Getting to know Windows 10 for employees

Microsoft

Microsoft IT Showcase

microsoft.com/itshowcase

Familiar and better than ever

Windows 10 is the best combination of the Windows you already know, plus lots of great improvements you'll love. It helps you do what matters, faster.

Our new Creators Update is designed to spark and unleash creativity, bringing 3D and mixed reality to everyone. Combined with Office 365, Cortana, and Microsoft Edge, you'll have new ways of working that increase and enhance your productivity.

Windows 10 was designed to be the safest Windows ever. The Creators Update adds comprehensive security capabilities and privacy tools on top of what was already available in Windows 10.

The new Surface devices for Windows 10 are a balance of craftsmanship, performance, and versatility, designed with you at the center.

And the IT management tools, services, and advances like AutoPilot and Microsoft Store for Business will make the work of IT organizations easier and more systematic.

Getting to know Windows 10 Creators Update

Boost productivity

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Comprehensive security

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Modern IT

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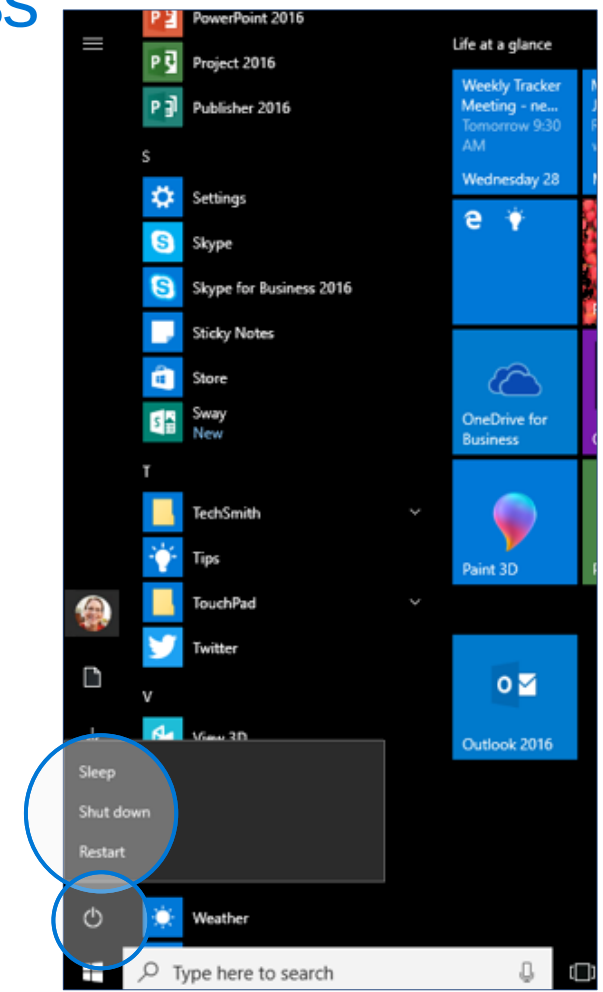
Boost productivity

The Start menu: More options, easy access

Windows 10 brings back the familiar Windows desktop and Start menu from Windows 7. The Start menu is enhanced with resizable tiles and new capabilities to help you be more productive.

From the Start menu, you can:

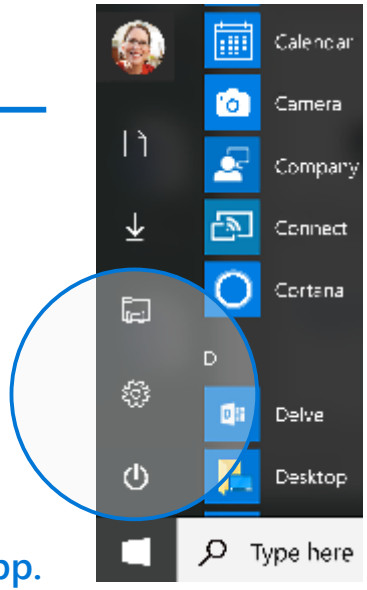
- Lock your computer, change your account settings, or sign out.
- Quickly access your apps—traditional and modern. Plus, access documents, pictures, and settings.
- Shut down your computer, restart it, or put it to sleep.
- Search for apps, settings, and files, and search across the web.
- Immediately launch advanced system tools such as Power Options and Disk Management.



Quick Access tools

On the left side of the Start menu you'll find:

- Links to File Explorer and Settings.
- The Power button.
- Links to your most used and recently added apps.



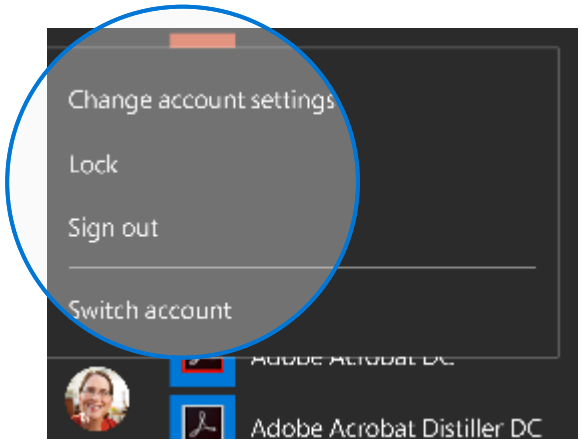
To launch an app, select it.

For more options, right-click the app. Options include:

- Pin to Start
- More >
- Uninstall

To lock your computer, change your account settings, sign out, or switch your account:

1. On the Start menu, select your name or picture.
2. Choose the option you want: **Change account settings**, **Lock**, **Sign out**, or **Switch account**.



Quick Access tools

The Quick Access menu provides access to advanced system tools such as Power Options, Task Manager, and Control Panel.

To display the Quick Access menu:

Right-click the **Start** button on the far left of the taskbar.

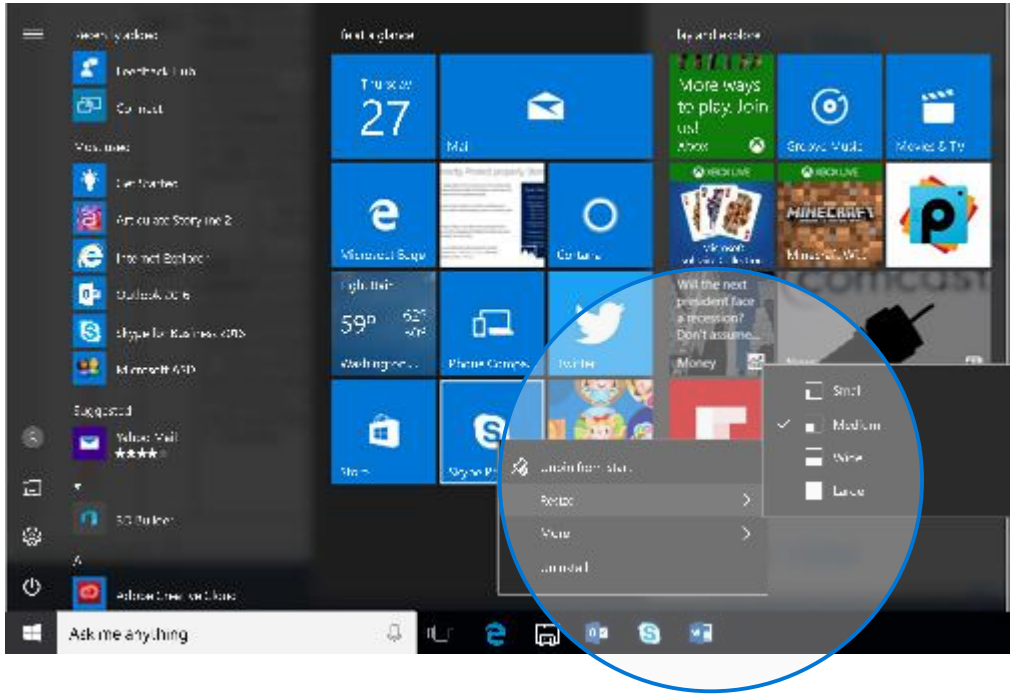
Using tiles

In the right pane of the Start menu, you'll find tiles for some common apps.

