Windows 10 Quick Guide

Click an item from the list below to jump to the section:

1. Start Menu
2. Customization
3. Resetting Password
4. Windows Shortcuts

For additional information about Windows 10, please contact the Help Desk at its.helpdesk@coconino.edu or call (928) 226 – 4357
1. Start Menu

Jump to:

- Start Menu Introduction
- Logging off and Shutting Down
- Navigating with the Start Menu

a. Introduction

The Start menu is one of the quickest ways to access files, folders, apps, settings and more. With the new start menu in Windows 10, you can easily access all of these much faster than in Windows 7.

When you first login you will notice in the bottom right a small Windows icon.

Clicking on the Windows icon will bring up the new start menu as shown below:

1A – Apps and Programs installed on the machine will be found in this list. This list is the replacement to “All Applications” in Windows 7.
1B – Log off, settings, and shutdown buttons.
1C – These are some of the most frequently used programs on Windows, and have been made handy in the tile menu for all users.
b. **Logging Off/Shutting Down**

There is a new location to log off, switch users, shut down, restart and more. To access these options, press the icons on the left-bottom side of the Start Menu. (You can also Right Click the start menu and select these options)

2A – The small PROFILE icon at the top indicates your user account. Use this icon to lock the computer, sign out of the computer or to switch users.

2B – The bottom POWER icon allows you to put the computer to sleep, shut it down and restart

2C – Right clicking the windows icon brings up a quick list of quick-access programs and files.

c. **Navigating with Start Menu**

Using the START MENU is the fastest way to find files, folders, apps or programs in Windows 10.

To start searching press either the Windows button, or the Search icon next to the windows icon on the bottom Task Bar.

Once you click on one of the icons, start typing and your search results will show as you type. You can use the icons that show up as you type to narrow your search for exactly what type of item you are looking for.
2. Customization

Jump to:

- **User Picture**
- **Themes and Wallpapers**
- **Taskbar Settings**

a. **User Picture**

In Windows 10 you can set a user picture that only you can see when you’re logged in. Some people like to set this. To accomplish this feat, you start by pressing START and clicking the user icon, once you click this icon press “Change Account Settings.”

On the next screen you will have two options to create your picture, Camera or Browse for One. If you are on a laptop, or have a webcam you can use the camera, otherwise browse for one.
b. **Color Theme and Wallpapers**

With Windows 10 you can customize the colors and wallpaper of how Windows is presented. To quickly do this, right click on the desktop in any empty space and select Personalize.
On this new screen for Personalization you will have the option to change your wallpaper. Clicking “browse” will allow you to change it to whatever image you want.

3A – In the background menu you can change your background image.

3B – In the colors menu you can change the accent color and theme of the apps. (light or dark)

3C – With the start and taskbar settings you can show or hide different menu options and change how they appear.

Once you change the background and color you will see a preview of the changes and how they will look.

**Preview**

Perfect.
c. Taskbar

The Taskbar is where all the opened and pinned programs appear. Users can also add programs to the task bar for better workflow as needed.

To quickly add items to your taskbar, you can drag and drop items to it, or right clicking an icon and pressing “Add to Taskbar”

Right clicking in the Start Menu and hovering over MORE gives you the option to Pin to Taskbar.

Right clicking an open program in the taskbar gives a similar prompt to Pin to Taskbar.

The easiest way to make other changes is to right click the taskbar in any open area that does not have an application open and press “settings”. You can also get to the taskbar settings by going through the Start Menu introduction steps.

On this next screen you will find options to modify the taskbar, including how the taskbar appears in size, how icons appear and how multiple displays use the taskbar.
The multiple display settings allow either a single taskbar (similar to Windows 7) or multiple taskbars with the icons appearing on either all displays.

Multiple displays

Show taskbar on all displays
- On

Show taskbar buttons on
- Taskbar where window is open

Combine buttons on other taskbars
- When taskbar is full

Feel free to experiment with all the settings to find the best layout that fits your needs.
3. Resetting Your Password in Windows

Resetting passwords can only be done using college owned machine on campus. (Flagstaff and Page campuses)

a. Resetting with CTRL+ALT+DEL

On the keyboard, press CTRL+ALT+DEL on the keyboard.

- On the new screen press “Change a password”
- On the new screen it should have 4 fields
- Do not change the username field, leave it as “COCO2K\CometID”
- Input your current password in the “Old Password” box
- Input what you want your new password to be in the New Password and Confirm Password boxes
- Press Enter or press the small arrow next to the Confirm Password

For all restrictions with your password visit our Password Information page here: https://www.coconino.edu/password-information

b. Resetting other ways

If you issues or problems with the password reset tool in Windows 10, you can follow use the alternative methods on our Password information page here: https://www.coconino.edu/password-information

Webmail is the fastest way to reset your password off-campus. Within webmail, under your settings, you will have an option to change your password.
4. Shortcuts

In Windows 10 all your favorite shortcuts from Windows 7 are back, plus more! For quick Windows 10 Shortcuts, you can visit the following article detailing the most used shortcuts: https://support.microsoft.com/en-us/help/12445/windows-keyboard-shortcuts. Microsoft also offers a downloadable one that you can Download and Print off for your area. https://www.microsoft.com/en-us/download/details.aspx?id=48716.

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