Introduction to Windows 10

Part 3

In this presentation we will touch on the following topics:

- Connecting to a wireless network
- Accessing the internet
- Changing your account picture
- Configuring programs to start automatically with Windows 10

Including the following apps:
Microsoft Edge
## *Windows 10 Mail*

Connect to a Wireless Network

Note that the Network icon in the Notification area shows "Not connected - Connections are available"

Click the icon to display the connections and select your main wireless network. Click the box to Connect automatically (if it is a network you are likely to use more than once) and then "Connect".
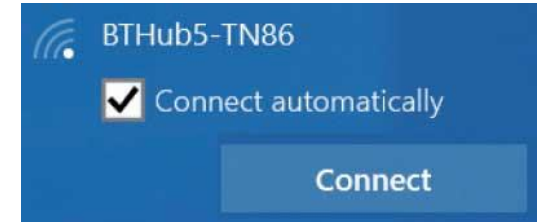
Enter the network security key for the wireless network and click Next (or press the Router button to connect without entering the key).
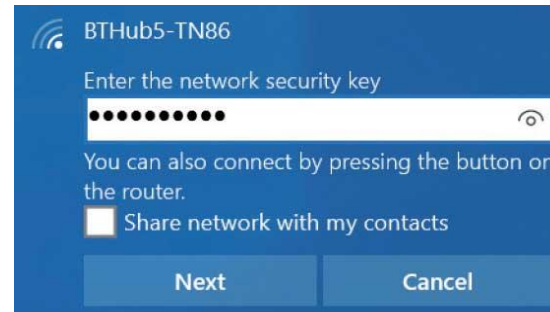
Your computer is now shown as connected to the wireless network.

Your system may detect other wireless networks that are in the vicinity, so make sure to select the correct entry.

If you have selected "Connect automatically" your computer will now always connect to that network when it comes into range. You can have numerous wireless connections defined, for example home, office and an internet cafe.

Internet

Windows 10 provides two internet browsers to help you navigate through the web – the new app, Microsoft *Edge*, and the older program, *Internet Explorer*. By default, Windows 10 provides access to the internet via Edge and will open any internet hyperlink using Edge.

You may have heard of other browsers, in fact you may already be using one or more of them. The most common browsers, all of which are free to download and work well with Windows 10, are:

- *Chrome*, developed by Google
- *Firefox*, by Mozilla
- *Opera*
- *Safari*, originally developed for Mac but now available for Windows

There are several less mainstream browsers which you may care to test, including *Yandex*, *Comodo Ice Dragon* and *Maxthon*.

Note that there is no limit to the number of browsers you can install and use, even simultaneously. Some websites are designed to be viewed in one particular browser and may not display correctly in others, so there is nothing wrong with having several different browsers installed.
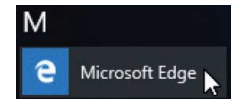
Edge

Click the Microsoft Edge icon on the Taskbar to open the app.

The Start screen displays, with a News channel provided by MSN. Scroll down for more news items. You can change the start page if MSN News is not to your liking.
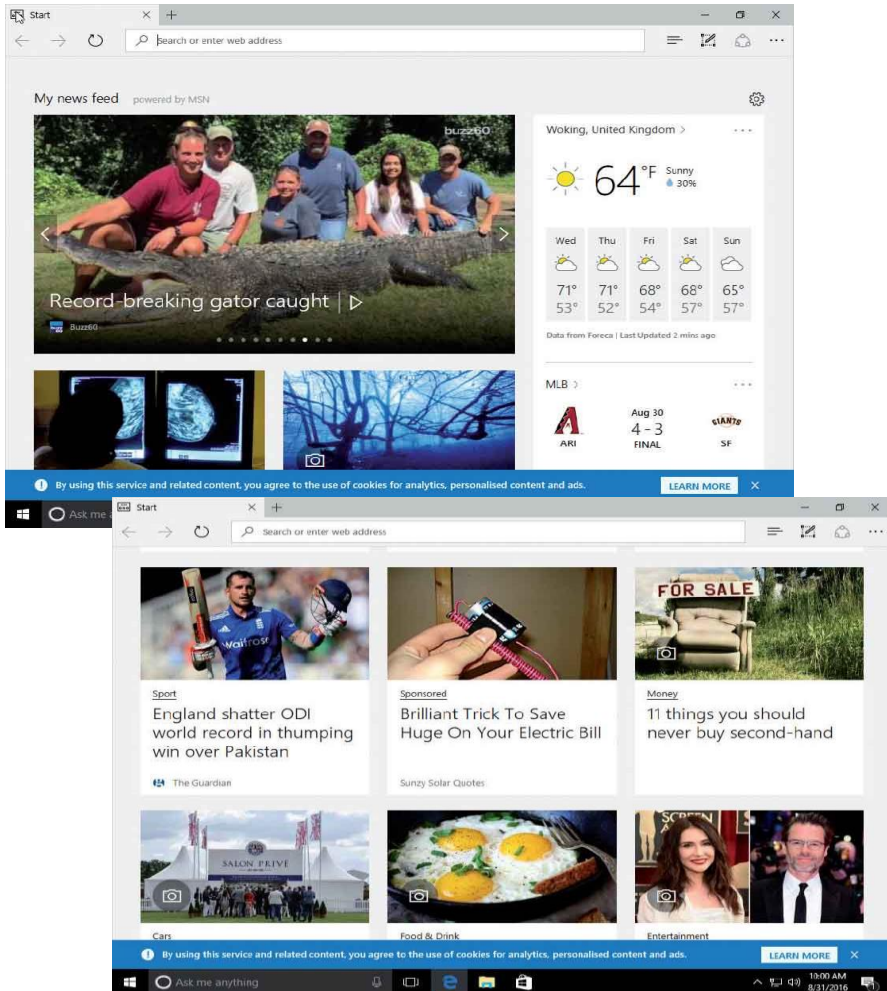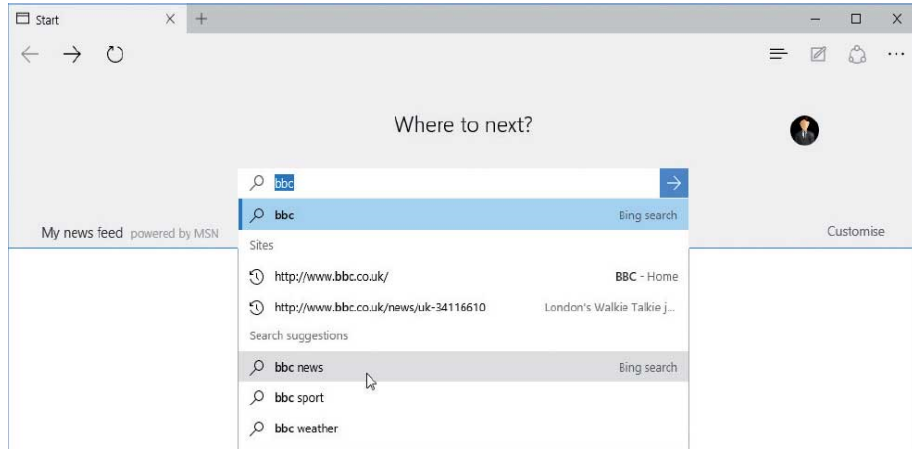

You can also start Microsoft Edge from the All Apps list.

You can scroll the screen with the mouse wheel, with the scroll bar that appears when you move the mouse, or by dragging the scrollbar on a touch monitor.

Click in the Search box at the top of the Start screen and begin typing, to see related Search suggestions.

Choose one of the Search suggestions to see the list of web pages matching those terms.
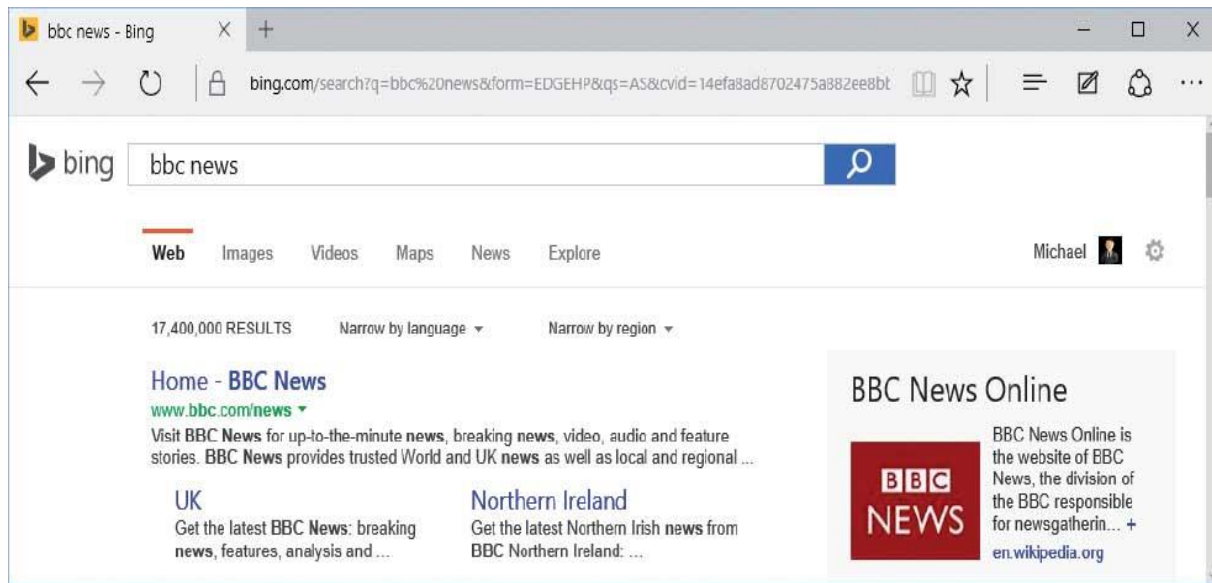
Select one of the web pages and let's explore the commands that are available.

Back   Forward   Refresh   New Tab   Address bar

To add a web page to your Favourites list click the Add to favourites button while viewing the page.

Home - BBC News

bbc.co.uk/news

BBC   Sign in   News   Sport   Weather   iPlayer   TV   Radio   More   Search

NEWS   Find local news

Home   UK   World   Business   Politics   Tech   Science   Health   Education   Entertainment & Arts   Video & Audio   More

England   N. Ireland   Scotland   Alba   Wales   Cymru

Reading View   Add to Favorites   Hub   Make a Web Note   Share   More Options

On the next slide we will look at these commands in a little more detail.

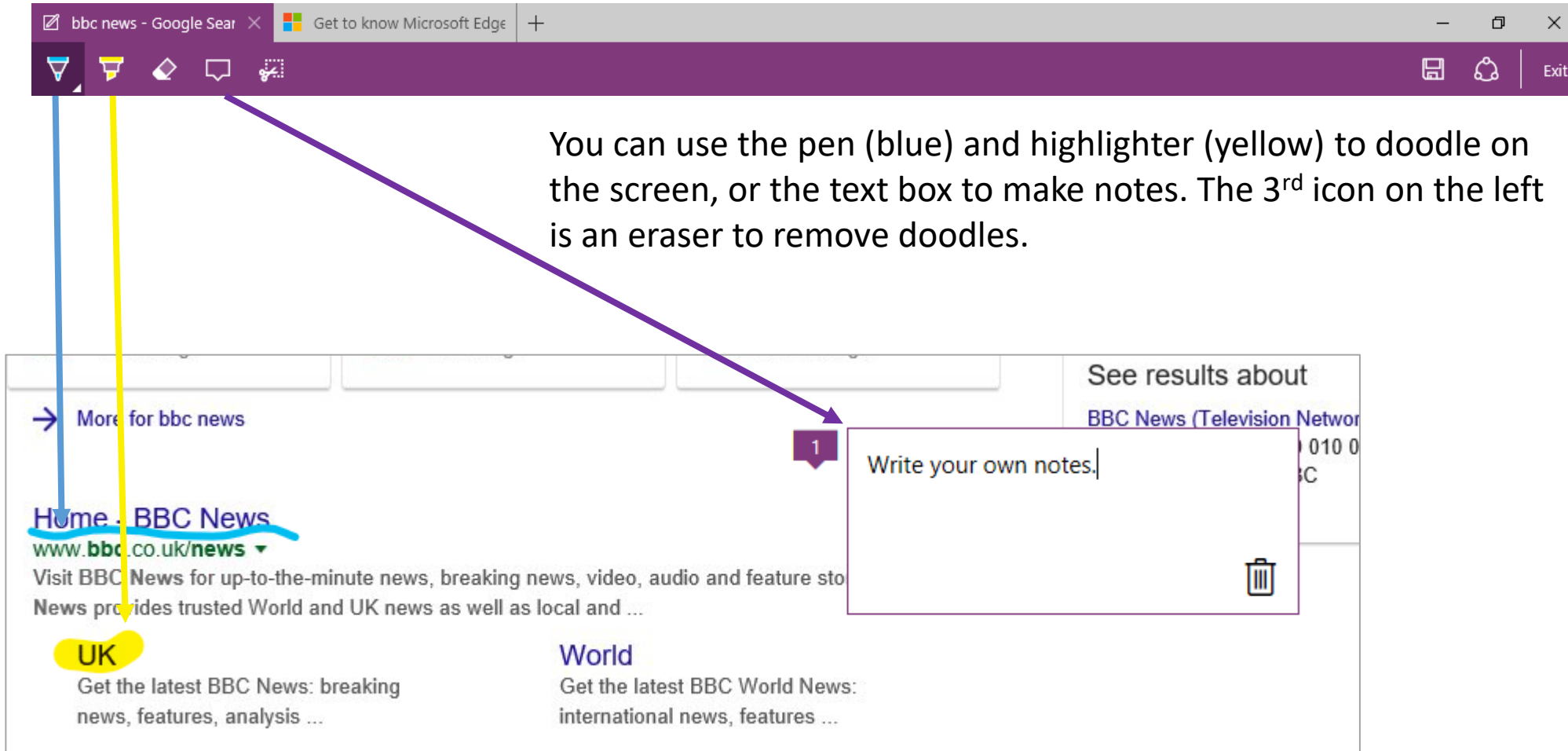|	
Back	Back to previous web page
Forward	Forward to previous web page after going back
Refresh	Reload the page
New Tab	Open another tab while keeping the current one open
Address bar	The address of the current web page
Reading View	See to the right
Add to Favourites	Save the web address to make it easy to return in future
Hub	Covered in a later slide
Make a Web Note	Covered in the next slide
Share	See below
More Options	See below