You can rearrange them within the pane just by dragging it to another position. You can also drag apps between the tile view and the app list view.

Right-click a tile to see a menu with other actions for that tile, which may include:

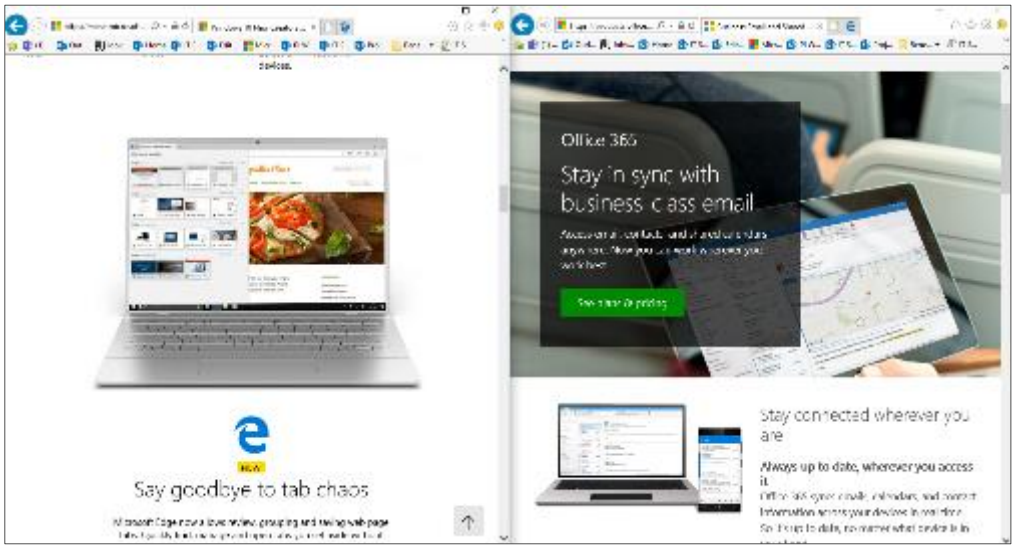
- Unpin from Start
- Resize
- Uninstall
- More



Snap enhancements

Windows 10 includes several enhancements to Snap, making it easier to manipulate the layout of open windows on your desktop. These enhancements include:

- Consistent Snap behavior across traditional and modern apps.
- Snap Assist, which makes it easy to snap more windows after the first one.
- Four-quadrant Snap, which enables you to fill your screen with four apps in a two-by-two configuration.

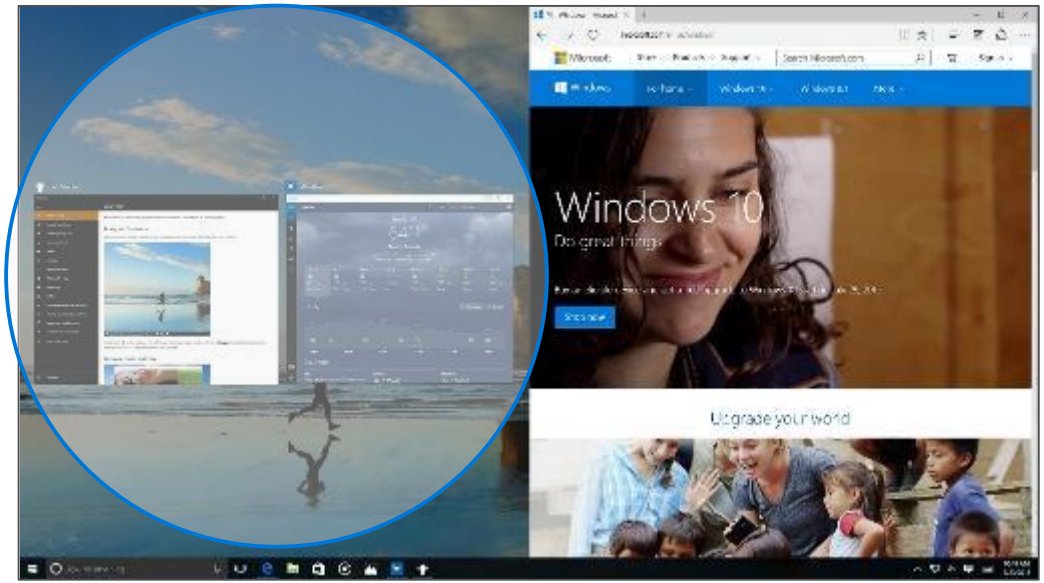


To snap two windows side by side:

1. Drag the title bar of one window to one side of the screen, until a half-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other window, using the other side of the screen.

When you snap an app to the left or right, Snap Assist displays thumbnails of any other apps you have open.

Select a thumbnail to snap that app to the other half of your screen.



To arrange four windows in a two-by-two configuration on your screen:

1. Drag the title bar of the first window to the left or right side of the screen near a corner, until a quarter-screen outline of the window appears.
2. Release the mouse (or lift your finger) to snap the window into position.
3. Repeat steps 1 and 2 for the other three windows, using the other corners of the screen.

Tablet mode: Familiarity and flexibility

Get a touch-first experience on your touch screen PC

Tablet mode is an exclusive feature that gives you a touch-perfect experience on your 2-in-1 or touch-screen PC.

When you move from working with a keyboard and mouse to tapping and swiping in tablet mode, this feature gives you that fluid touch-first feel that you expect.

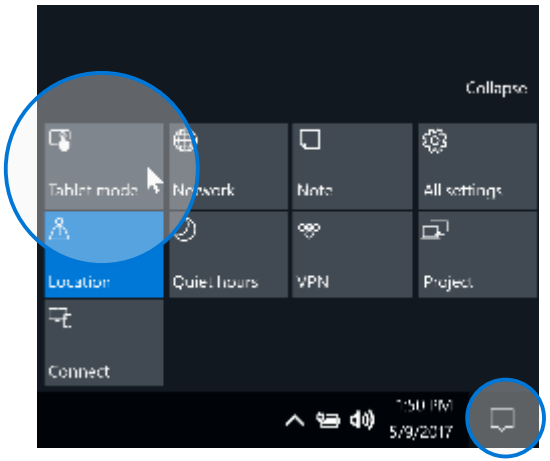
Adapts to you for easy navigation

Onscreen features, like menus, taskbars, and app lists, adapt themselves, so they're easy to navigate by fingertip. Controls stay consistent so there's no re-learning.

When you detach or fold over your keyboard, Tablet mode knows you're ready for a touch-first experience. It does the same thing in reverse when you re-engage with the keyboard. You also can manually change to desktop mode, even with the keyboard detached, by using the action center.

To turn tablet mode on or off:

Select **action center** on the taskbar and then select **Tablet mode**.



To switch to desktop mode:

Place three fingers on the touchpad and swipe them toward yourself.

To personalize tablet mode:

Open **Settings** > **System** > **Tablet mode**.

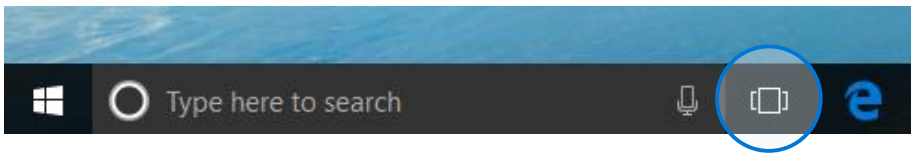
- Decide whether you want to control whether tablet or desk mode is on when you sign in.
- Decide whether you want to control when your device switches between task and desktop modes.

