**Windows 10**

**NEW AND IMPROVED FEATURES**

NKU will be updating to Windows 10 in Summer 2016. Faculty and Staff may submit an IT Service Request to have Windows 10 installed on their computers. All new and re-imaged computers will have Windows 10.

While Windows 10 returns to the more familiar look and feel of Windows 7, there are many new and improved features to become familiar with.

For more support documentation about Windows 10, visit Microsoft’s Support site.

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### Start Menu

The Start Menu is back, with new and improved features. Your recent places and programs are listed, and you can use the “All Apps” link to view your programs in a list.

The Start Menu also includes a feature first introduced in Windows 8: tiles. These can be used to access programs, the Windows Store, news, weather, and more. Tiles can be added or removed from the Start Menu, resized, or pinned to the taskbar.

Additionally, the Start Menu can be resized to show your tiles in one or two columns, or you can remove them all entirely, leaving just your list of programs. There is also an option to show a full-screen Start Menu.
**Search Bar**

A new search feature is integrated into the Windows 10 taskbar (see above). Just start typing to search your computer for programs, settings, photos, and videos. It will also search within your documents and perform a web search.

Having a search bar right in the taskbar may be distracting, so there are options to show only an icon, or hide the search entirely. Just right-click on the taskbar and go to the Search section.

**Cortana**

If you’ve ever used a Windows Phone, then you know that Cortana is Microsoft’s version of Siri, the personal assistant built into Apple’s phones and tablets. In Windows 10, Cortana works the same way. Once you give Cortana access to your contacts, files, emails, search history, etc., she will be ready to find the information you need much faster. A great feature of Cortana is that it works with a microphone, so you can give commands such as “find my spreadsheets” or “what is the weather like?”. If you don’t have a microphone, or prefer to use your keyboard, you can type those same commands into the search bar for the same experience.

*Note:* You will need to sign in to your Microsoft account in order to use Cortana. This is done in the initial set up.

**Task Switcher and Multiple Desktops**

Most users are familiar with the Alt + Tab keyboard shortcut that allows you to quickly switch between applications. This feature is expanded upon, with Microsoft taking a page from Apple’s Mac OS X. The task switcher now shows a large preview of each window, and adds the ability to create multiple desktops. This is useful if you are working on multiple projects and want to keep things separate. To create a desktop, open the task switcher, and select “New Desktop”.

A new icon has also been added to the taskbar for quick access to the task switcher.
**Action Center**

Taking another page from Mac OS X, Windows 10 introduces Action Center, which shows various notifications on the right side of the desktop. Notification types include email, calendar alerts, and system updates. The action center can also be customized to show notifications in a certain order, or only show certain types.

**Microsoft Edge**

With Windows 10, Microsoft is introducing their newest web browser, Microsoft Edge. The new browser will replace Internet Explorer, and is leaner and faster.

It contains modern features like reading view, which strips webpages of ads and images, allowing you to focus on reading an article. Also included is a reading list, which allows you to save a page to read later, without cluttering up your favorites.

While Edge is now the standard web browser in Windows, Internet Explorer hasn’t gone away. Since you still may have programs or sites that require Internet Explorer, you still have the option to view those in that browser. Edge is new and not fully compatible with the programs NKU uses: Astra, SAP, and Adobe AEM/CQ6. If you experience issues using Edge, try Internet Explorer.
Scheduled Restarts

A big annoyance of Windows 7 was the occasional pop up, notifying you to restart your computer to install updates. Most of us would always be too busy during the work day to stop everything to restart the computer. With Windows 10, you can schedule your restart for a time that is convenient for you. Windows can recommend a time when you normally don’t use your computer, or you can schedule it yourself, during your lunch, for example.

A restart has been scheduled

If you want, you can restart now. Or, you can reschedule the restart to a more convenient time. Be sure your device is plugged in at the scheduled time. The install may take 10-20 minutes.

- We’ll schedule a restart during a time you usually don’t use your device (right now 3:30 AM tomorrow looks good).

- Select a restart time
  Time:
  
  3 30 AM
  
  Day:
  Tomorrow

Improved Window Snapping

Window snapping, first introduced in Windows 7, has been given an upgrade in Windows 10. You are now able to snap windows in the corners of your desktop, allowing you to easily display four windows at the same time.

Also introduced is Snap Assist. After snapping a window on the left or right side of the desktop, your other open windows are displayed for you on the other side. Just click on the one you want to snap on the other side, and Windows takes care of it for you.

QUESTIONS?

Having trouble following the instructions in this PDF?
Contact the IT Help Desk at http://oit.nku.edu/help.html or by phone at (859) 572-6911.