Other actions are available in More Options.
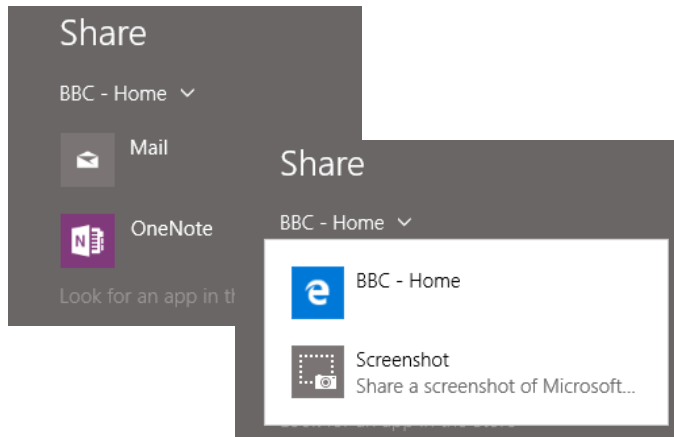
"Share" allows you to send either a link to the page, or a screenshot, by mail or using OneNote.
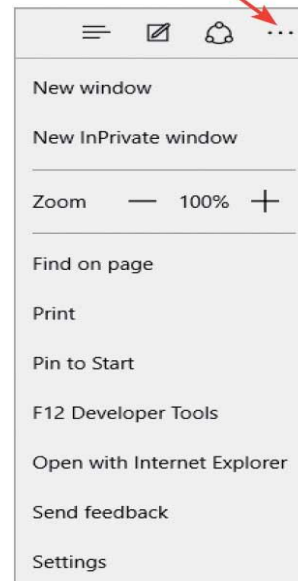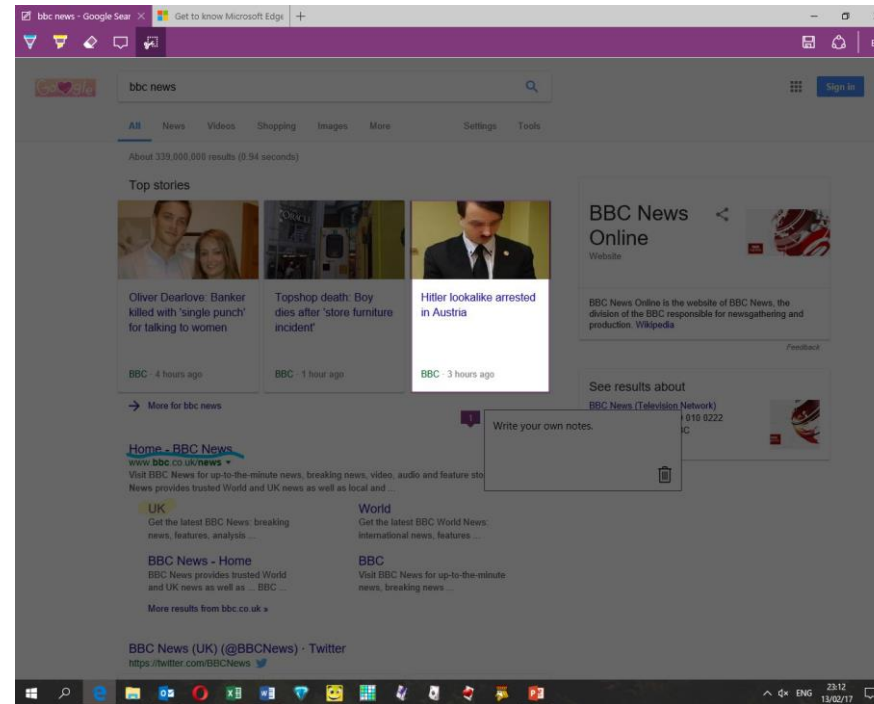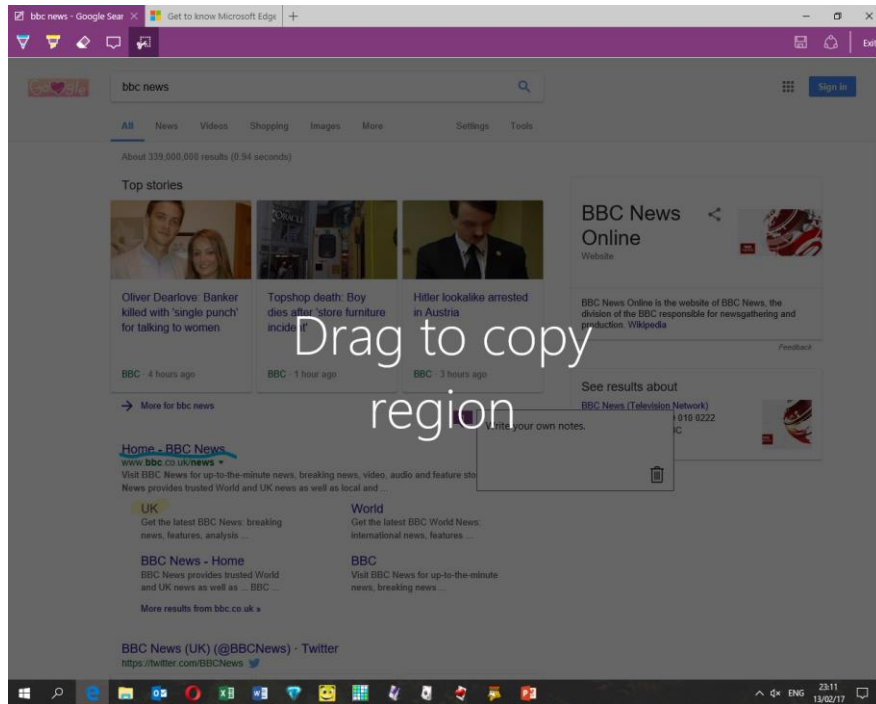
Web Notes

Open a web page that you'd like to annotate and click the New Web Note button. The Web Notes toolbar is added, including pen options, text boxes (Note), Save and Share.

You can use the pen (blue) and highlighter (yellow) to doodle on the screen, or the text box to make notes. The 3rd icon on the left is an eraser to remove doodles.

Clicking on the clip icon brings up the overlay shown below. You can then click and drag to define an area to be copied.


When you have finished, if you want to keep your Web Note, select Save ( ), select where to save: click OneNote (without a file name), Favourites or Reading list (check the suggested name), then click Save. You can also Share ( ) it using any of the listed options (which depend on the programs stored on your computer).

If you do not want to save it, simply click on .

The Hub is where Microsoft Edge keeps all of the things you collect on the web and gives access to the Favourites, Reading List, History and Downloads. It normally opens on Favourites, where you can store links to web pages you are likely to want to revisit.

Click Reading List to view the list of pages you have added, plus any Web Notes you have created.
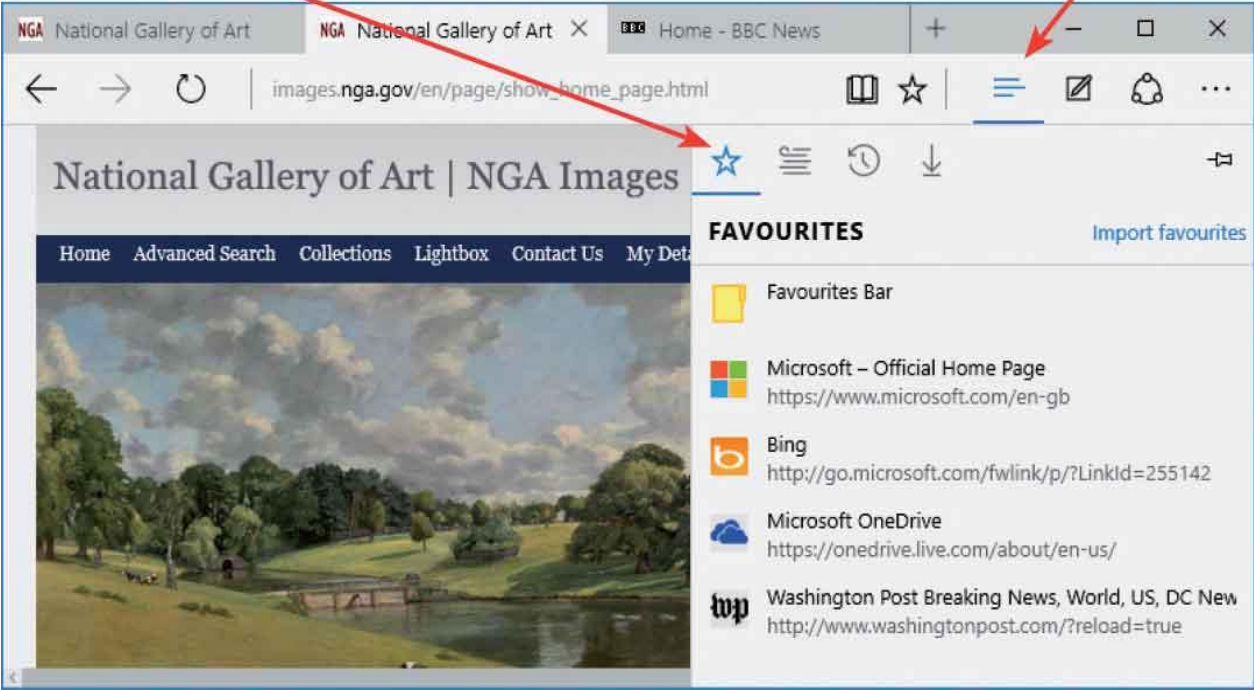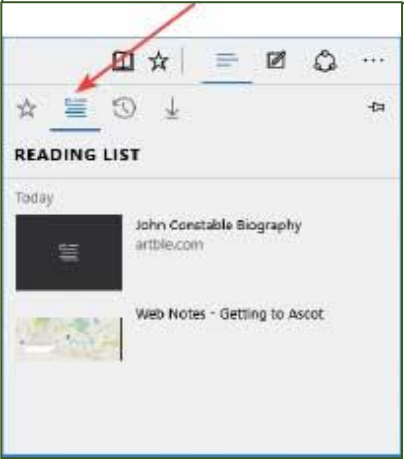
History records web pages viewed by date: click on the right-facing arrow to expand any day's browsing activity.
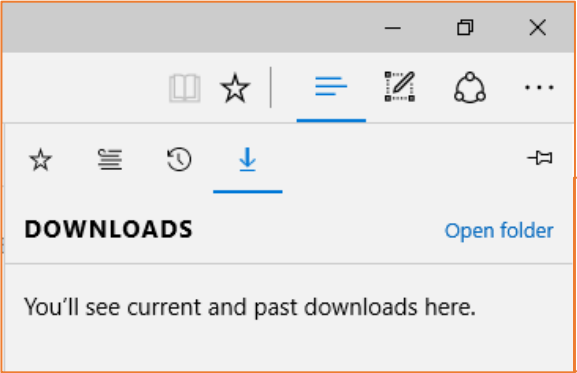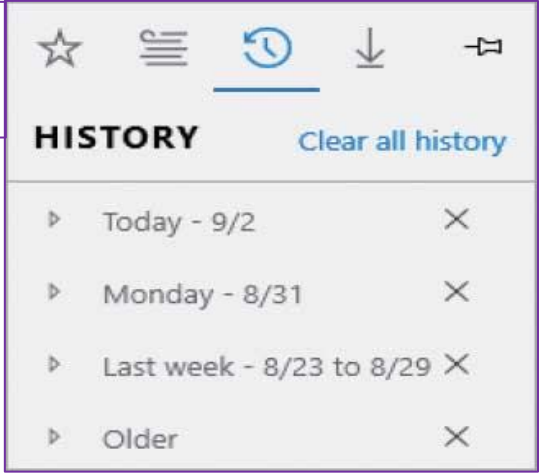
Downloads records files and documents you have downloaded **with Edge** and has an "Open folder" link to the folder where these are stored.

To configure Microsoft Edge, select More Options (…) and then Settings

Choose a Theme: you can have the default Light theme or the Dark theme.
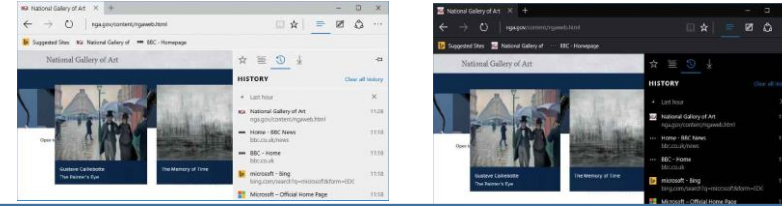
Open Microsoft Edge with / Open new tabs with
There's no Home page but here you can choose the Start page if you don't like MSN News, and select what appears on new tabs.