Finding your app with Task View

Many people know that you can press **Alt +Tab** to switch between running apps.

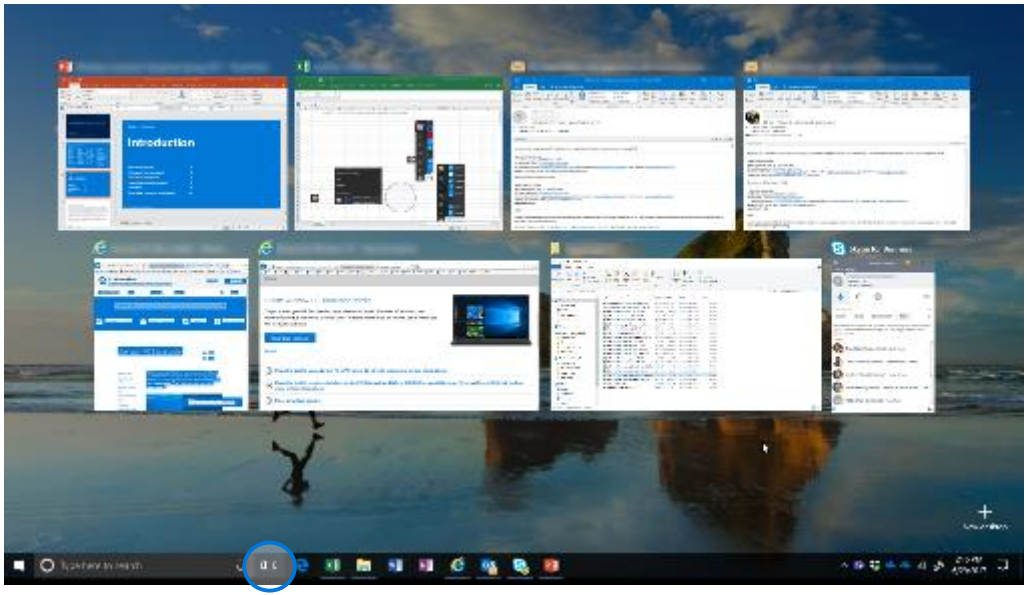
In Windows 10, the new **Task View** button on the taskbar makes this feature more discoverable.

Virtual desktops are also managed through Task View.



To select an app:

1. Select **Task View** on the taskbar.
2. Select the app.



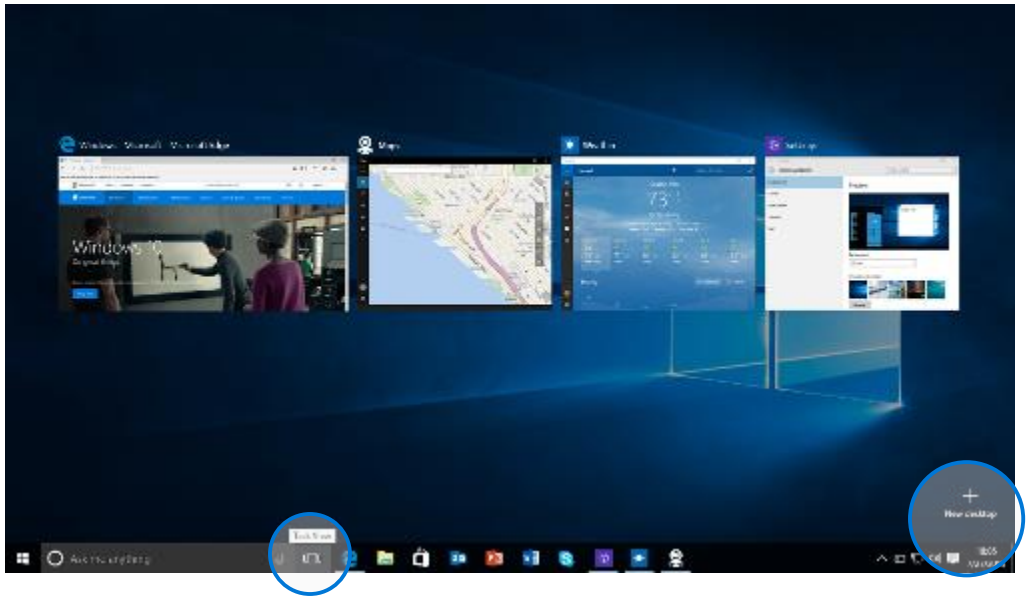
Virtual desktops

Windows 10 adds support for virtual desktops, so you can keep your open apps better organized.

For example, if you need to research travel plans for an upcoming business trip, you could create a second virtual desktop that contains the apps you're using to research and plan your trip.

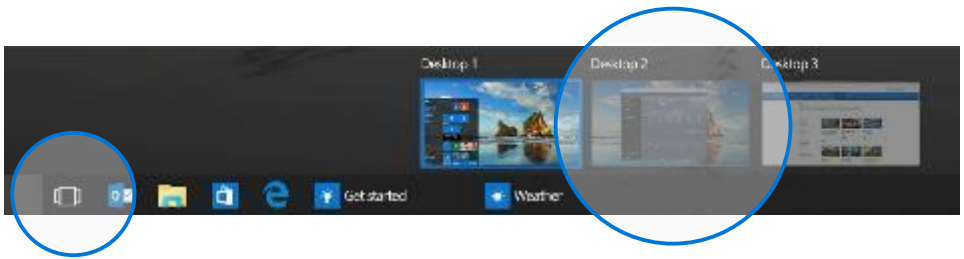
To create a new virtual desktop:

1. Select the **Task View** button on the taskbar.
2. Select **New Desktop** near the lower-right corner of the screen.



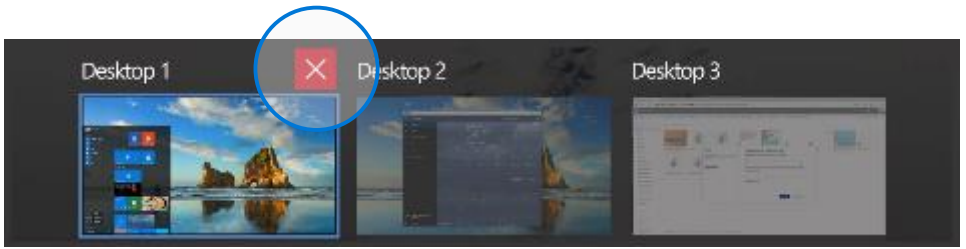
To switch between virtual desktops:

1. Select the **Task View** button on the taskbar.
2. Select the thumbnail for the virtual desktop you want.



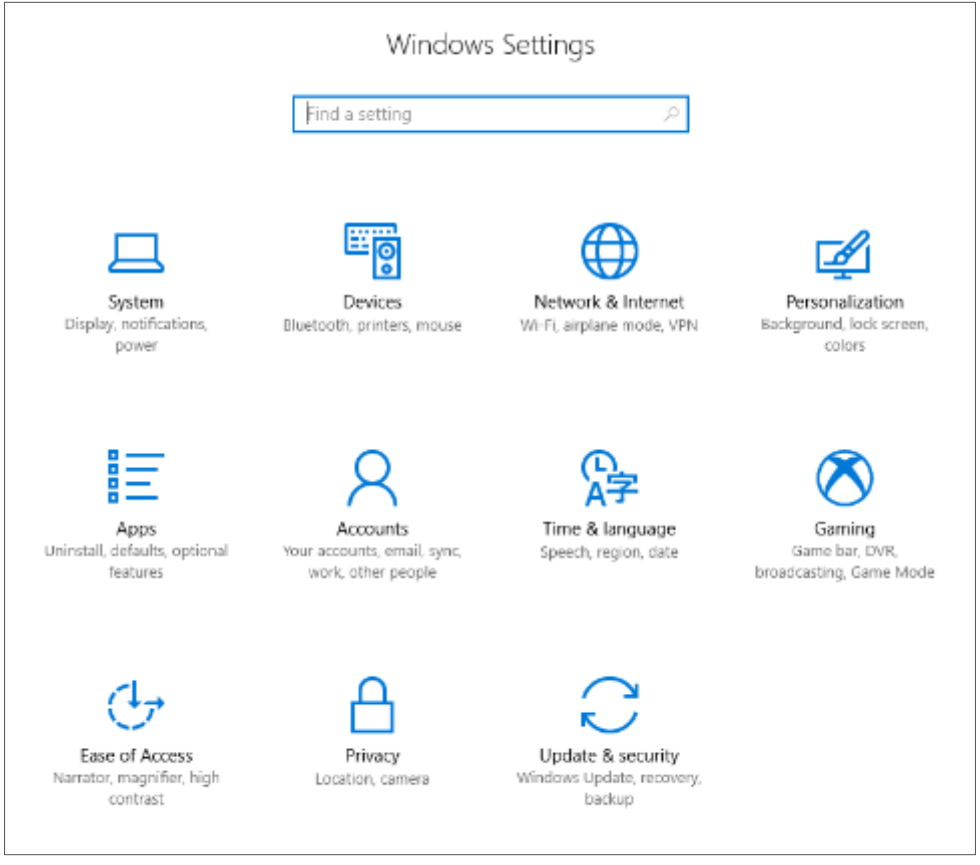
To close a virtual desktop:

1. Select the **Task View** button on the taskbar.
2. Click the **Close** button in the thumbnail for the virtual desktop you want to close.



Personalization and settings—a new look

Settings got a makeover—and dropped “PC” from its name.



To learn about settings:

Go to **Start** > **Settings**.

Have fun browsing the categories. Try using search to find something in one of your files or on the web, and check out the advanced options in Control Panel.

Most apps have their own settings—look for the **Settings** icon in the app.

Tip: You can change common settings on the fly from the **action center** on the taskbar.

Action center and notifications

The action center in Windows 10 gives you a persistent list of notifications so that you can view and address them when you choose to.

You can also access links for quick actions like adjusting your screen brightness, changing where you project your screen, or opening the settings menu for VPN, Connect, or Mobile hotspot.

To open action center:

Select the **action center** icon in the notifications area at the far right of the taskbar.

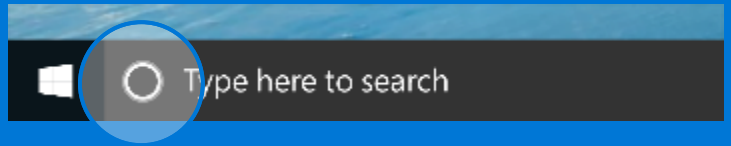
Cortana at work

Cortana is the only digital personal assistant that can work for you at home and at work. By helping you remember things so nothing falls through the cracks, integrating with the tools you already use, and gaining knowledge of your organization, Cortana helps you do your best job.

To ask Cortana a question:

Select the circle to the right of the **Start** button.

Enter a question in the search box. If your microphone is on, ask your question.



Note: To get the most out of Cortana, you must be signed in with your Microsoft account (such as Hotmail, Outlook, or Windows Live).

Cortana remembers, so you don't have to.

You can have Cortana:

- Remind you about deadlines and commitments.
- Track packages and flights.
- Calculate fractions, percentages, and other equations.
- Give you directions.

How to search using Cortana

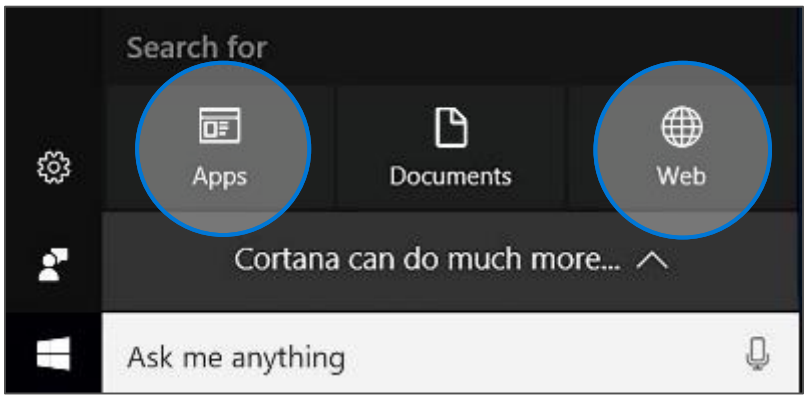
From the Start menu, you can search for apps, settings, and files, and you can search across the web.

Select the circle to the right of the Start button, and start typing in Cortana to search across the following locations:

- Apps on your PC—including both traditional Win32 and modern apps.
- Documents—including your documents, pictures, music, and videos.
- The Web.

When search results are displayed, you can:

- Select **Apps** to find results for apps.
  - Select documents, for your documents, pictures, music, and videos.
- Select **Web** to be taken to a full list of Bing search results.

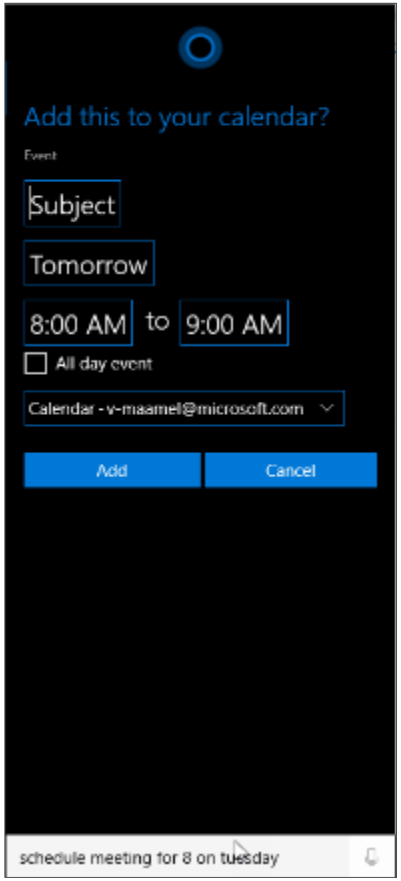


A smarter digital assistant. A more productive you.

Microsoft Edge, Office 365, and Cortana work together to help you get more done.

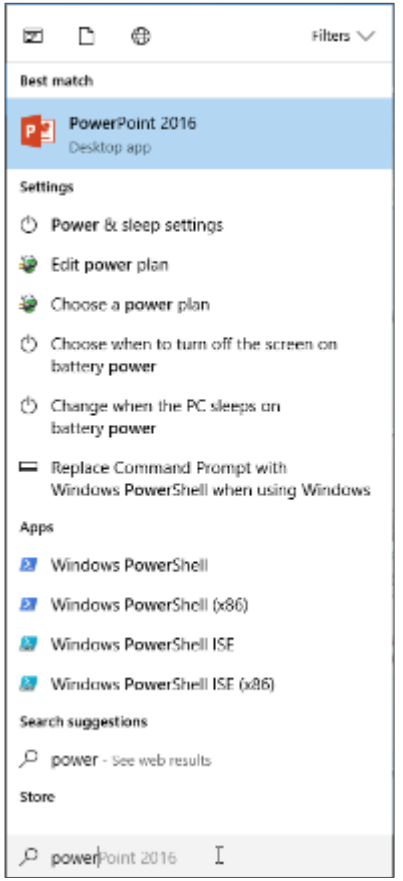
Use Cortana to do things quickly with Outlook, like send an email, or schedule or move a meeting.

It can also proactively send you reminders about upcoming deadlines or commitments—by using its artificial intelligence to interpret the content of your emails.



With Cortana integration in Microsoft Edge, go from searching to doing.

