

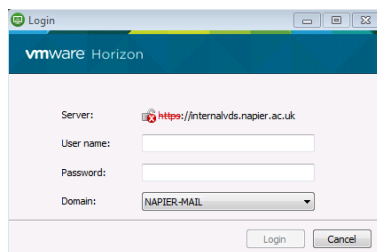
The new desktop image is based on the Windows 10 operating system. This brief guide describes some of the changes you will notice when you start to use the new desktop. Further information and links can be found on the staff intranet and myNapier pages, or by searching for Windows 10 on [askNapier](#).

## Logging in:

The login process is similar to the Windows 7 service:

1. Press **Ctrl-Alt-Del** or click the mouse or keyboard:

The following screens will appear on PCs and Zero Clients:



2. Enter your **User name** (login ID)
3. Enter your University **password**
4. Press the **Enter** key. If you are prompted to reset your password, follow the on screen instructions.

## Personalisation:

It is not possible to transfer any personal settings from the Windows 7 service to Windows 10, so you will receive new default settings. If desired, you can set your background image by **right clicking** anywhere on the desktop and selecting **Personalise**.

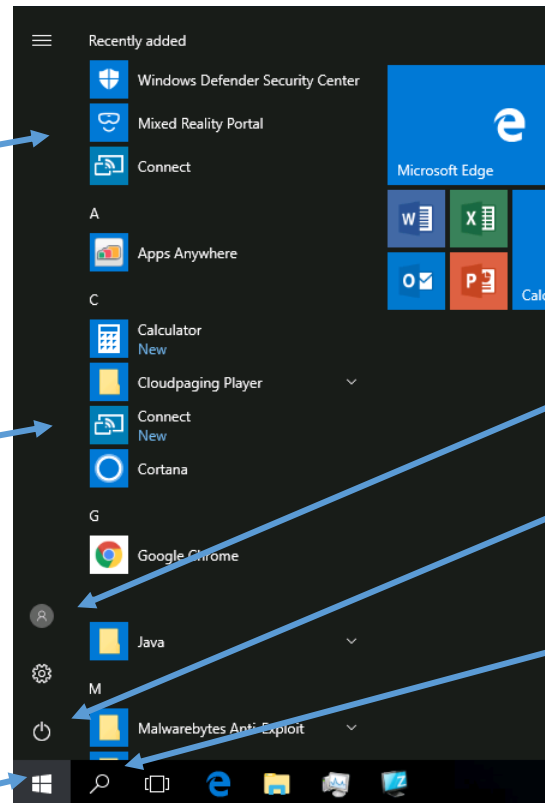


## The Start Menu:


**Dynamic Area:** Recently added and most used applications and apps are dynamically shown here.

**Local Applications:** Access locally installed desktop applications and universal Windows platform apps by clicking on the one you wish to open from this scrollable alphabetically ordered list. A small down arrow indicates that the folder will expand to display a number of related application icons when you click it.

**Start:** You'll notice that the Start button in the lower-left corner has a new logo.



**Pinned Area:** Commonly used applications and apps have been pinned here by the system administrator.

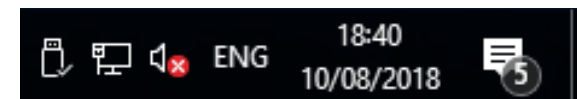
**Logging out:** Click the Account icon:  to 'sign out' of Windows. Click the Power button to shut down the computer (where allowed). You can also right-click the Start button and select Shut down or sign out.

**The Search box** enables you to quickly search for programs and files.

**Jump Lists:** Right-click an application or app icon on the Start menu or Taskbar and you will see a list of recent documents or files associated with that program - click on one to open it.

## The Task Bar:

The Taskbar icons on the left signify shortcuts and running (bar beneath) applications. By default, shortcuts for Search, Virtual Desktops (to group apps and quickly switch between them), Microsoft Edge (the default web browser on the new Windows 10 image), and File Explorer are on the Taskbar and you can **pin your own frequently used applications** to the Taskbar by **right clicking** on the application icon and selecting **Pin to Taskbar**. The Taskbar icons on the right show the status of items such as USB devices, Network, Sound, Language, Time/Date, Notifications. Click the **thin area at the very far right** to minimise or restore all running applications at once.

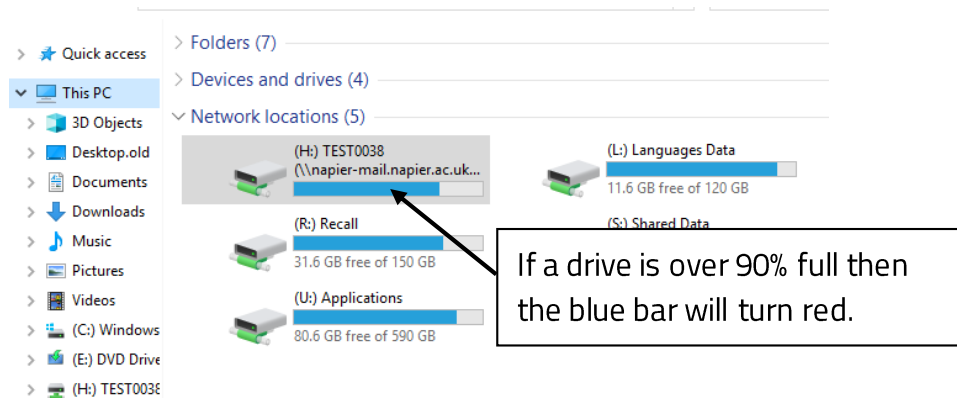
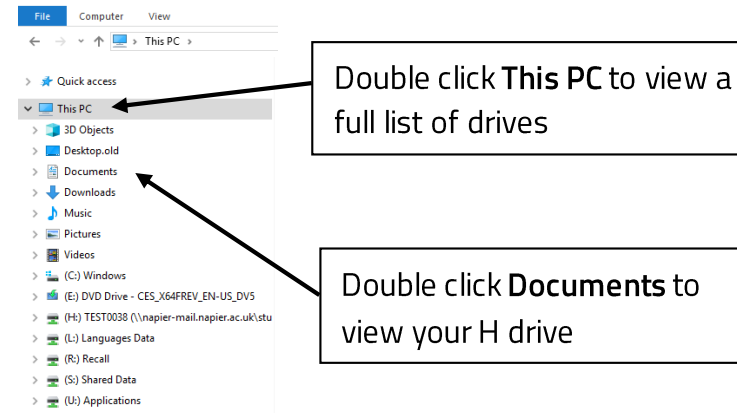


## Accessing Documents and Files:

**File Explorer:** To access your documents and files click on the File Explorer icon on your Desktop or Taskbar:



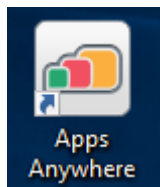
File Explorer will open to display your list of Folders. The "Documents" and "(H:)" Folders contain the contents of your Personal Data Area (H Drive). Double click "Documents" or "(H:)" to open your H drive or click "This PC" to view all available drives.



**This PC:** When you open **This PC** and have **View** set to **Tiles**, you will see a graphical representation of available disk space – if your H drive is more than 90% full the blue indicator bar will turn red.

## Accessing Applications:

**Local Apps:** You can access the standard applications (e.g. MS Office) by clicking Start and selecting the relevant application from the alphabetic list.



**AppsAnywhere:** is an alternative way of launching local applications and the only way to launch network managed applications. Double-click the AppsAnywhere icon on the Start Menu or Desktop to run. It also runs automatically at user login.