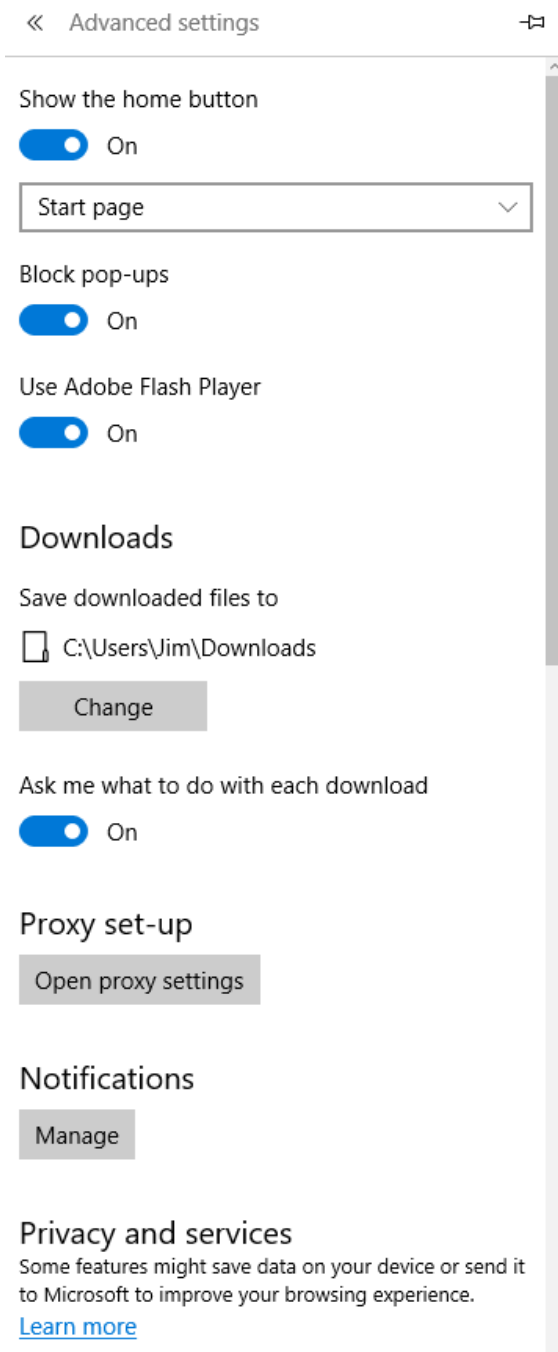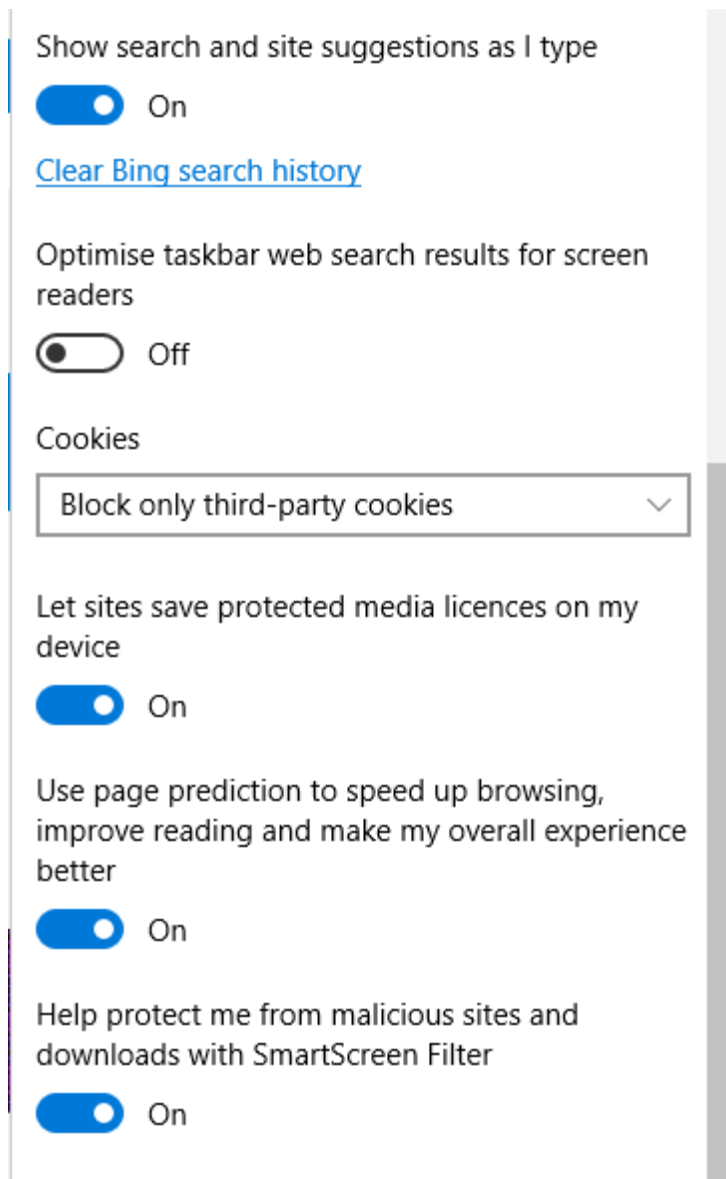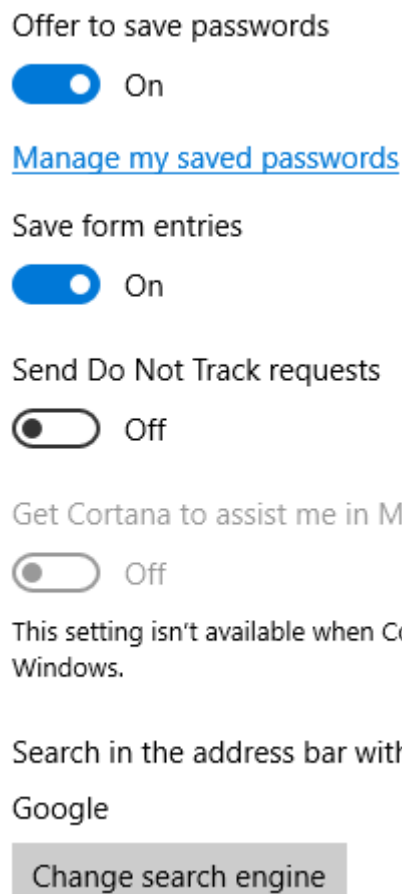Reading offers four view styles: the Default, plus Light, Medium and Dark.
The font size can also be adjusted: Small, Medium (the default), Large and Extra Large.

The Advanced Settings screen in Edge is very long, so has been chopped into 3 to display here.

Advanced settings

Show the home button

🔵 On

Start page ⌄

Block pop-ups

🔵 On

Use Adobe Flash Player

🔵 On

Downloads

Save downloaded files to

📄 C:\Users\Jim\Downloads

Change

Ask me what to do with each download

🔵 On

Proxy set-up

Open proxy settings

Notifications

Manage

Privacy and services

Some features might save data on your device or send it to Microsoft to improve your browsing experience.

Learn more

Offer to save passwords

🔵 On

Manage my saved passwords

Save form entries

🔵 On

Send Do Not Track requests

⚪ Off

Get Cortana to assist me in Microsoft Edge

⚪ Off

This setting isn't available when Cortana is turned off in Windows.

Search in the address bar with

Google

Change search engine

Show search and site suggestions as I type

🔵 On

Clear Bing search history

Optimise taskbar web search results for screen readers

⚪ Off

Cookies

Block only third-party cookies ⌄

Let sites save protected media licences on my device

🔵 On

Use page prediction to speed up browsing, improve reading and make my overall experience better

🔵 On

Help protect me from malicious sites and downloads with SmartScreen Filter

🔵 On

Account Picture

You can specify a photo or image that will be used alongside your username on the Start menu:

- Open Settings and select Accounts, or right-click the username on the Start menu screen and select Change account settings, then click "Your info".
- Click "Browse for one" to select an existing photo or other image from your Pictures library or another folder on your computer.
- Alternatively, if your computer has a webcam or built-in camera, select Camera to take a picture.
- You can take a still photo or a video, but the video is limited to five seconds.
- Press the Windows key to toggle between the Settings screen and Start menu, to see the results.

You can select or create a picture of any size and it will be converted to the appropriate size for use with the Start menu or other functions related to your Microsoft Account.

However, make sure you select a square image, as you can't crop or move the image once you have selected it as your Microsoft Account photo.

Configure programs to start automatically each time you open Windows

It is possible to set one or more programs to start whenever you turn on your computer, by carefully following these steps.

- Open the "Run" command by pressing "R" and the Windows key simultaneously. The window will look like this:
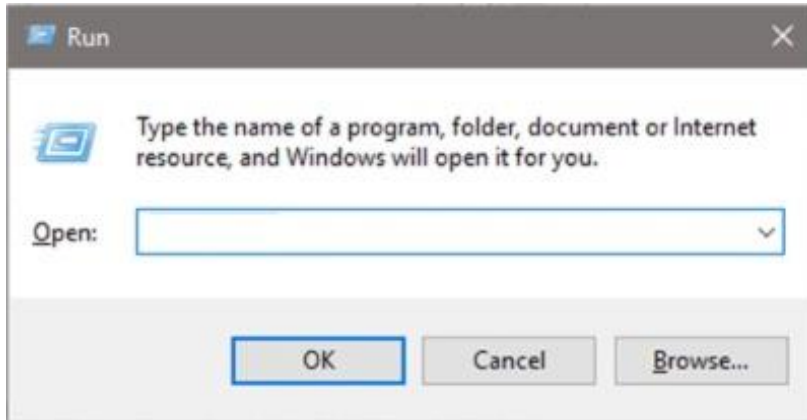
- In the box in the centre type "shell:startup" (without the quotes), click on OK and the "Run" window will be replaced by a new window headed "Start-up" (see next slide).


Windows key
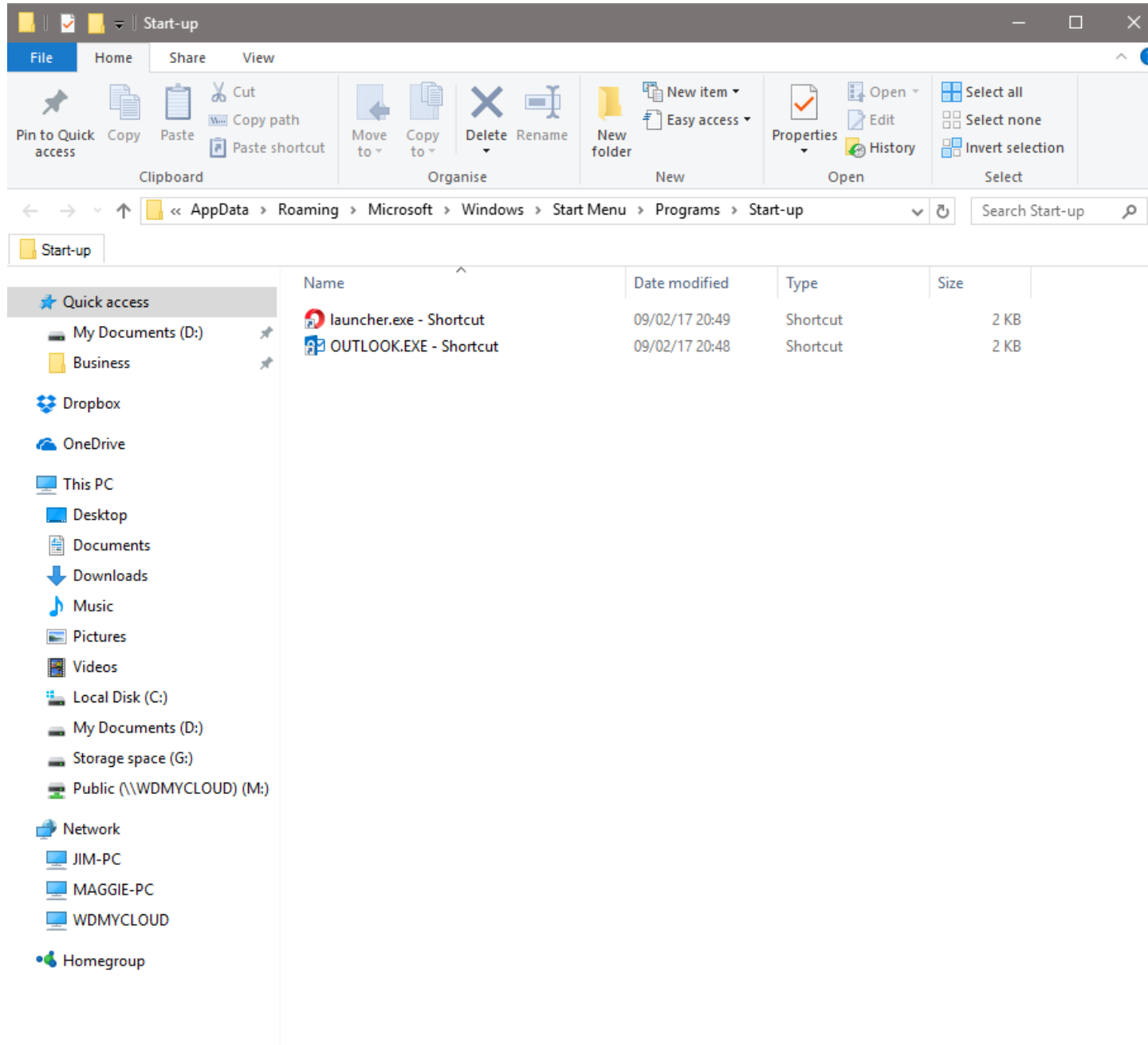
The right-hand pane of this window shows the programs which are set to open automatically as soon as Windows opens.

If you want to remove any of these programs simply delete the entries (which are only shortcuts and will not affect the actual program).

To add a new program to the list you will need to find its *exe* file by following the steps on the next slides.

