

# Windows 10 Quick Start Guide

*Welcome to your new Windows 10 workstation! This guide is here to help answer the most frequently asked questions. Let's get started!*

## Logging On

Press **CTRL-ALT-DEL** to log in. Select your name (if not already selected) and enter your **Norse Key**. If another name appears instead of yours, select **Other User** in the lower left corner and then enter your **Norse Key**. Note - you do not need @luther.edu.

**IMPORTANT :** If you are using a laptop, your first logon **must** be done while connected to the Luther College network, i.e. on campus.

## The Start Menu and Taskbar



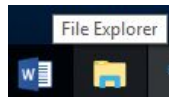
- 1. Start Menu**  
Click to open the Start menu.
- 2. Search**  
Search for apps, files, or folders.
- 3. Taskbar**  
Pinned or currently open apps.  
Click & Drag to add an app.
- 4. Application Tiles**  
Click to open an app or create a new group and Click and Drag to add an app.
- 5. All Programs**
- 6. User**  
Lock or Sign Out.
- 7. Settings**
- 8. Power**  
Sleep, Shut down, or Restart.

## What is BitLocker?



BitLocker is a hard drive encryption system that has been enabled on your Windows 10 workstation. In case of theft, encryption makes it much more difficult for files to be accessed or read. BitLocker has little to no impact on performance. For more information, contact the Technology Help Desk.

## How Do I Access My Network Shares?



1. Click on **File Explorer** located on the taskbar.
2. Double-click on the Network Share to access it.

If you do not have a Network Share already mapped, click on the **Address Bar** and type the share you wish to access: **\\academic.luther.edu\sharename** (Faculty) or **\\admin1.luther.edu\sharename** (Staff) and press **Enter**. You can then click and drag the Address Bar link to your Favorites sidebar for easy access.

## How Do I Connect to a Wireless Network?



Click on the Wireless icon located on the far right of the taskbar and select the wireless network to which you wish to connect.

## What is VNC?



VNC is a tool that allows a technician to see and work on your computer remotely. The Technology Help Desk uses VNC to help you solve problems quickly.

To use VNC, hover your mouse over the green eyeball icon on the far right of your taskbar. Read off the numbers it displays (i.e. 10.27.10.175) to the ITS Technician and accept the incoming connection when prompted.

## How Do I Shut Down or Restart My Windows computer?

Click on the **Start Button** and then click on the **Power** icon. You can select from **Sleep**, **Shut down**, or **Restart**.

## How Do I Get Specialized Software?

If you need an application that is not installed on your workstation, enter a ticket at [help.luther.edu](http://help.luther.edu). The Technology Help Desk will contact you to arrange a time for installation.

## How Do I Get Additional Training for Windows 10?

Materials are online at [www.luther.edu/helpdesk/windows10](http://www.luther.edu/helpdesk/windows10). For Office 2016, Adobe Creative Cloud, or other training, contact the Technology Help Desk at x1000 or [helpdesk@luther.edu](mailto:helpdesk@luther.edu).