As you type a word into the search box, Cortana simultaneously shows suggestions. Depending on what you're looking for, you could see results from the web, your folders or files, your apps, or even your settings.



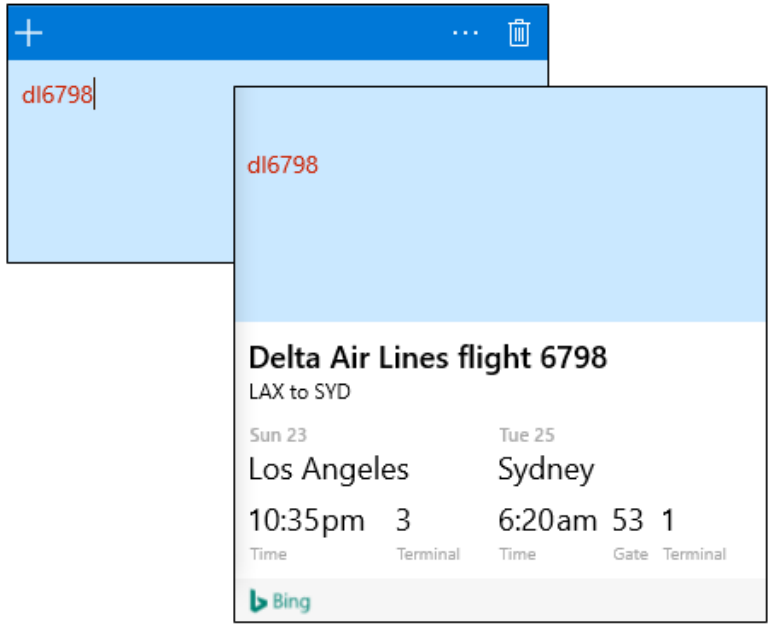
Cortana’s power goes beyond the basics

Cortana integrates with the tools you already use to get you the business information you need quickly.

The integration of Cortana and Power BI helps you pull more value from your data. Cortana provides rich, data-driven answers to your questions, putting business analytics power in your hands.

Cortana integrates with other Windows apps, too; for example, you can turn an inked Sticky Note into a reminder.

Write or type an airline flight number on a Sticky Note. It becomes a reminder of the flight, and gives you important details, like departure date and time.



Microsoft Edge

Microsoft Edge, the new browser in Windows 10, is designed to deliver a better web experience. It's fast, compatible, and built for the modern web—designed to work the way you do and help you get things done through easy sharing, reading, discovery, and more.

Browse and stream longer

As the browser built for Windows 10, Microsoft Edge is optimized to perform great on your PC. With better power efficiency than other popular browsers, **you can get up to 53% more battery life when you browse the web with Microsoft Edge**.

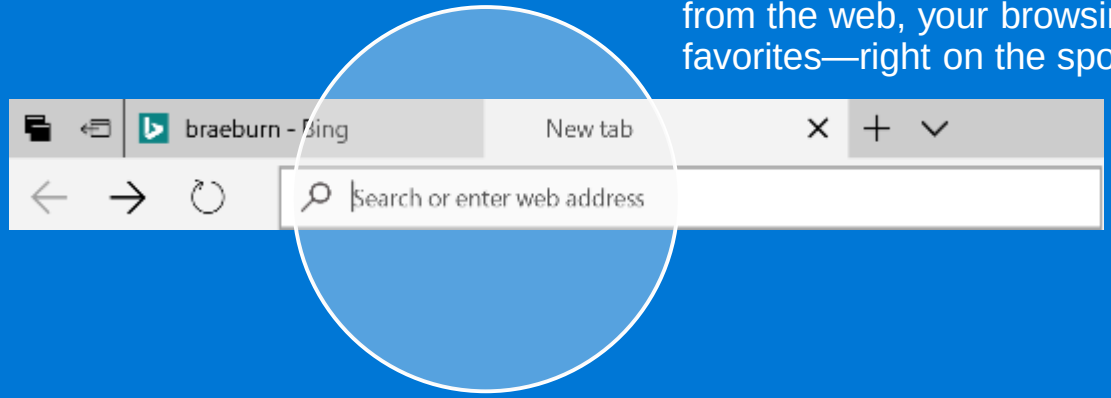
When streaming HD video, **Microsoft Edge lasts up to 69% longer than Firefox and 45% longer than Chrome**.

Be safer than Google Chrome

Don't surf with sharks. Protect yourself from phishing attacks. And when combined with Windows Defender, you can trust that your PC is safer with antivirus protection that's built into Windows 10.

When you want to search for something, there's no need to go to a website.

Enter your search in the address bar at the top of the screen, and you'll get search suggestions and results from the web, your browsing history, and your favorites—right on the spot.

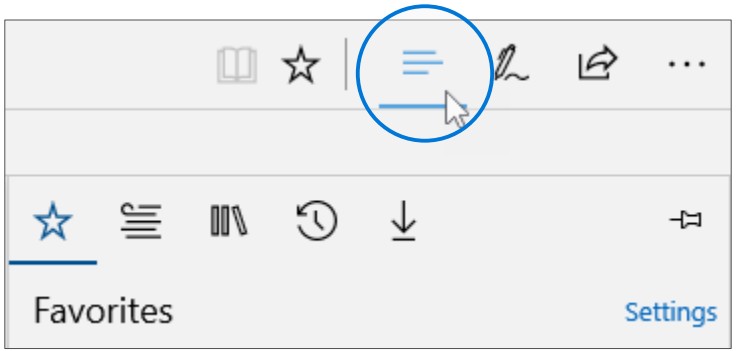


Microsoft Edge and the Hub

The Hub is the place where Microsoft Edge keeps the things you collect on the web—including your favorites, reading list, browsing history, and current downloads.

To open the Hub:

Select the **Hub** button.



To change views:

Select an icon from beneath the Hub:

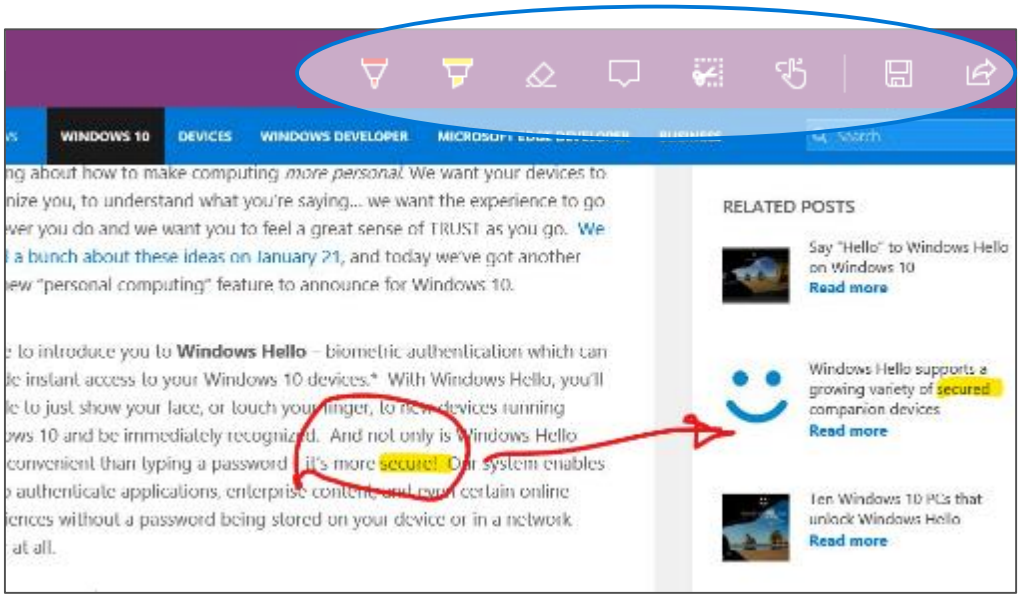
- Favorites
- Reading List
- Books
- History
- Downloads

Microsoft Edge and Web Notes

Microsoft Edge is the only browser that lets you take notes, write, doodle, and highlight directly on webpages—and then save your “Web Notes” for later or share them with others. Web Notes are collected on the Hub and can be shared with other programs, such as Microsoft OneNote.