Start by clicking on "File" in the top left of this window, then on "Open new window" and "Open new window".
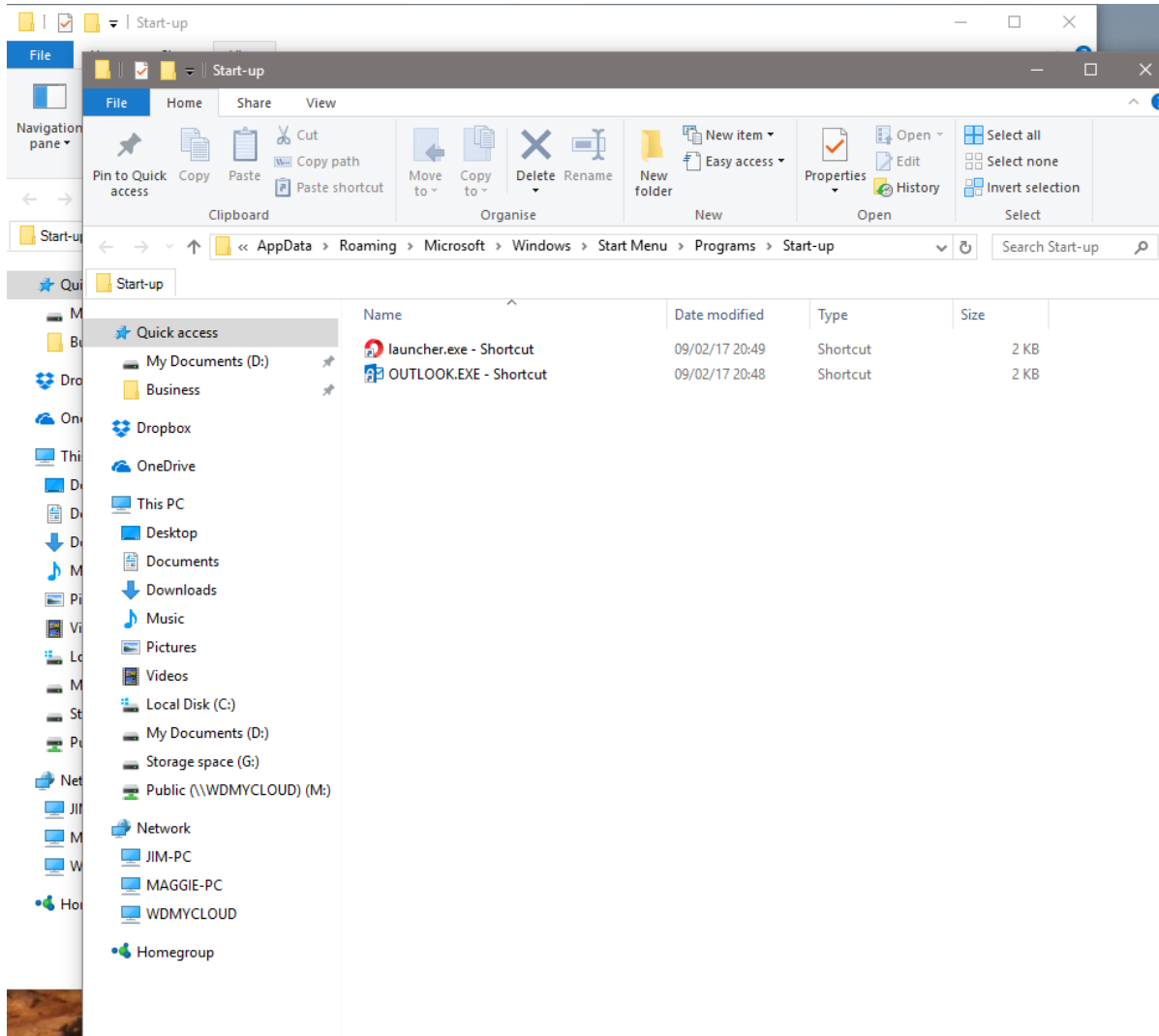
You should now have 2 copies of the same window, one on top of the other. You need to adjust the size and position of the windows so that both are visible.

To move a window hold down the left mouse button on the title bar and drag the window left, right, up or down. Try not to double-click as this will maximise the window and fill the screen.

To change the size of a window move your mouse pointer to the edge of the window where the pointer will change into a double-headed arrow (vertical at top and bottom, horizontal at left and right). Hold down the left mouse button and drag the edge in the desired direction.

You can also adjust the width and height simultaneously by putting the mouse pointer on the corner of a window until the pointer changes to a diagonal double-headed arrow.

Do you remember an earlier slide about "snapping" windows? Would that be useful here?

The aim is to get the windows looking something like this.

The next step is to navigate through one screen to find the exe file of the program you want to start automatically, and create a shortcut which you can paste into the other copy of the Start-up folder.

For the purposes of this exercise we will assume that we also want to open Excel automatically at start-up.
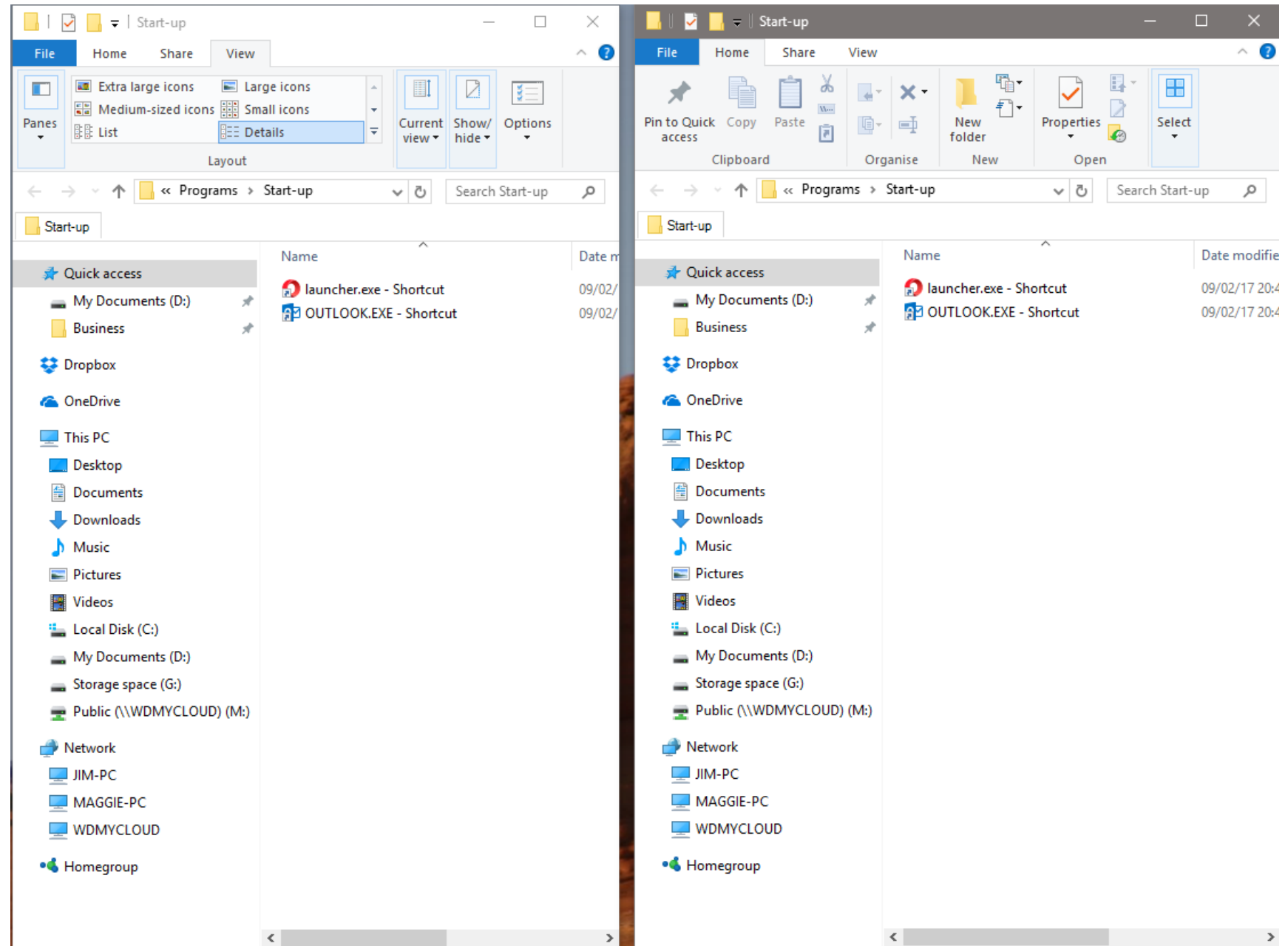
We now need to navigate to the exe file of the program we want to open. The starting point is normally the Program Files or Program Files (x86) folder, almost always located on the main hard drive (normally the C drive).
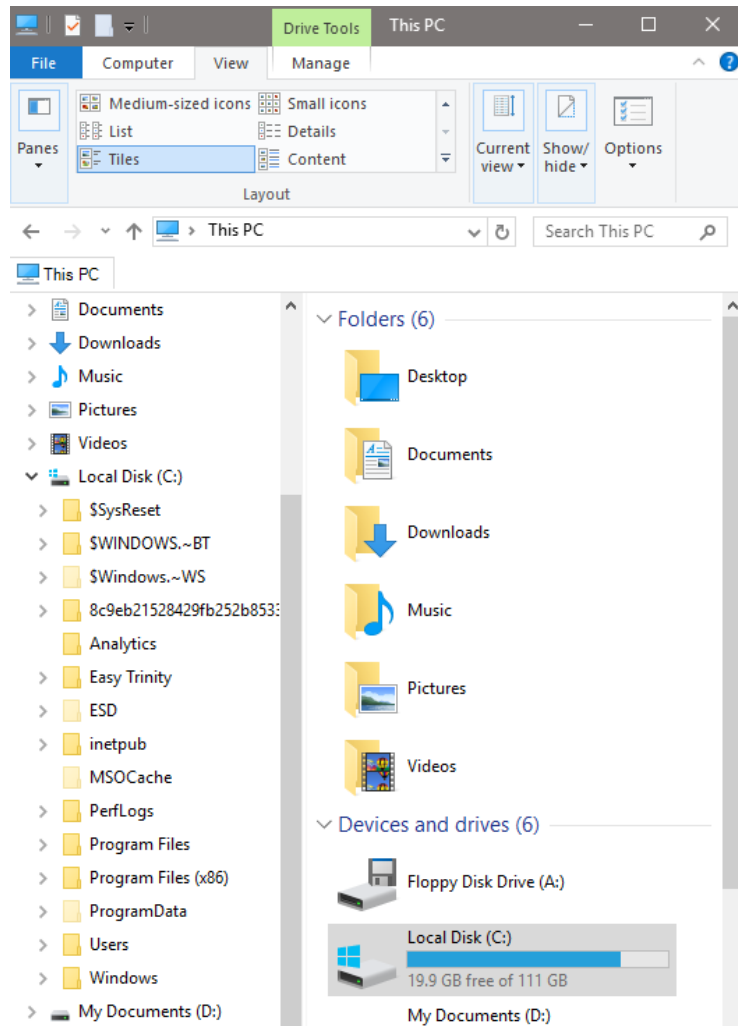
In this instance we are looking for Excel, which is part of the Office suite, so need to find the Microsoft Office folder. To navigate through the different levels of folder structure, click on a right-facing arrow to reveal the contents.
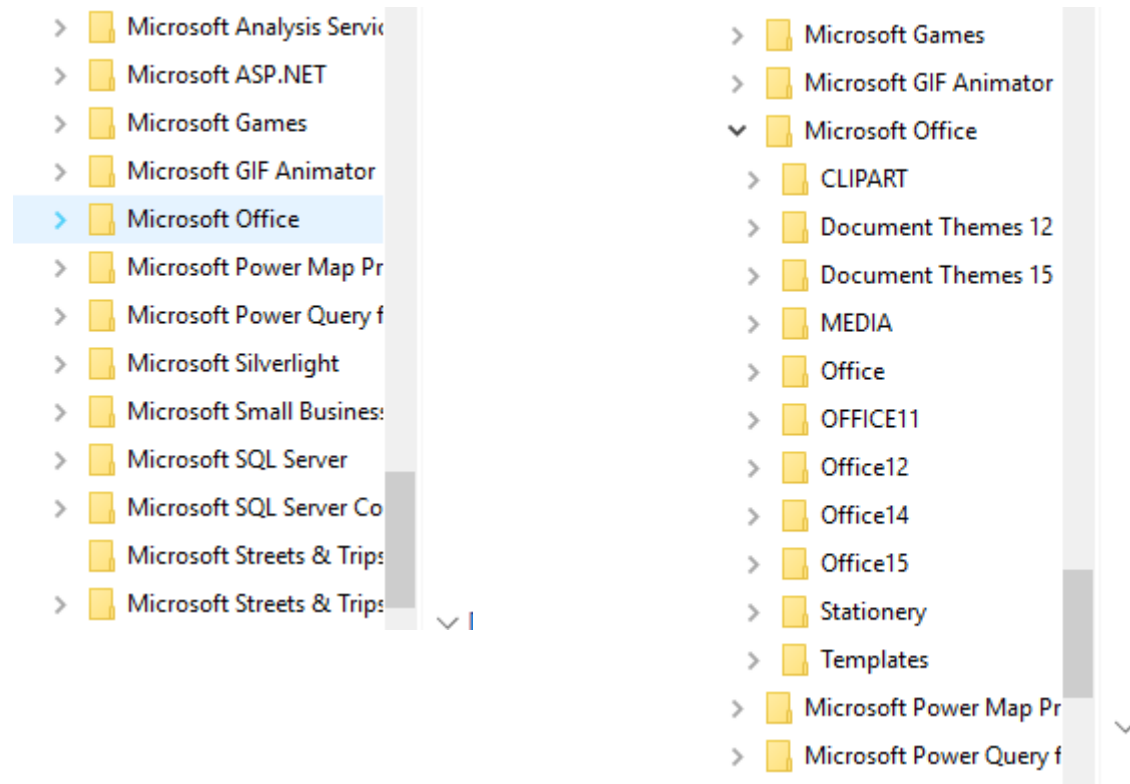
In the case of the computer on which these screenshots were taken, the path to the Excel *exe* file is as follows: C/Program Files (x86)/Microsoft Office/Office 15, but the last folder is only there because this computer still has elements of earlier versions of Office installed. Any 64-bit programs will be in C/Program Files rather than C/Program Files (x86).
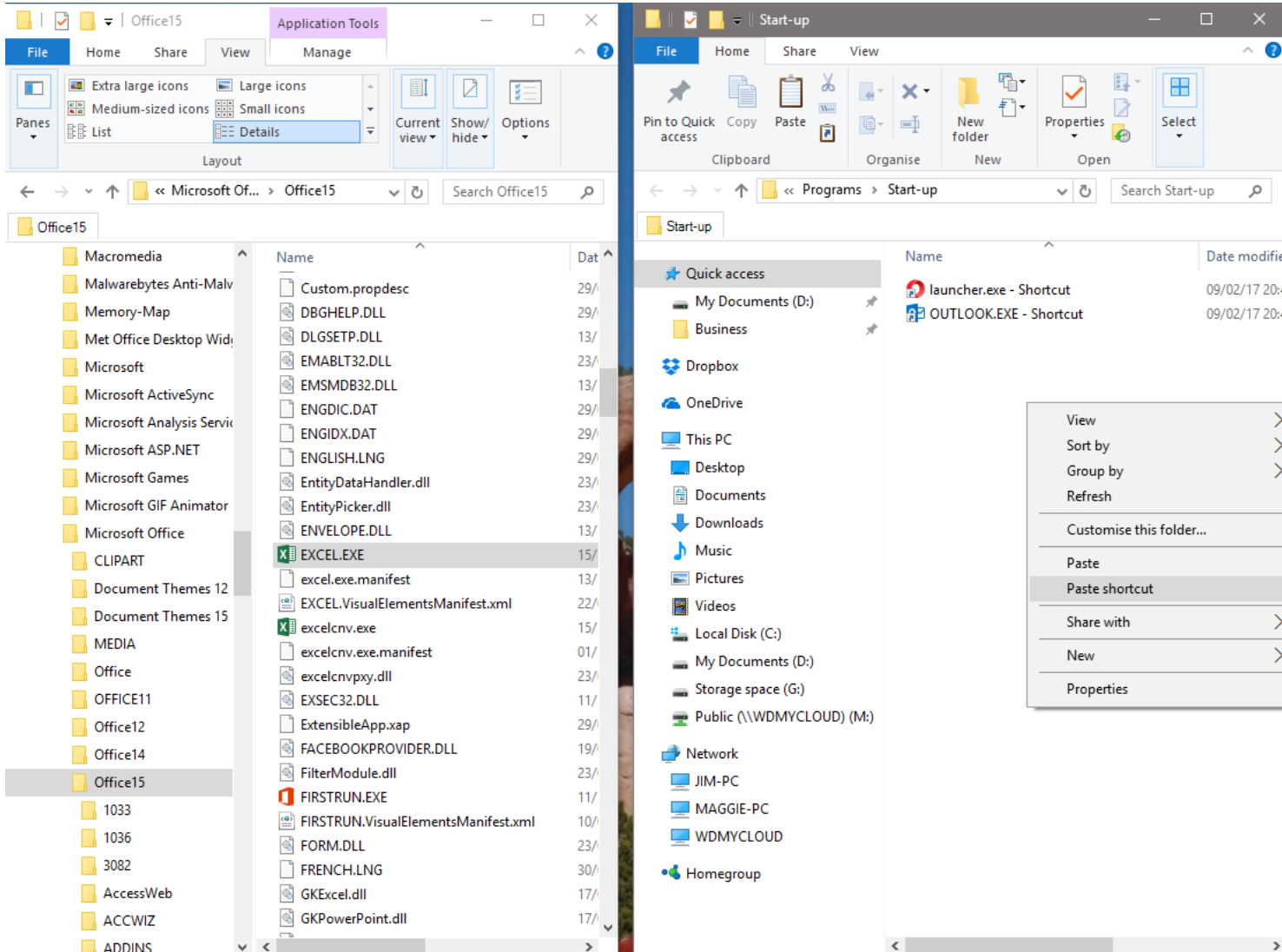
In the right pane of the left-hand window, right-click on EXCEL.EXE and choose "Copy".

