

# Windows 10 Quick Start Guide

Use this guide to get started if you haven't used Window 10 before.

## The Basics

Here is Windows 10:



Generally, if you are comfortable with Windows 7 you should be able to pick right up where you left off. Here are some new things to be aware of.

### 1. What is that thing?

That's called the "Task View" button. If you click on it you'll see all of your current open windows in one nice view. Think of it like "Mission Control" on a Mac.

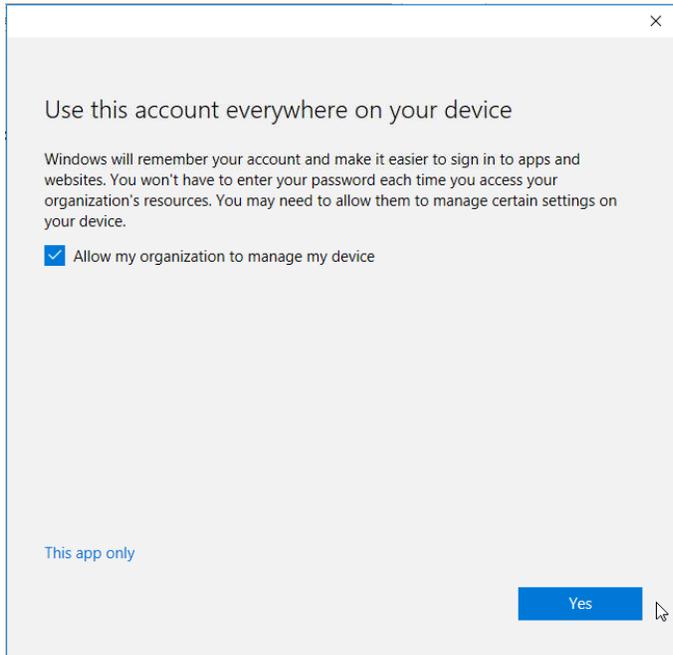
### 2. Where do I search?

When you click the Start  button, you won't see a place to type. Just start typing! Your search results will appear right away.

### 3. Why is Word / Microsoft Office asking me to log in? (or) Why does Office say that it's not activated?

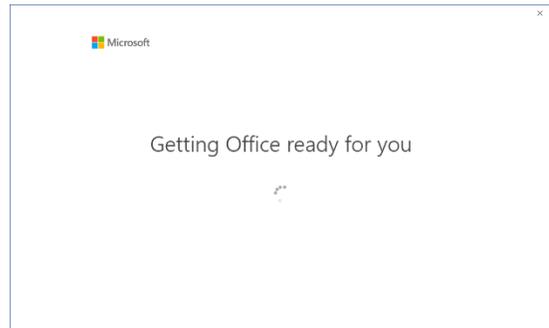
Microsoft Office now requires you to log in with your CASE email and password in order to be "activated" (i.e., prove that you are licensed to use it).

The first time you launch Word or Excel or PowerPoint, you may be asked to log in with your Office 365 account. After you log in, this prompt will appear:



Go ahead and keep the checkbox ticked and click “Yes,” and most Microsoft applications will no longer ask you for your Office 365 login! That includes the Microsoft Edge web browser and any Outlook or Office365 websites.

After you click Yes, you will see the message below:



**NOTE:** Sometimes, this message hangs, and it’s OK to close it by clicking ‘X’. Office will work normally at that point.

#### **4. At the bottom of my Start menu, I see some apps with weird titles like “ms-resource:AppFriendlyName”. What are those?**

That’s a known bug. Those are apps whose names are scrambled. They work perfectly fine. Right now we do not have a solution for it.

#### **5. What else is new or different?**

- You can now print directly to a printer at Central Office or CIS Office! More details to come.
- You can now use OneDrive Sync to view, edit, and save your OneDrive files directly on your computer—no browser required! More details to come.
- The Sticky Notes app is now cloud based, so you can save your Sticky Notes to your CASE account and open them on any Windows 10 computer where you log in.
- You now have access to the Windows 10 OneNote app, which is faster and more reliable than OneNote 2016.

If you have questions, email Jeff Zimmerman: [zimmerman@casedupage.com](mailto:zimmerman@casedupage.com) or call: 224-588-4008