


# Getting Started with Windows 10

All your files are exactly where you left them

- ♦ Enter your current Username and Password to access any computer on campus.
- ♦ Your personal drive is **OneDrive - Unitec NZ** on **Windows 10**. Also available in Office 365.
- ♦ H drive (Staff Share Drive) and J drive (Student Share Drive/Student H Drive).
- ♦ **Avoid** saving to C drive, Documents and Desktop (except shortcuts), these are **not backed up** by IMS and **cannot be retrieved** if lost or faulty.

## What's new now we have Windows 10?

The **Start menu** is now the *Windows logo*. 

File Explorer is where all your files and folders are (previously named Windows Explorer).

Log Off is now **Sign Out**, locate by clicking **Ctrl + Alt + Delete** or click **Start** and **your name at the top of Start**. Shut Down (laptops) is on Start under Power.

There are Live Tiles and there are Desktop Apps. Live Tiles are like the mobile version; they show info at a glance for example the weather. Searching the computer for the full version (Desktop App) gives you better productivity.

Windows 10 learns from your selections, a Most Used list on the start menu will always show your favourite applications, you can also customise the tiles (pin to Start) and pin to Taskbar, for easy access.

## Searching your Computer:




The Search function in Windows 10, can find applications, documents and will start searching from the first letter. Just click the Windows Logo (Start) or Search icon and start typing.

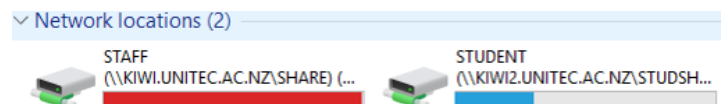
## Customising your Start Menu and Taskbar:

The common applications you use can be added to your **Start Menu** or **Taskbar**. If you want an application permanently on the Start Menu, drag from Most Used list, or right-click and choose **Pin to Start**. If you want it to appear permanently at the bottom of your screen, instead right-click on an application and choose, **More**, then **Pin to Taskbar**. We recommend you pin **Internet Explorer** to your Taskbar. You can also unpin items already on the start menu that you do not want. **Note:** Windows 10 can be customised by user, by machine. Student computers have deep freeze and cannot retain changes (this includes the tutor pc in a lab). As lab computers are restored to default settings saving to **OneDrive - Unitec** in **Office 365** is advised.


## 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. 
- Click **Save** or **Save As**. 
- In Office 2016, click **This PC** then **Browse**. Select **This PC**. 
- **Note:** You can click the arrow beside **This PC** to show the drives in the left hand panel.
- Scroll down to locate the drive you want to save into, H drive (you & colleagues), J drive (all students). See image above. These 2 drives are backed up and available via myUnitec Portal. Double-click to select. Name the file and select Save as type. Then click **Save**.




## Saving Files to OneDrive - Unitec NZ (draft Unitec documents)

 Only you













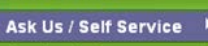


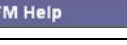








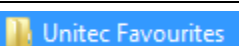


For documents you have in draft or do not want to share with your department or all students. We recommend saving instead to **OneDrive - Unitec**, this is restricted by default to **Only you**, but you can give permissions to people, if you need to share or collaborate on files.

For Office 2016, first sign into **OneDrive for Business 2016**, this will **automatically pop up** just after Signing into Windows 10 computer. Follow the prompts to set up OneDrive. This will add **OneDrive – Unitec NZ** to File Explorer.

In **Office 2016** applications, the first time you save a document, click **File**, then **Save** or **Save As**. Then select **OneDrive - Unitec NZ**, then **Browse** button, in the window that opens, again select **OneDrive – Unitec NZ**, name document, then **Save**. Previously saved documents can now be saved by using the  icon. To Share in 2016 use **Share** top right (invite, comments are optional and default permission is **Can edit**), then **Share** button to send.

In **Office 365**, to create a New document or folder, use the New button, and select which application you would like to create a new document in, Word, Excel, PowerPoint or OneNote or Folder. Alternatively, you may have an existing document to save to OneDrive. Save temporarily onto a computer desktop or USB. Use the **Upload** button and locate the temporary file. To share, click the padlock, then Invite People, change the permissions if necessary (default is **Can edit**), comment is optional, this sends an email to those you invite. This is useful if you want to collaborate with others, before saving to H or J Drive.

### Locating applications previously on Windows 7:

Application	Found via	Appearance
Microsoft Word Microsoft Excel	Click Start and type Wo Click Start and type Ex	 Word 2016 Desktop app  Excel 2016 Desktop app
Outlook, OneDrive, Skype for Business, OneNote, Adobe, PowerPoint, etc	Click Start button or Search, type first 2 letters of application and select from the list (examples: Ou, On, Po, Ad)	 Outlook 2016 Desktop app  PowerPoint 2016 Desktop app  OneNote 2016 Desktop app  Adobe Acrobat DC Desktop app
The Nest	Click Start and search for Internet Explorer or Firefox, Chrome. The Nest is Home Page for all Staff.	 Mozilla Firefox Desktop app  Google Chrome Desktop app
IMS Self Service Requests*	The Nest (see above), then use quick links / IMS Self Service	 
FM Help	The Nest (see above), then use quick links / Ask Us/Self Service / FM Help	     
File Explorer Previous Windows Explorer	Taskbar	
My Unitec Portal	The Nest (see above), then use quick links / Ask Us/Self Service / MyUnitec Portal	   
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	    PeopleSoft FMS Live  PeopleSoft CRM Live

\* **Mac users** can log IMS Self Service requests via the website <http://imselfservice.unitec.ac.nz>

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

### Introduction to Windows 10 features:

Visit **IMS Training** on **The Nest** for short videos (less than 4 minutes) to help get you started. [The Nest / Services / Information Management Services / Training Schedule / Windows 10](#)

Any questions? Please contact the IMS Training team, email: [IMS Trainer](#) or contact Kathryn Bond on Skype for Business