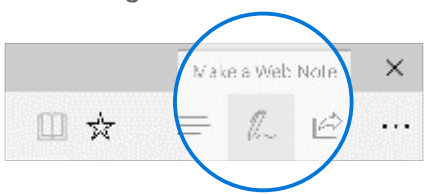
Within Web Notes, you can:

- Draw or write on the webpage.
- Highlight content.
- Erase everything you’ve added to the page.
- Clip part of the page.
- Share your note with others.



Get started:

- Select **Make a Web** note from the upper right corner of Microsoft Edge.



Productivity gets fun with Microsoft Office 365 with Windows 10

Reach new levels of productivity when you run Office apps on Windows. New and exciting features—like Windows Ink, your digital assistant Cortana, and the ability to use your phone to run Office apps on a second screen—are great ways to multiply the power of Windows 10 with Office.

With **Windows Ink**, you can edit your Word documents with your digital pen, for drawings that get converted into shapes.

Cortana is tightly integrated with Office apps. In addition to helping with emails and scheduling meetings, Cortana can surface relevant files and info before the meeting.

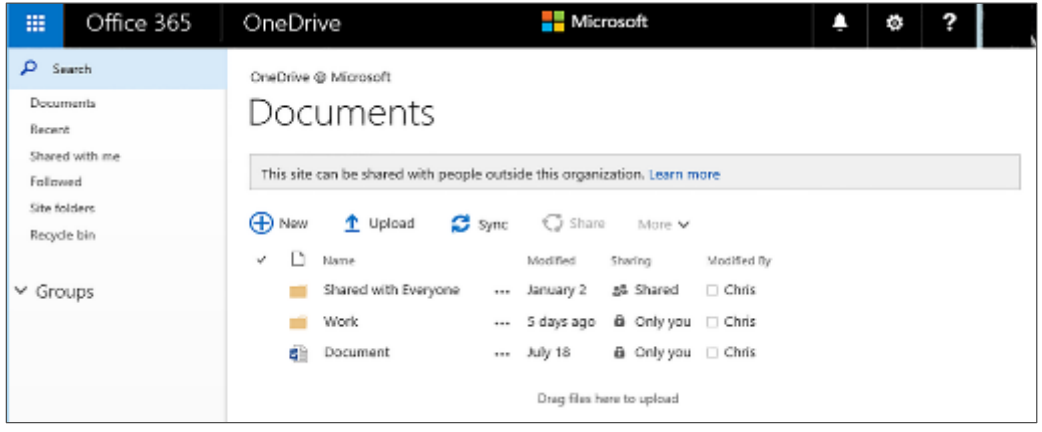
Only Windows lets you use your phone to run Office apps on a **bigger second screen**—expanding your freedom to be productive anywhere.

Office 365 and OneDrive for Business: Work with files anywhere

Microsoft OneDrive for Business uses Microsoft Office 365 (SharePoint Online) to safely store your business files in the cloud. You can work on files from virtually any location or computer, and share your work with team members.

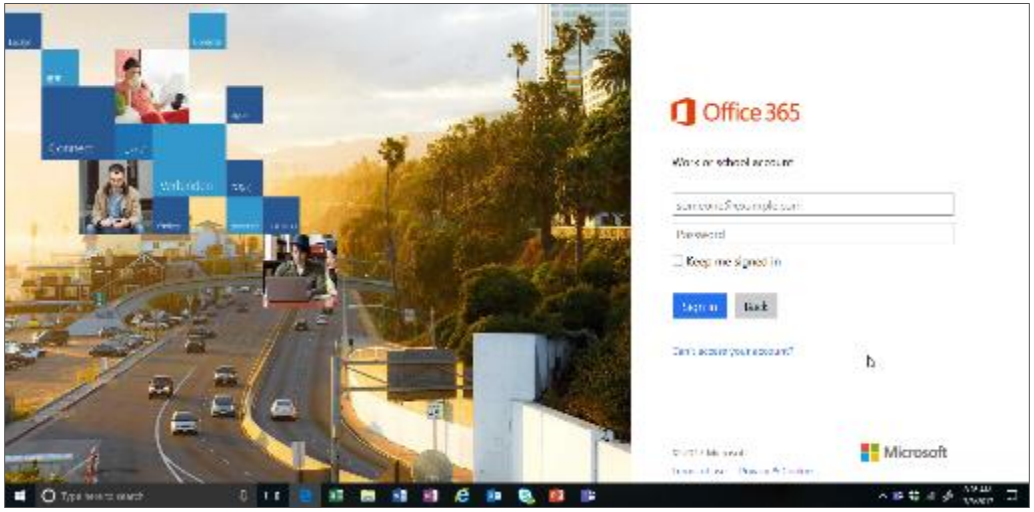
OneDrive for Business makes it easy to:

- Store and organize your work files in a secure location in the cloud.
- Share files with your coworkers, so they can review or edit the content much more efficiently than by attaching content to email messages.
- Synchronize files stored in the cloud to your computer or mobile device so that you can access your files offline.



To work with files on OneDrive for Business, you need to sign in to Office 365 and create or open OneDrive:

1. On the Office 365 sign-in page, enter your user name and password, and select **Sign in**.
2. Select **OneDrive** on the global navigation bar.
3. The OneDrive for Business page opens.



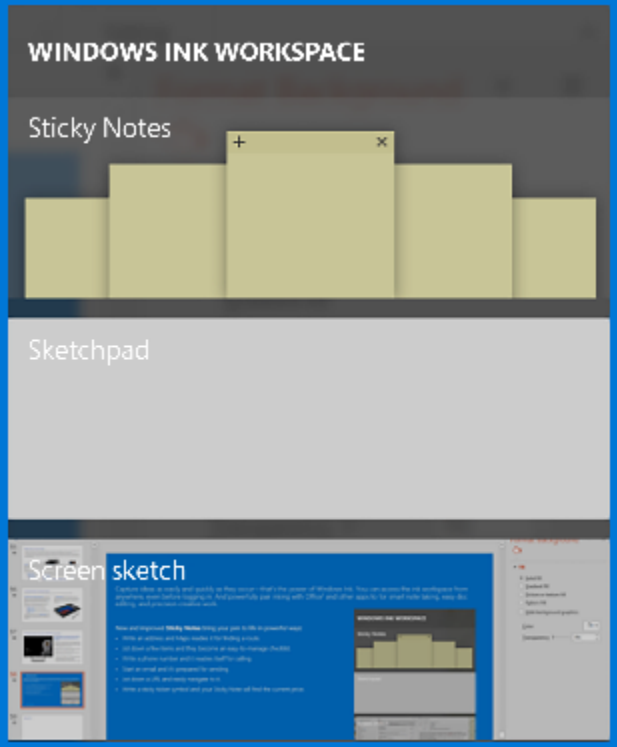
Windows Ink

Capture ideas as easily and quickly as they occur—that's the power of Windows Ink.

You can access the ink workspace from anywhere, even before logging in. And powerfully pair inking with Office and other apps to for smart note taking, easy doc editing, and precision creative work.

Here are a few of the great Windows Ink features:

- In one easy-to-access workspace, Windows Ink brings together three ink-powered features: Sticky Notes, sketchpad, and screen sketch. With the click of your digital pen, you can start writing or drawing right away.
- Windows Ink integrates what you type or write with Cortana and apps like Maps and Mail to help you do typical business activities more quickly.
- Windows Ink combines the naturalness and speed of pen and paper with the power of a computer.



Getting started with Windows Ink

Capture ideas quickly.

