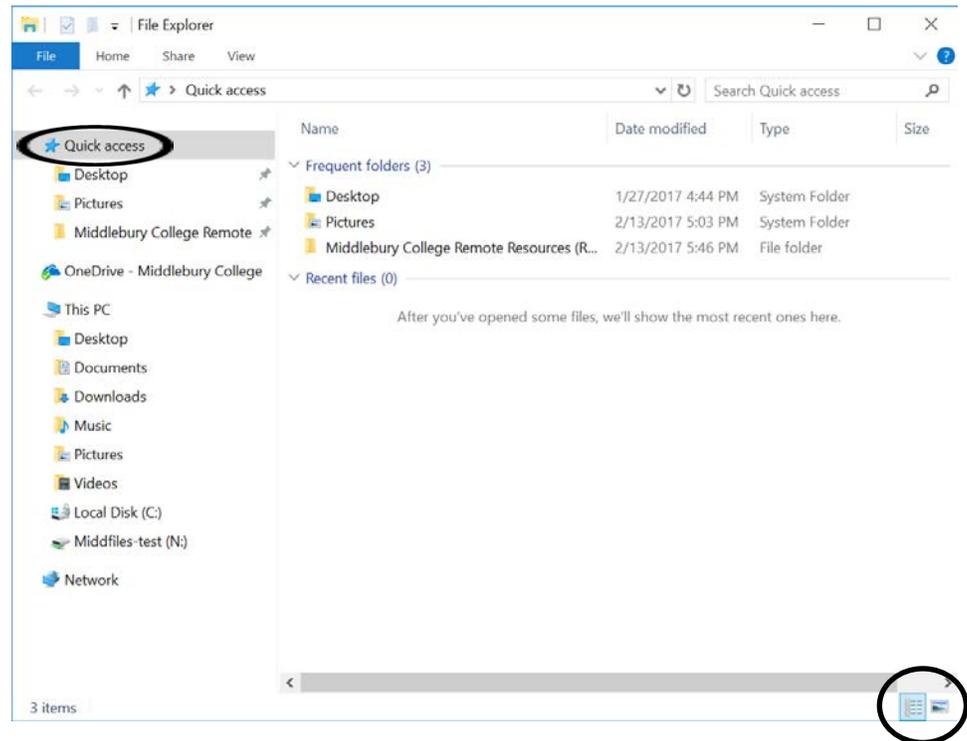
Windows Explorer got a facelift and a new name, appearing in Windows 10 as **File Explorer**. Along with a more logical name, you'll enjoy its improved views and helpful toolbars that simplify common file management tasks.

- Click  [File Explorer] on the Task Bar.

- Press  + .

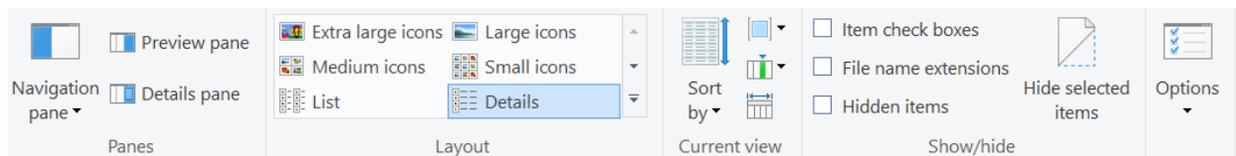
Important: No more U drive mapping!

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*.



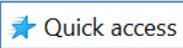
New in File Explorer...

- **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**.

Action Center



You'll find this at the far right of the Task Bar.

Learn About Windows 10 and Features of Office 2016

We've done the work for you and gathered some great ways to learn about Windows 10 and Office 2016.

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

- [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 just over thirty minutes! It's time well spent.
- [go/office2016](#) – Collected links to information and short courses covering usage and new features of Office 2016 products.