Then right-click in the right pane of the other window and select "Paste shortcut".

Both windows can now be closed, and the next time Windows 10 is started, Excel will also open automatically.

Often, however, what is needed is to stop programs opening when Windows starts: the more that starts with Windows the slower your computer will start up (and often the slower it will run).

In Windows 10 details of these programs can be found in an app called the Task Manager. You can access this from the Start menu, then Windows System and Task Manager. Alternatively simply press Ctrl, Alt and Delete at the same time, then select Task Manager from the list of options.
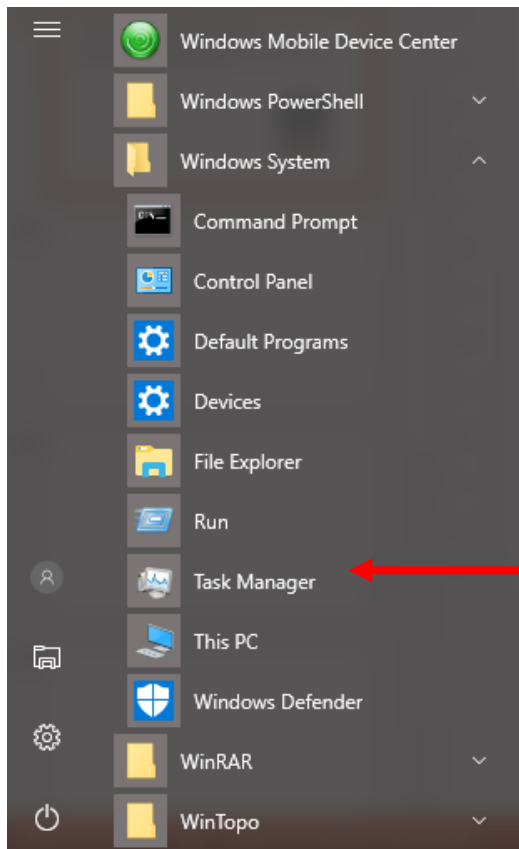
Task Manager
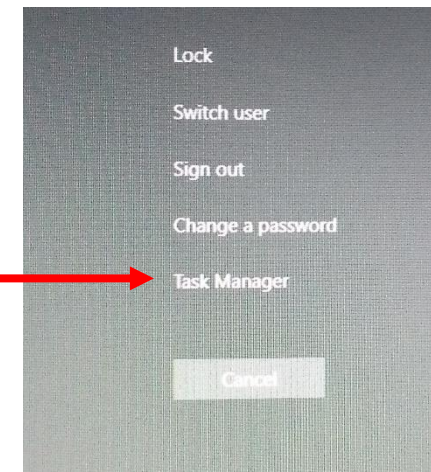
Task Manager will open in a new window like the one on the right.

Unless you know exactly what you are doing it is probably best to leave most of the tabs alone, but looking at the applications and processes on the Start-up tab can often give an idea of what unnecessary processes use resources during startup.

The Start-up tab lists all apps which can start with Windows, together with the publisher, status (whether currently enabled or disabled) and the impact each app has on startup. Clicking on a program which is currently disabled will show an "Enable" button at the bottom right of the screen. Clicking on an enabled program changes the button to "Disable".

🔒 KeePass	Dominik Reichl	Enabled	High
LightScribeControlPanel.exe	Hewlett-Packard Comp...	Disabled	None
Microsoft Office 2000 comp...	Microsoft Corporation	Disabled	None
ProductUpdater		Enabled	High

⌃ Fewer details

Disable

Be very careful when disabling programs. It is best to change settings one app at a time, restarting a couple of times to ensure there has been no negative impact before changing another setting.

Task Manager — ☐ ✕

File   Options   View

Processes | Performance | App history | Start-up | Users | Details | Services

| Name ⌃	Publisher	Status	Start-up impact
BDA Monitor Application	eMPIA Technology, Inc.	Disabled	None
Canon IJ Network Scanner S...	CANON INC.	Enabled	Medium
Canon My Printer	CANON INC.	Enabled	Medium
Canon Solution Menu EX	CANON INC.	Disabled	None
CleanUpUI Application	CHENGDU Yiwo Tech D...	Enabled	High
Dropbox	Dropbox, Inc.	Disabled	None
EaseUS Partition Master Free...	CHENGDU YIWO Tech D...	Enabled	Low
GrooveMonitor Utility	Microsoft Corporation	Enabled	Low
> IPoint.exe (2)	Microsoft Corporation	Enabled	High
iTunesHelper	Apple Inc.	Enabled	High
> IType.exe (2)	Microsoft Corporation	Enabled	High
🔒 KeePass	Dominik Reichl	Enabled	High
LightScribeControlPanel.exe	Hewlett-Packard Comp...	Disabled	None
Microsoft Office 2000 comp...	Microsoft Corporation	Disabled	None
ProductUpdater		Enabled	High

⌃ Fewer details

Enable

Windows 10 Mail App

To get started with the Mail app:
- On the Start menu select the tile for the Mail app.
- Click Get started.
- If you have just one email account that's the same as your Microsoft Account, click "Ready to go", or if your email account is separate from your Microsoft Account, click "Add account".
- Select your account type, for example Yahoo Mail, enter your email address and password, then click "Sign-in".
- Specify your name as it should appear on your emails, then click "Sign-in".
- Click Done when the account has been added successfully.
- Mail automatically detects your Microsoft Account and connects to that email service. This becomes the Outlook Account, even if your Microsoft Account is a non-Microsoft email.
- To add another email account, click Add account again, or click Ready to go if there are no more to add at this time.
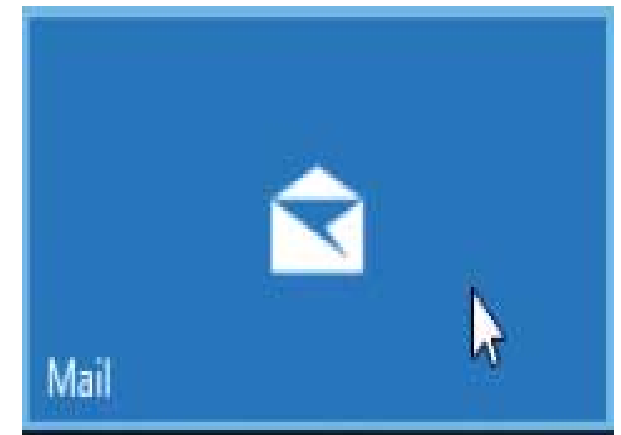
When Mail starts up, the display layout that you see depends on the screen resolution. On a higher resolution monitor, in this case 1280 x 1024 pixels, you'll see three panes – Accounts, Current Folder and Reading. (If you have multiple email accounts, click the Accounts icon to change accounts.)

On a lower resolution monitor (the example below is just 1024 x 768 pixels) you'll see only two folders, the Current Folder and Reading panes, plus a menu icon list.
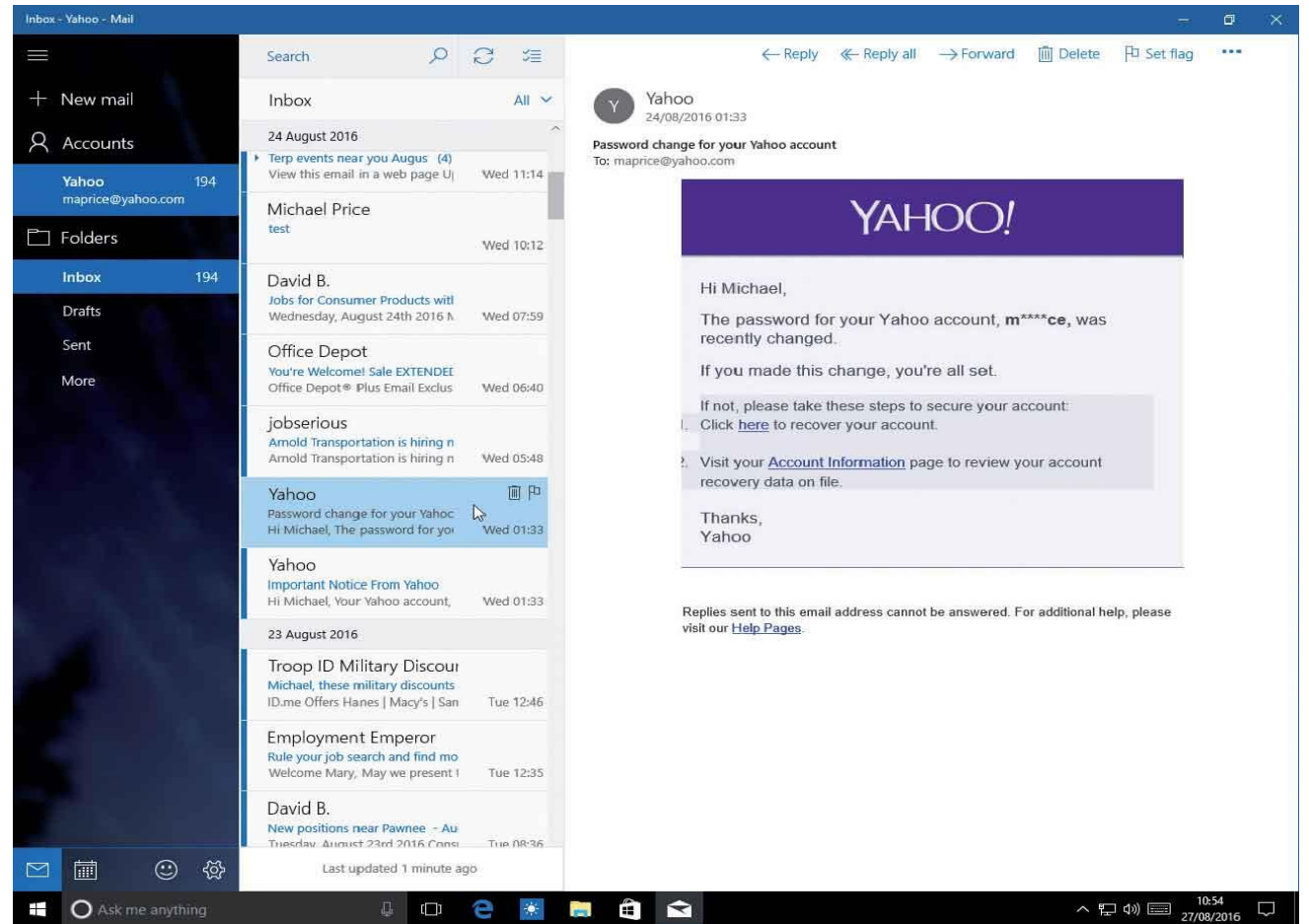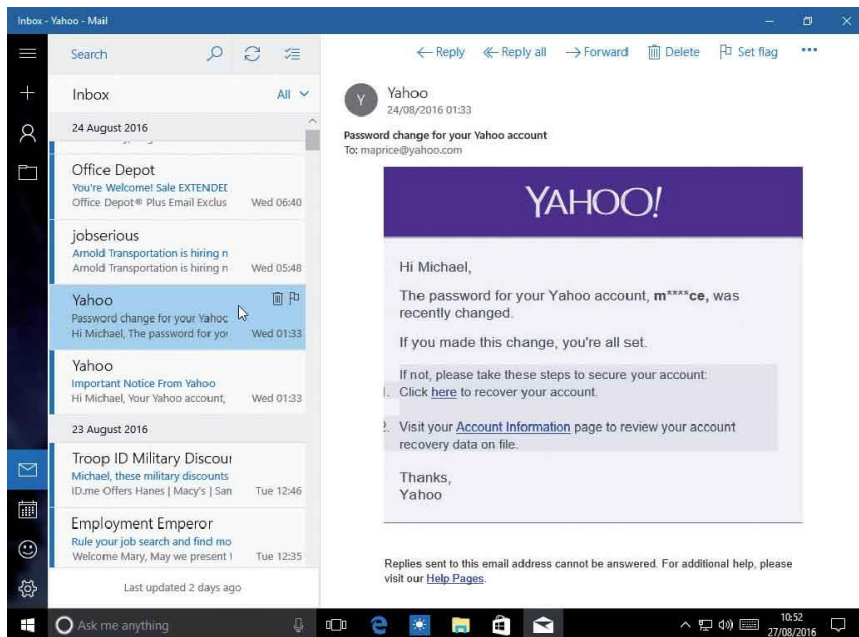
Click the Menu button on the icon bar to display the titles for the icons.
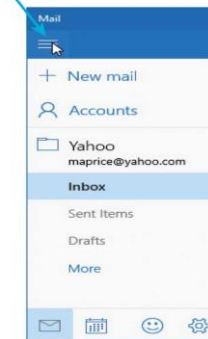
The Mail Window