Once Windows Ink is open, you can write on a Sticky Note, draw something on the sketchpad, or take a screen capture to draw or write on.

To open Windows Ink:

Select the **Windows Ink Workspace** icon in your taskbar in the lower right part or your screen, or click the back of your digital pen.

If you don’t see the icon, right-click anywhere in your taskbar and then select **Show Windows Ink Workspace button**.

Create ideas and images with sketchpad:

The sketchpad is a simple blank canvas where you can draw an idea, doodle, and solve problems. Use the digital ruler with Windows Ink to measure distance or trace along a straight edge, just like on paper.

Write and draw on screen captures:

Whether it's a doc, webpage, photo, or app, use Windows Ink screen sketch to take a screen capture, crop it if you want, mark it up, and share it in one click.

Paint 3D: Discover the possibilities

With Paint 3D built into Windows 10, you can start creating in every dimension to bring your ideas to life. Whether you're doing quick image editing or creating a 3D prototype of your idea, Paint 3D helps you discover new possibilities for thinking, creating, and communicating.

Add "power" to your "point"

3D in Windows 10 works with PowerPoint so you can **make better presentations** starting now. Imagine giving your audience a 360-degree tour of the solar system or zooming deep into a moon crater.

Simple image editing

Crop, edit save—Take advantaged of the new modern interface and save time with a tool that seamlessly removes people and objects and auto-fills the background.

Find your inspiration

Paint 3D's built in **integration with Remix3D.com** provides you instant access to a library of pre-made 3D models for you to customize and edit to use in presentations.

3D prototyping made easy

With the new Paint 3D app, it's a snap to **prototype your idea** by creating objects in 3D from scratch or modifying objects from the 3D library. Easily change color, texture, materials, or turn a 2D picture into a 3D scene. When you're ready, use it in a PowerPoint or print in 3D.

Paint 3D will surprise you

With beautiful colors, 10 types of markers, a large selection of 3D models, 2D shapes, stickers, and textures, Paint 3D enables limitless creative possibilities.

Open and view 3D models from the web, remix them with easy-to-use-tools, and debut your work on Remix3D.com.

Comprehensive security

Security: Advanced, comprehensive, built-in

Windows 10 comes with a set of innovative, coordinated security capabilities designed for the sophisticated threats seen today. By protecting your identity, devices, apps, data, and infrastructure, Windows 10 gives you comprehensive security that's built in.

Protection for your identity

- Windows Hello
- Credential Guard

Protection for data and devices

- Microsoft Edge
- Windows Defender Device Guard
- Windows Information Protection

Protection from viruses, ransomware, and other malware

- Windows Defender
- Windows Defender Advanced Threat Protection

Updating your device is the best protection

- To be better protected from the latest threats, keep your device updated.
- Updates give you the latest protections from malware, and keep your devices running smoothly.

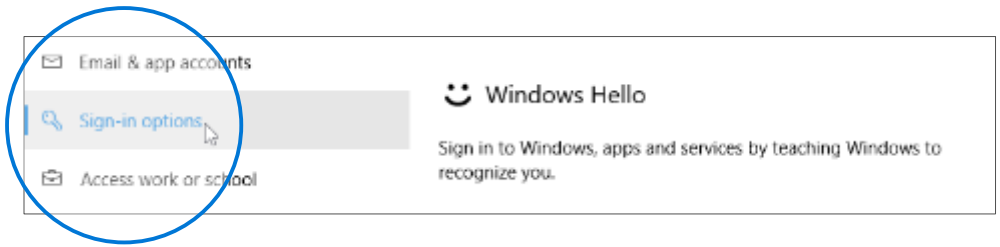
Identity protection: Windows Hello

With **Windows Hello**, you not only have a safer way to sign in, you also can sign in to your Windows devices in less than 2 seconds—that's 3 times faster than a password that you enter. Windows Hello uses your face, iris, or fingerprint to recognize you instantly. You can always keep your PIN as a backup, if you choose.

Windows Hello uses biometric sensors to recognize you apart from all others, so when you unlock your device with a look or a touch you get a superior level of enterprise-grade protection.

To set up Windows Hello:

Open **Settings** > **Accounts** > **Sign-in options**.



Protection from malware: Windows Defender

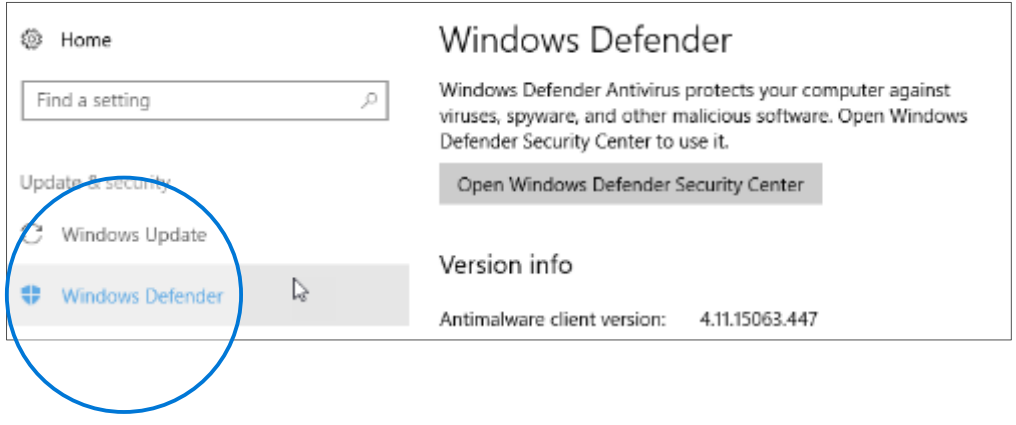
By locating and stopping malware from installing or running on your device, **Windows Defender Antivirus** helps protect your computer against viruses, spyware, and other malicious software.

And, when you are online, **Windows Defender SmartScreen** helps protect your device from malicious websites and downloads. It's built into Microsoft Edge, too.

The new **Windows Defender Security Center** makes it easier for you to view and better understand these and other security features protecting you on your Windows 10 device. Many of the features' settings will be managed by your IT organization.

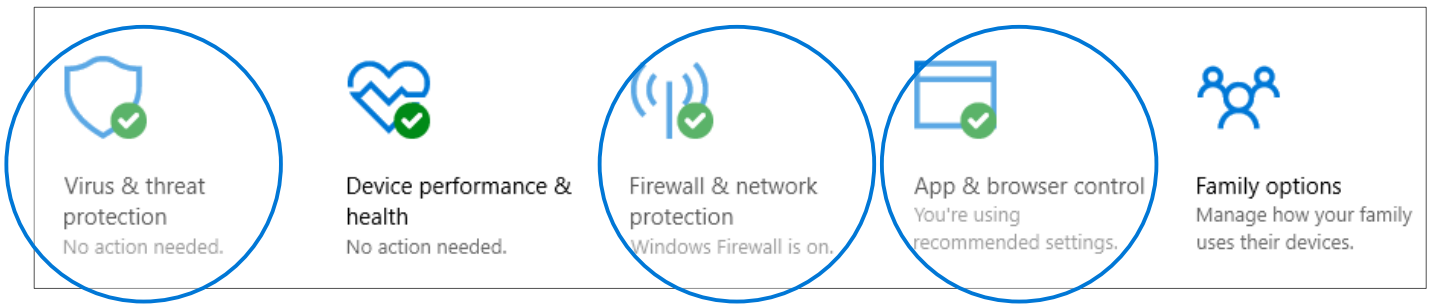
To access the Windows Defender Security Center:

- Open **Settings** > **Update & security** > **Windows Defender**.
- Then select **Open Windows Defender Security Center**.



To use the Windows Defender Security Center:

- Select **Virus & threat protection** to run a scan or see scan history.
- Select **Firewall & network protection** to make sure your firewall is on.
- Select **App & browser control** to see or change settings for **Windows Defender SmartScreen**.



