


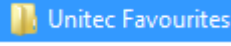









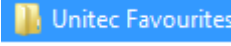















This whole computer lab now runs on Windows 10:

Lab computers all revert back to default on Sign Out, including the tutor computer.

- Enter your current Username and Password to access your machine.
- To **Sign Out** click Start, then your name at the top. Shut Down for Laptop labs is under Start, Power.
- The OneDrive – Unitec NZ is available in **Office 365** website.
- H drive (Staff Share Drive) and J drive (Student Share Drive, their H drive), still available, no change.
- **Don't** save to C drive, Documents & Desktop, as these are **not backed up** by IMS and **will be deleted**.
- The **Start menu** is now the *Windows logo*. 



Locating applications previously on Windows 7:

Application	Found via	Appearance
Office 365	Internet Explorer / Star (top right) / Unitec Favourites / Office 365	   
Microsoft Word/Excel	Start Menu	 
Microsoft /Adobe Applications (OneNote Skype for Business etc)	Start Menu or Search, type first 2 letters of application and select from the list (examples: On, Po, Ad, Sk)	   
IMS Self Service	Internet Explorer / Star (top right) / Unitec Favourites / IMS Self Service	   
FM Help	The Nest (see below), then use quick links / Ask Us/Self Service / FM Help	
Current Students	From start menu on Firefox and Chrome. Current Students is Home Page for all Students, including IE.	  
The Nest	From start menu in Internet Explorer The Nest is Home Page for all Staff.	
File Explorer Previous Windows Explorer	Taskbar	
Unitec Phone List	The Nest / quick links / Staff Directory	
PeopleSoft FMS * PeopleSoft CRM *	Internet Explorer / Star (top right) / Unitec Favourites / PeopleSoft FMS Live or PeopleSoft CRM Live	    

* **Note: PeopleSoft FMS and CRM** can only be accessed by staff who are trained and received security access.

Saving Files to the H (staff share) or J (student share) drives:

In Windows 10 you need to first **navigate to the drive to save**. Example below describes saving a Word file.

- Click File on the Microsoft Word menu.  Then click Save or Save As.  Select Browse.
- The right side of the screen will show Quick Access etc. Scroll down and locate the drive you want to save to **H drive** (you & colleagues), **J drive** (all students) under **This PC**. These 2 drives are backed up AND available via **myUnitec Portal**. Double-click to select. Name the file and select **Save as type**. Then **Save**.



Saving Files to the OneDrive (for Staff and Students in the Labs):

Staff use the Office 365 shortcut in Internet Explorer (see above), students use quicklink in Current Students. Student login using their Unitec email address: their username followed by @myunitec.ac.nz and password.

Use Upload to save to OneDrive. Check out Windows 10 help on The Nest (Staff) search Windows 10 or Ask IMS website (Students). Contact IMS Trainers for further assistance.