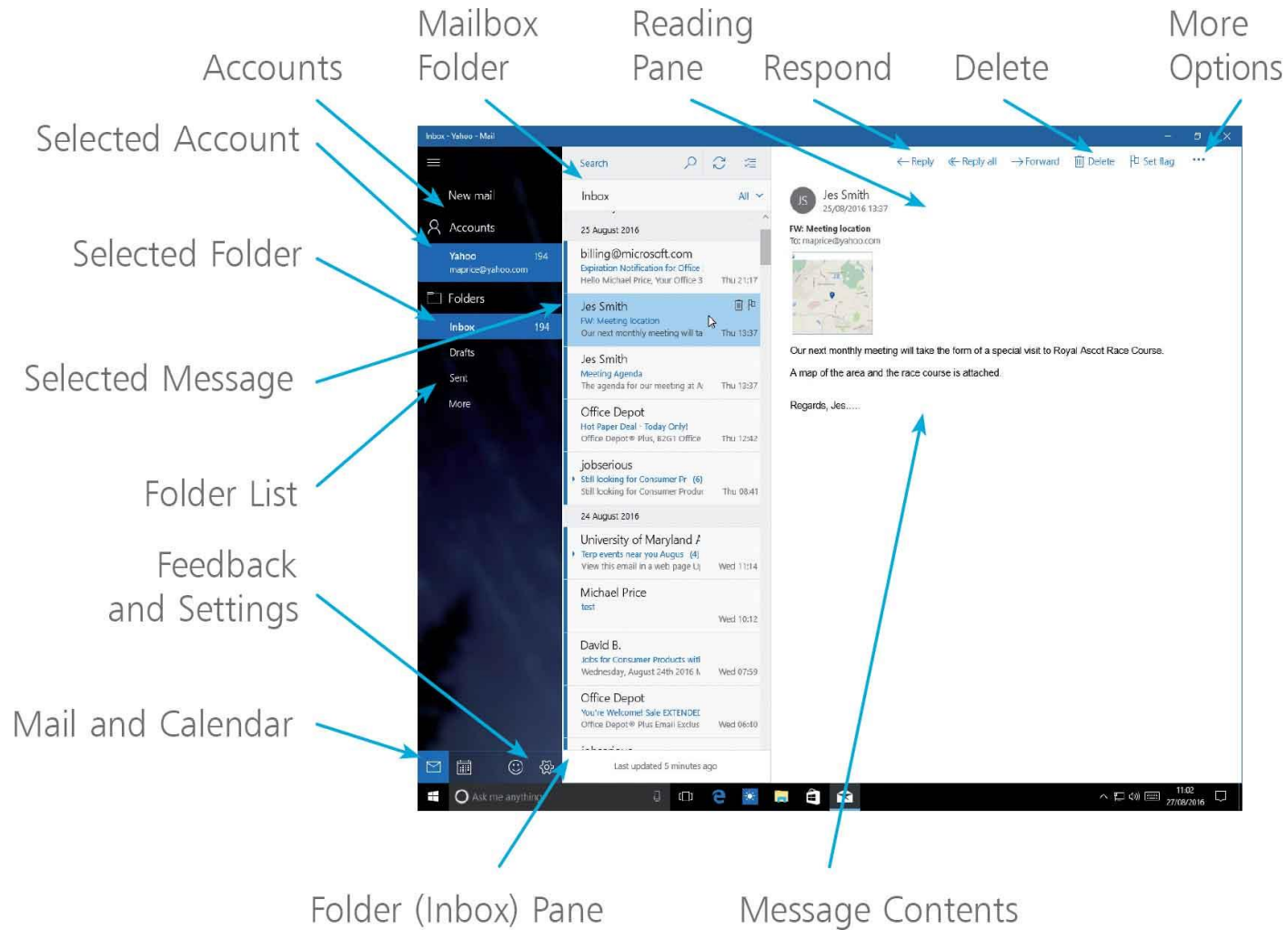These are the main elements of the Mail window:

Accounts

Selected Account

Selected Folder

Selected Message

Folder List

Feedback and Settings

Mail and Calendar

Mailbox Folder

Reading Pane

Respond

Delete

More Options

Folder (Inbox) Pane

Message Contents

Click the More Options button (...) at the top right of the window to display additional commands for dealing with the messages in your Mailbox.
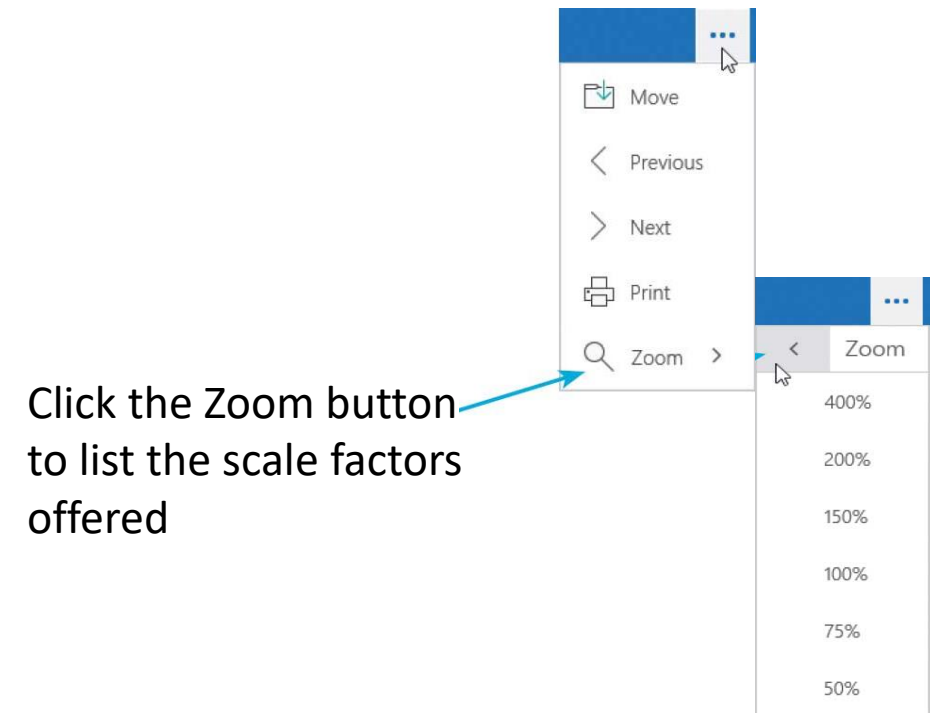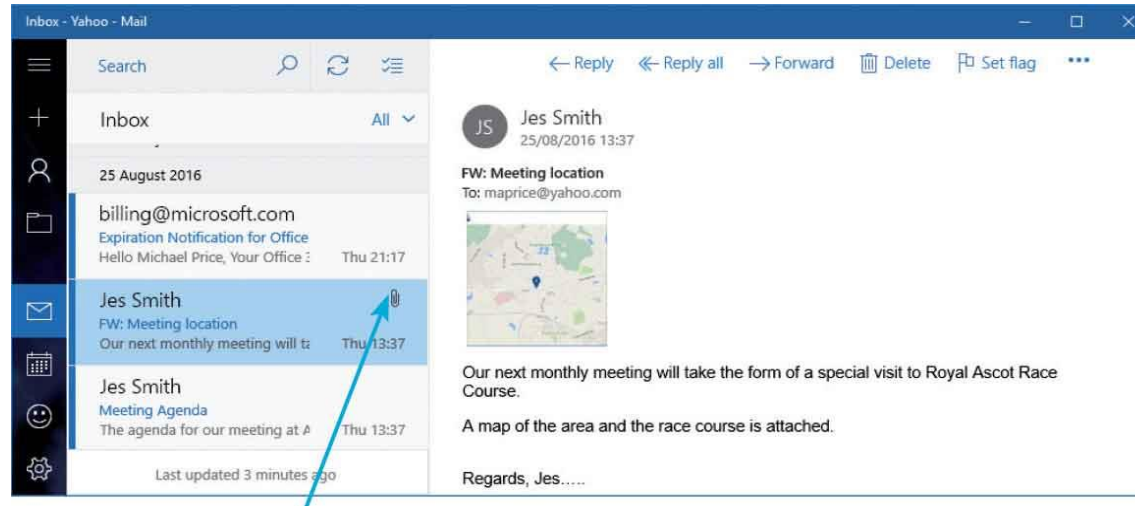
Click the Zoom button to list the scale factors offered

The Mail tile on the Start menu displays the message count and message extracts (even when the Mail app itself is closed).
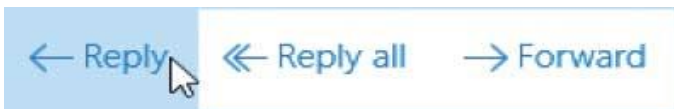
View Messages

Select a message from the Folder pane and it displays in the Reading pane.

If there is an attachment (as indicated by a paperclip icon) it will be contained within the email body or shown as a link.

Click "Reply" to respond to the sender, "Reply all" for all addressees, or "Forward" to send to another person.

Type your reply and click the "Send" button when finished. A copy is saved in the "Sent" folder of the account used to send the reply. Pictures can be included in the body of email messages, as well as saved from them. Other files such as documents can also be sent, saved or opened from a message.

Note: In the majority of e-mail programs, attachments are removed when you select "Reply" or "Reply all", but retained in forwarded messages.

Create a Message

In Mail, select the email account, go to the Inbox and click the New mail button (or press Ctrl + N).

A blank message is displayed, ready for recipient details and content.

Begin typing the contact name in the To: box, then select the contact when it appears in the results below.

Add more recipients in the same way, selecting from the suggestions where appropriate. Entries will be separated by semi-colons.

> When entering contact names in the To: box, you may see several suggestions that match so far, but the number reduces as you enter more of the name.
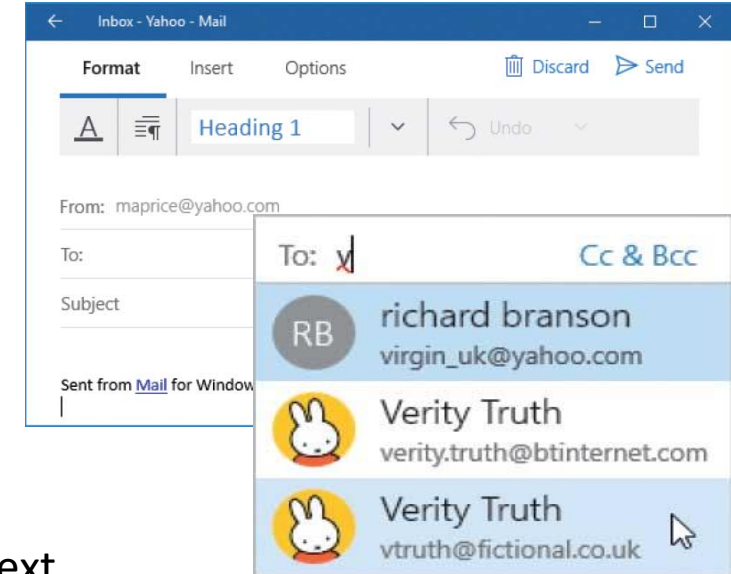
Click in the Subject box and type the text for the title of the message.

Click in the body of the message and add the salutation and the message text.

