

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!

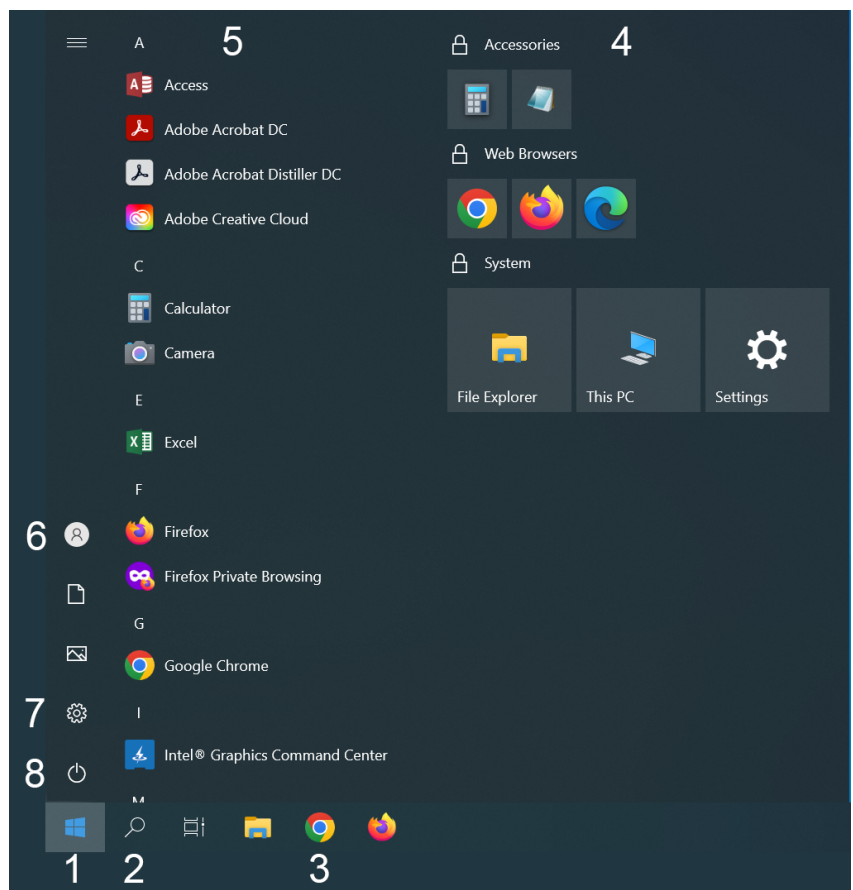
Logging On

Press **CTRL-ALT-DEL** to log in. Select your name (if not already selected) and enter your **Norse Key** password. If another name appears instead of yours, select **Other User** in the lower left corner and then enter your **Norse Key** username (without the @luther.edu).

IMPORTANT: If you are using a laptop, your first logon **must** be done while on the Luther 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. Some Tile Groups are locked (noted with a lock icon). Tiles cannot be added or removed from these groups and the groups cannot be removed from the menu.
- 5. All Programs**
- 6. User**
Lock or Sign Out.
- 7. Settings**
- 8. Power**
Sleep, Shut down, or Restart.



How Do I Connect to a Wireless Network?

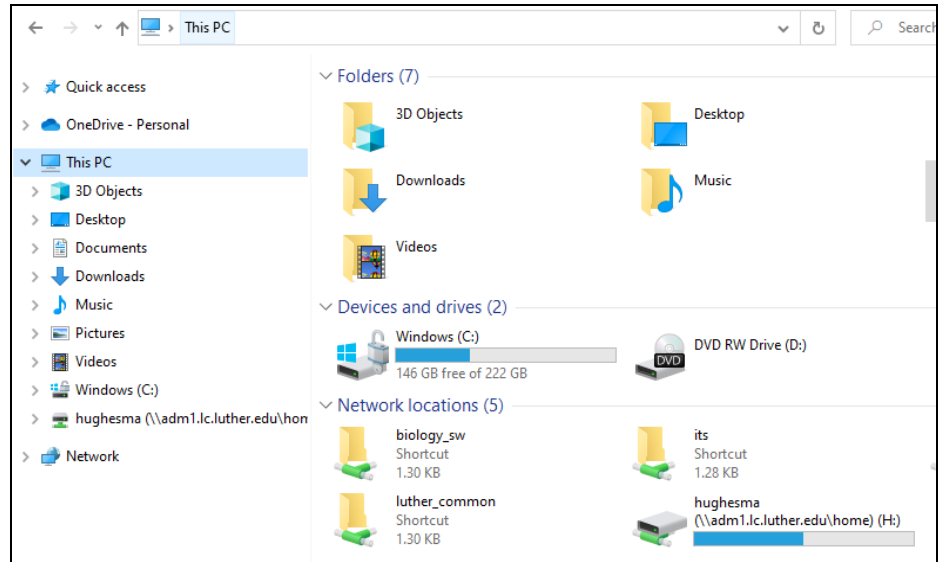
If you have the WiFi icon, you're already connected to a wireless network. Click on the icon to switch to a different wireless network.



A globe means that you are not connected to a network. Click on the icon to select a wireless network.



How Do I Access My Network Shares?



1. Click on **File Explorer** located on the taskbar.
2. Click on This PC (if not already expanded).
3. Scroll to the bottom to see your Network Shares.

If you do not have a Network Share already mapped, click on the **Address Bar** at the top and type the share you wish to access:

- **\\acad1.lc.luther.edu\sharename** (Faculty)
- **\\adm1.lc.luther.edu\sharename** (Staff)

Press **Enter**. You can then click and drag the Address Bar link to your Favorites sidebar for easy access.

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. The Technology Help Desk will contact you to arrange a time for installation.

How Do I Get Training for Windows 10, Office 2019, Adobe CC or other Software?

Learn more at linkedinlearning.luther.edu or contact the Technology Help Desk (x1000 or helpdesk@luther.edu).