Microsoft Edge: Secure by design

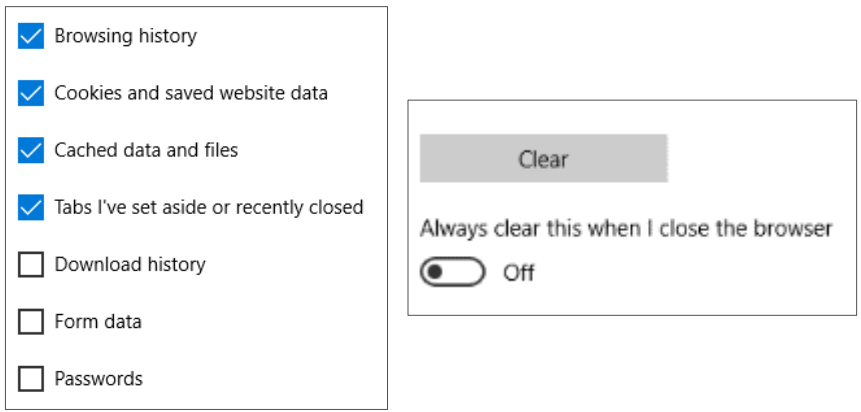
Microsoft Edge is designed with significant security improvements, helping to defend you from increasingly sophisticated and prevalent web-based attacks against Windows.

Quicker, more secure way to log into websites

Microsoft Edge supports **Windows Hello**. This helps to prevent scammers from signing into your accounts.

To clear your browsing history:

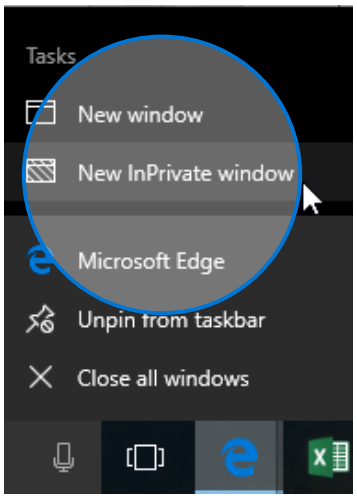
Select **Hub** > **Settings**. Beneath **Clear browsing data**, select **Choose what to clear**, then select what you want cleared and when.



To browse privately, use InPrivate:

When you use InPrivate tabs, your browsing data (like cookies, history, or temporary files) isn't saved on your device when you are done.

To browse **InPrivate**, right-click the Microsoft Edge icon in your taskbar, and then select **New InPrivate window**.



Security Guards

Several features that are built into Windows 10 guard your identity, and help prevent cyberattacks. These are managed by your IT organization.

Credential Guard

This enterprise security feature of Windows 10, managed by IT administrators, increases the security of derived domain credentials, reducing a company's risk profile and helping to secure their network against cyber security threats.

Windows Defender Application Guard

Behind the scenes, this feature provides virtualization-based security to isolate Microsoft Edge, protecting Windows 10 against advanced attacks.

Windows Defender Device Guard

By preventing unauthorized or unsigned websites or apps to load on your device, this program helps to prevent problems before they happen.

Windows Defender Advance Threat Protection

Managed by IT organizations, this feature provides new prevention capabilities designed to stop attacks as they happen and before they have impact. It also reduces the time it takes companies to detect, investigate, and respond to advanced attacks.

Windows Information Protection

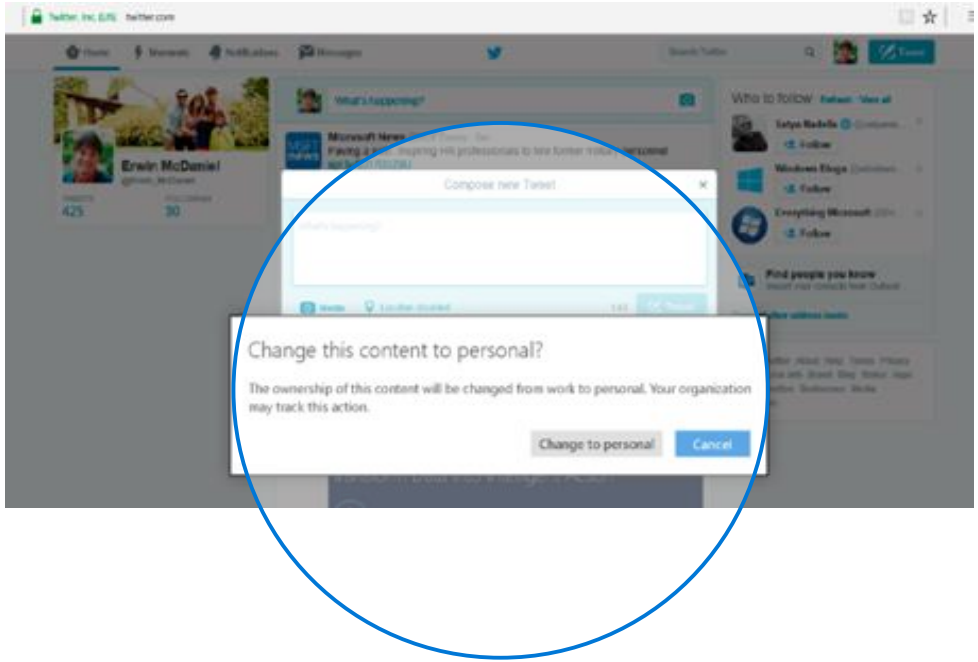
With the increase of employee-owned devices in businesses, there's also an increasing risk of accidental data leak through apps and services, like email, social media, and the public cloud. Windows Information Protection, previously known as enterprise data protection (EDP), helps to protect against this potential data leakage.

Separate personal and professional data

Windows Information Protection helps prevent accidental data leaks by separating personal and business data. It recognizes business data when you designate something as business data, as it arrives on devices, or is generated by business apps.

Using Windows Information Protection, your IT organization sets policies that define which apps and people are authorized to access business data.

Windows Information Protection also enables IT to define what rights you have, allowing IT to either help block leaks or help warn you before content is copied to unauthorized websites and personal documents.



Designed for Modern IT

Modern IT: Simplified deployment and management

Your IT organization will appreciate the changes to how Windows 10 is deployed and managed. Instead of large, costly, time-consuming product releases, Windows 10 now introduces smaller product updates, more often. Two other features, AutoPilot and Microsoft Store For Business, will also make their responsibilities easier.

AutoPilot

Windows AutoPilot enables quick and easy setup of new PCs, to go from box to fully configured and productive, without imaging and with flexible methods to satisfy organizations of all shapes and sizes.

Simplified, employee-driven configuration

With cloud-based services such as Azure Active Directory, Intune, third-party mobile device management services, and the Windows AutoPilot device enrollment service, employees can fully configure new devices themselves—without IT ever touching the device.

Easy activation using the cloud

Customers with Windows 10 Enterprise E3 and E5 subscriptions can easily activate Windows 10 Enterprise installations and step up from Windows 10 Pro to Windows 10 Enterprise when needed, using Azure Active Directory-based activation.

Microsoft Store for Businesses

Designed for organizations

Microsoft Store for Business is the place where IT administrators can find, acquire, manage, and distribute no-cost and paid apps to Windows 10 devices.

Simpler app licensing

Your company's inventory of Windows Store apps and private business apps are all in one place. Your IT administrators will use work or school accounts—assigned by your organization through Microsoft Azure Active Directory or Office 365—to easily allocate, reclaim, and reuse licenses.

Scalable options for distributing apps

Your IT team can distribute apps by assigning them directly to users and groups. Or, they can let employees find apps in your company's private store.

If your IT organization needs more control over app distribution and app updates, they can connect to management tools such as Mobile Device Management.

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