End with your name, then the email signature for the sending account will be added automatically, if you have this set up.

Select Cc & Bcc (Recipients added using Bcc (Blind carbon-copy) will not be shown on the copies of the message that others receive) to add boxes for recipients who will be copied on the email.

You can format the text in your message if you wish – click the Styles button to see more options. There are also limited Font and Paragraph formatting options.
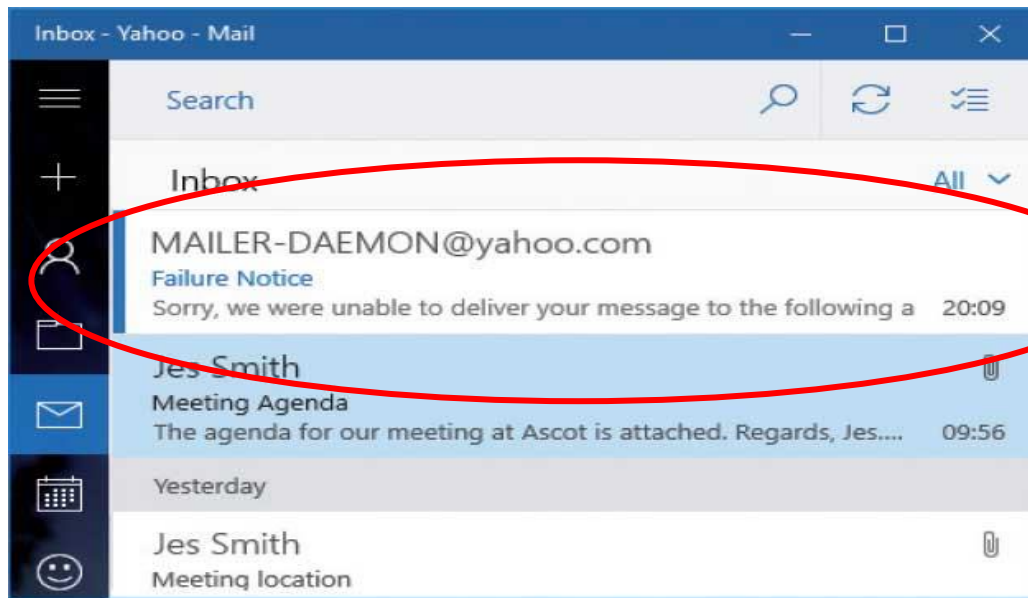
Click the "Send" button to send the message.   🗑 Discard   ➤ Send

A copy of the message is kept in the Sent folder of the sending account.

Should there be any problems with the email addresses used for the recipients, you may receive a message from the Mail Delivery System describing the problem and its cause.

Sometimes a message to an email address may fail, perhaps because the domain server is offline for a period. After several attempts, an error response message may be returned to you.

Importing pictures from a phone or camera.

The first thing to do is to ensure that your laptop or PC recognises your phone or camera when they are connected. Using a USB lead is generally best although in some cases the 2 items can be connected by Bluetooth or wirelessly. Most digital cameras have removable memory cards, Secure Digital (SD, SDHC or SDXC) or their mini- and micro-types being the most common, although the earlier Compact Flash format (CF) is still available as are other non-mainstream card types. Sometimes it is easier to remove the memory card from the camera, put it in a card reader and attach that to the USB port on your PC.

Often when you connect a device such as camera, phone or card reader to your PC for the first time, Windows will ask you to choose what to do. The choices will depend on the content on the card and also the programs installed on your pc, but will probably include some of those shown on the right:

"Ask me every time" is probably the safest option, but can be a real fiddle. Importing photos through any app or program risks not knowing where to find your pictures afterwards. For maximum control over the operation we recommend you select "Open folder to view files (File Explorer)".

Import photos and videos (Photos)
Show images (CEWE PHOTO SHOW)
Import Photos (CEWE PHOTO IMPORTER)
Play (Winamp)
Copy pictures to your computer (Picasa3)
View pictures (Photo Gallery)
View/Download Images (Canon ZoomBrowser EX)
Import photos and videos (Dropbox)
MP Navigator EX Ver5.1 (MP Navigator EX Ver5.1)
Edit pictures (Adobe Photoshop Elements)
Use with Audials (Audials)
Play (Windows Media Player)
Take no action
Open folder to view files (File Explorer)
Ask me every time

If you previously selected one of the other options you can change it in Start/Windows System/Control Panel/Auto Play

If you want you can still use a wizard to import pictures from File explorer. Right-click the icon for your camera or card reader and select "Import pictures and videos".

The wizard will start and go through the steps on the following slide.
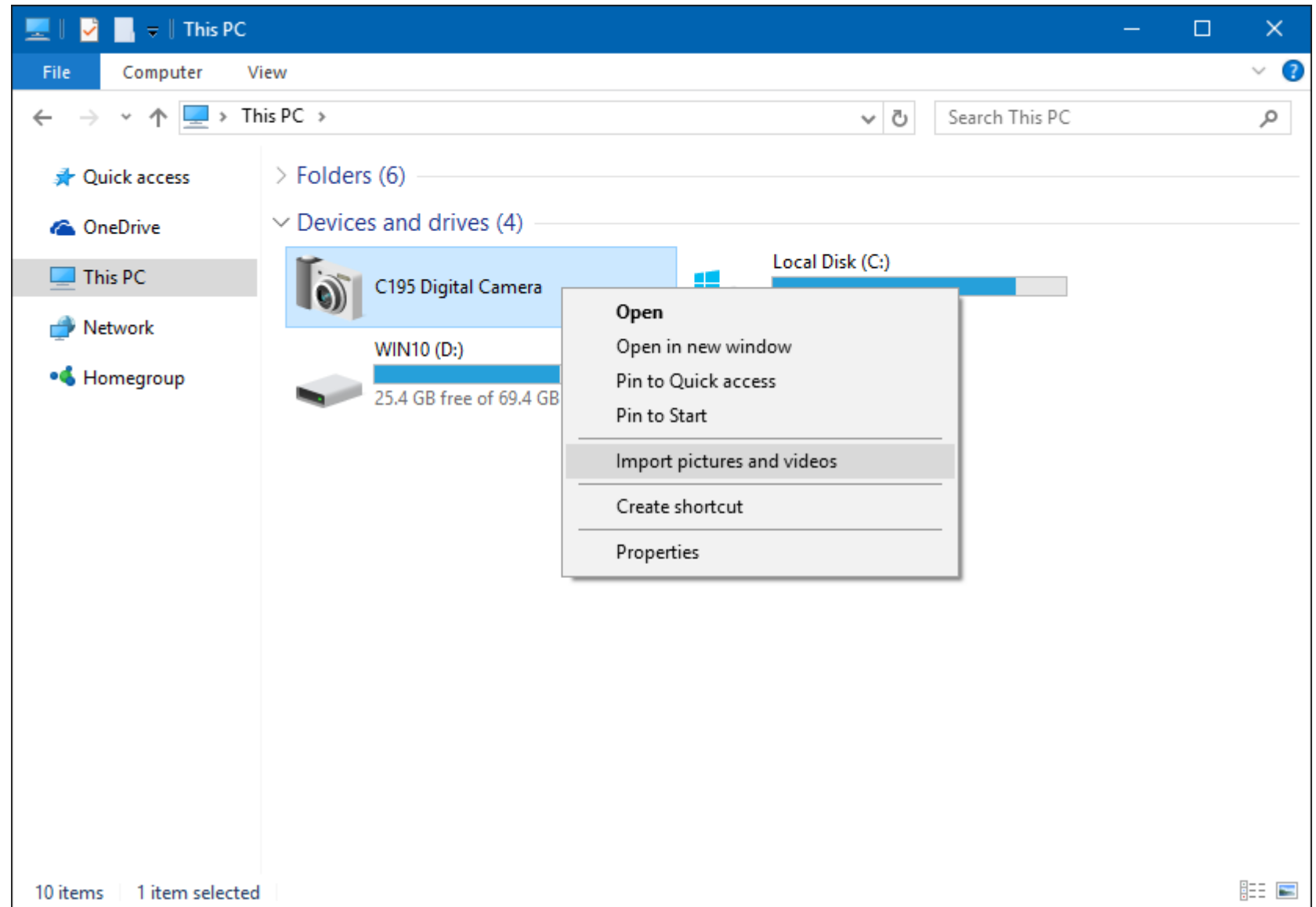
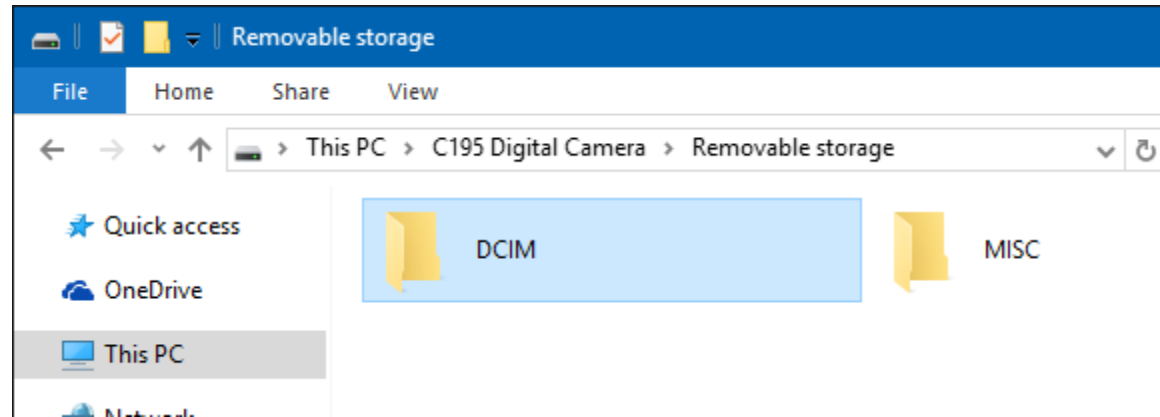When the Camera import wizard starts, go with the default option then click Next.
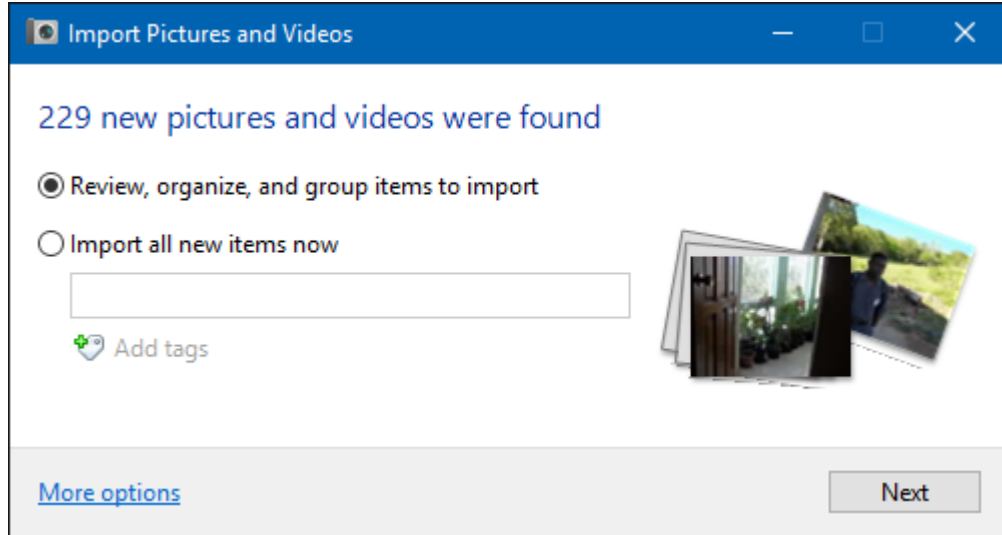
If you want to customize where Photos and Videos are stored, click More options at the bottom left corner. Click Browse then choose where you want your photos and videos to be stored automatically.

Most people prefer to have a little more control over naming of folders and the actual import process, and choose instead the manual import process which is both easy and fully customisable to one's own preferences.
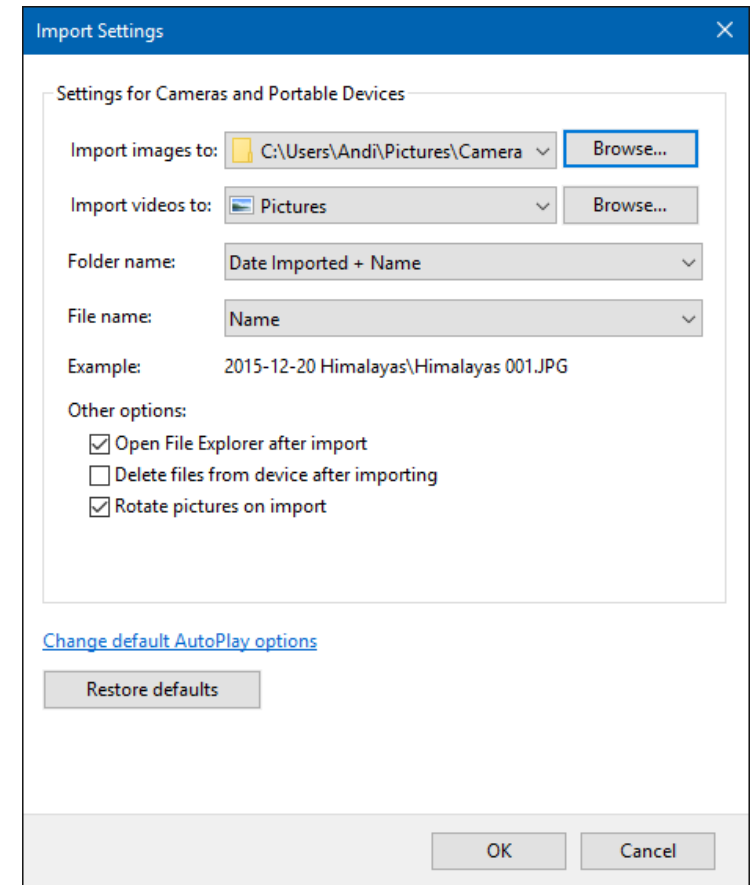
In File Explorer, locate and open the DCIM folder on your phone, camera or memory card. (You may also need to open a sub-folder to see the latest pictures.)

If the folder opens with just a list of contents like this:

….click on the "View" tab at the top of the page and select "extra large icons

Select the photos you want by using the Control key and mouse click.

Then copy your images by:
- Clicking the "Copy" icon on the Home tab,
- Pressing Control + C, or
- Right-clicking and selecting "Copy".

Then navigate to the destination folder on your PC (such as "My Pictures") and paste the images by:
- Pressing Control + V,
- Right-clicking and selecting "Paste", or
- Clicking the "Paste" icon on the Home tab.
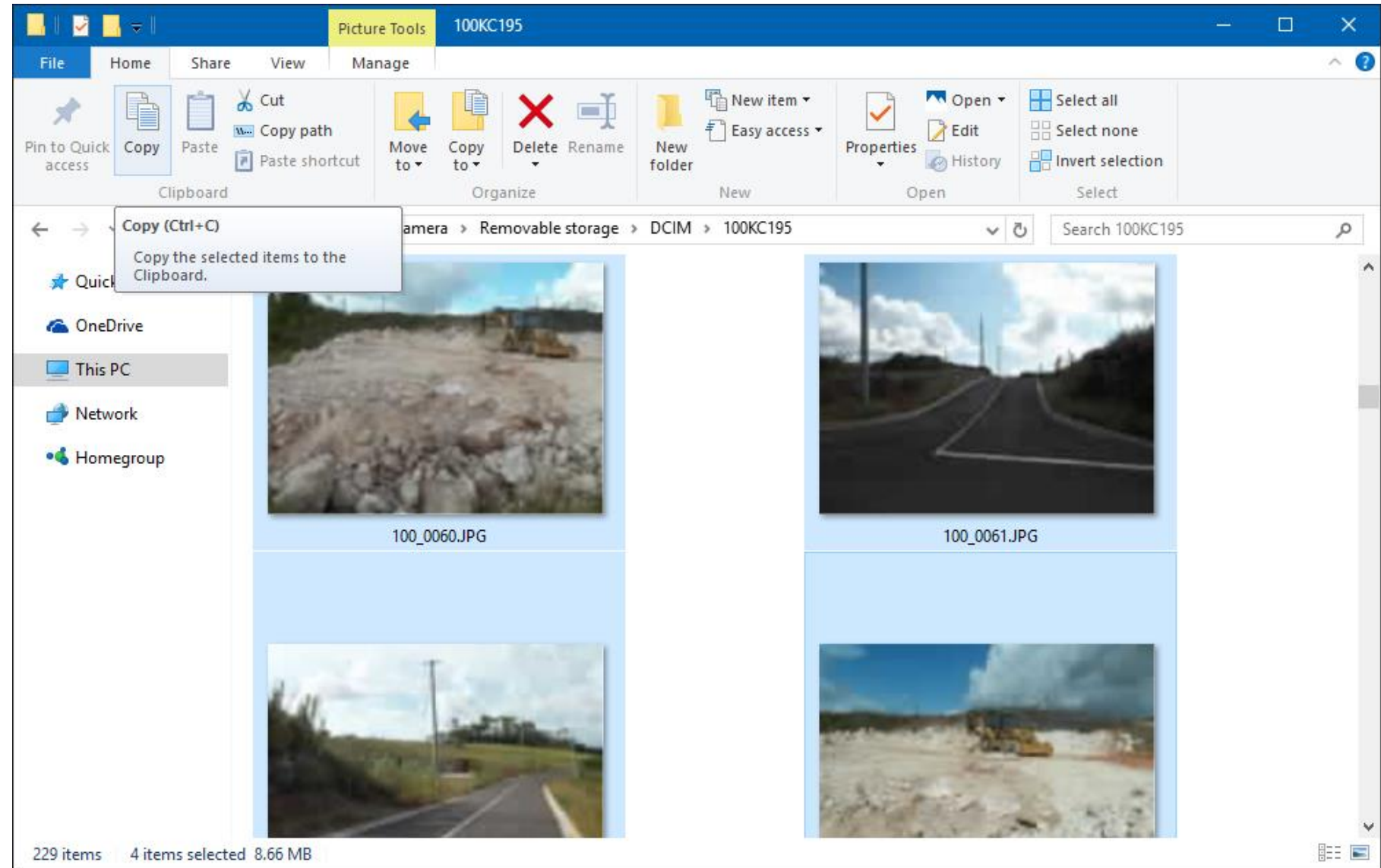
Many people find the process easier to visualise if they have 2 copies of File Explorer open at the same time, as shown on the right. In this way it is possible to see both the source and destination folders simultaneously.

To open a second copy of File Explorer, right-click its icon on the taskbar and select "File Explorer".
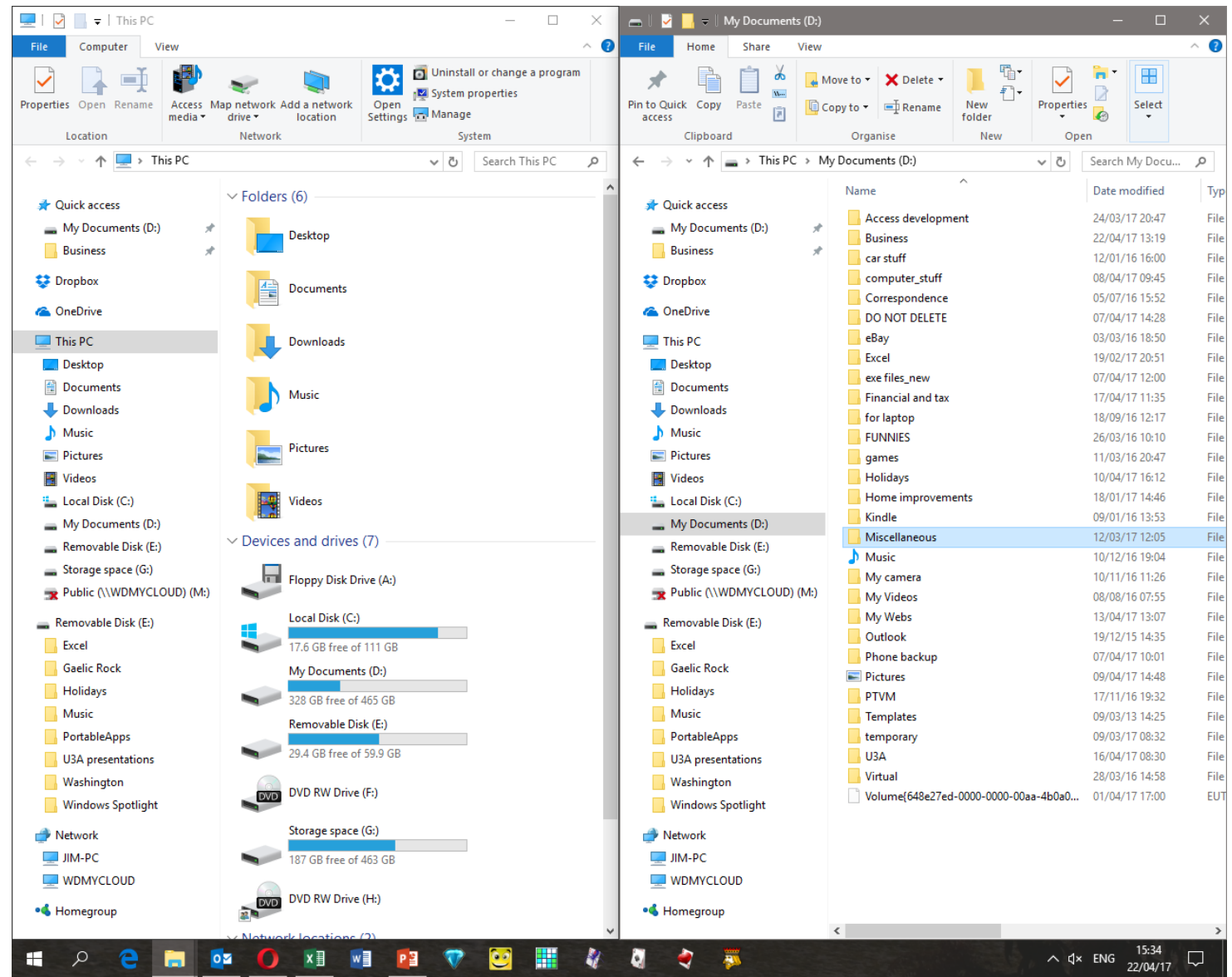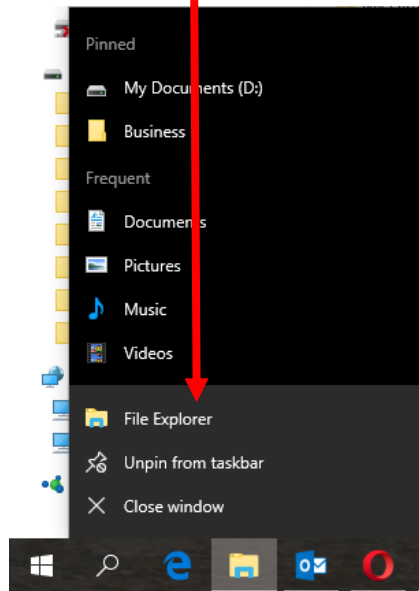
With both windows open it is now simple to arrange them side by side using the Windows key and left or right arrows.

With 2 copies of File Explorer open like this, it is also possible to drag files and folders from one screen to the other. Simply click on a file and while holding down the mouse button, drag it to where you want it on the other screen.
Holding the left mouse button will normally copy the file, while holding the right mouse button will offer a choice of copying or moving the file.
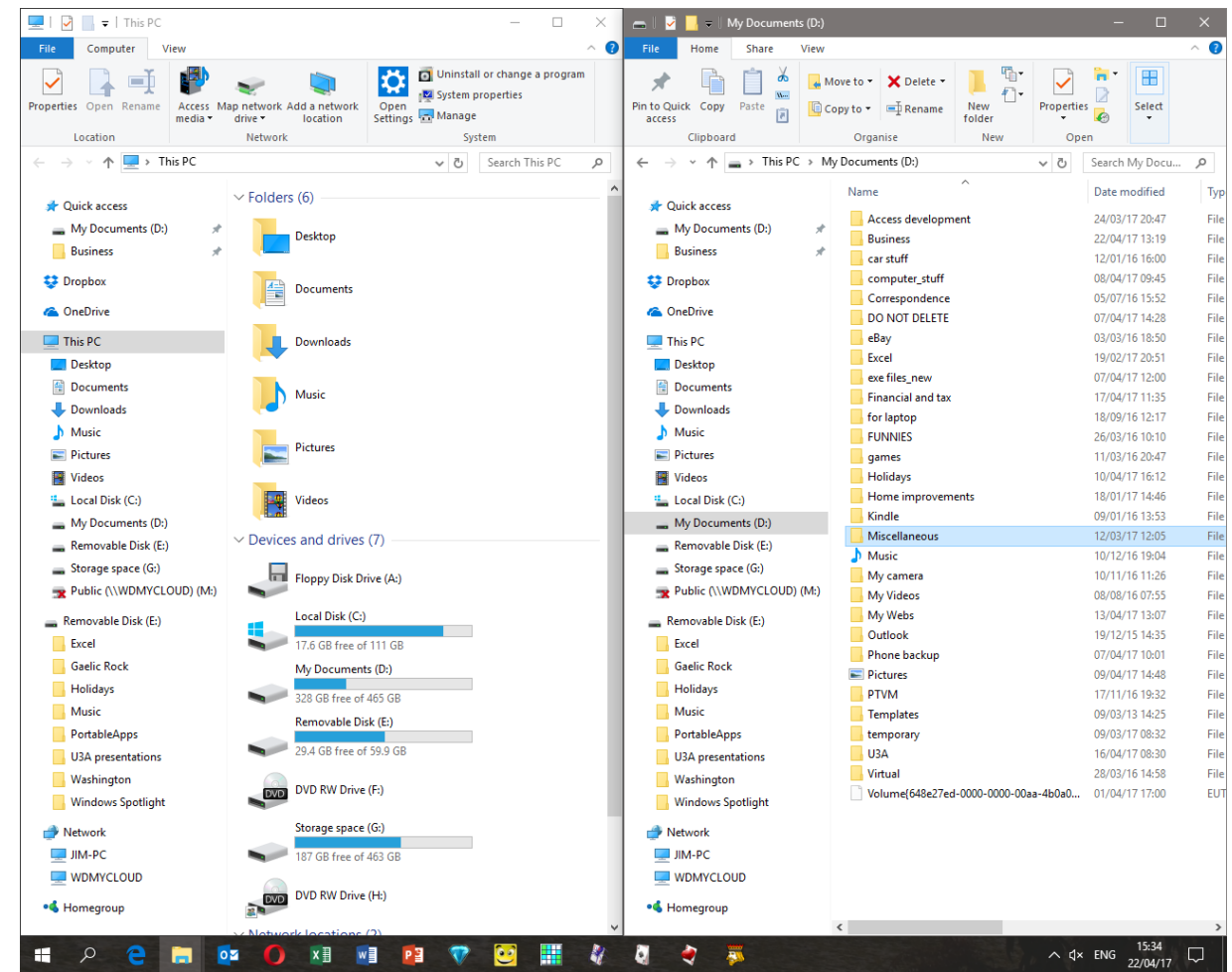
A very comprehensive guide to importing photos from cameras and phones, including iPhone, Android and Windows phones can be found at:
https://answers.microsoft.com/en-us/windows/wiki/apps_windows_10-photos/complete-guide-to-importing-your-photos-in-windows/d8258fff-729e-45df-8afd-1f1195d7b6c5

THE END