How to Login

1. When you see this screen, hit any key
2. Enter your username and password
3. Hit Enter

Help & Tips Apps

There is a built-in guide app called Help + Tips, which is loaded with easy-to-follow videos and instructions on how to do all the basic tasks within the new Windows 8 environment.

It covers:

- How to navigate the Metro interface
- How to open and close apps
- How to use the new menus
- How to get apps from the Microsoft App Store

For more information on how to use Windows 8, visit http://windows.microsoft.com.

How to Connect to Wireless at Home

1. Click on the wireless icon in the bottom right corner
2. Click on your home wireless connection in the menu that appears

3. Type in your wireless passphrase

---

**How to Connect Microsoft Outlook at Home (First Time Only)**

1. When you open Outlook, you will see a dialog box as pictured below

2. Type “stbedes\“ (without quotes) followed by your username into the username box, and type your password into the password box. Also, tick the “Remember my credentials” tickbox so that you don’t have to enter these details again. Then press OK
If you find that Outlook isn’t working correctly, possibly because you left it open going to or from school, simply close it and reopen it to reset.

**Handy Keyboard Shortcuts**

There are many ways to get to any menu in Windows 8 using a mixture of gestures, and keyboard shortcuts.

- Open Control Menu, from which you can shut down, restart or log off (sign out) your PC. ➔ Win+X

You can also shut down using the power menu found at the bottom of the contextual Settings menu, or by minimising all apps and pressing (Fn+)Alt+F4

- Right Click ➔ Two-finger tap
- You can search by simply hitting Win-key and starting to type your query, or by pressing Win+Q, or Win+S
  - Search files using Win+Fs
  - Search settings using Win+W
- Swipe from right edge of touchpad ➔ open Charms menu, to get to contextual Setting menus, Search, Share menu and connect to devices. This can also be done using Win+C.
- Open contextual Settings ➔ Win+I

**How to Customise the Start Screen**

There are many aspects of the start screen you can customise.

You can move app widgets and program icons around simply by dragging them. You can move them into groups that can then be given names which appear at the top of the grouping.

To remove an app/program from the Start Screen, right-click on it and click “Unpin From Start” in the menu that pops up at the bottom of the screen.
You can also use this menu to resize app icons on the Start screen, or uninstall an app altogether.

To see all the programs/apps that are installed on your PC, go to the Start screen and click on the small ↓ that appears when you move your mouse to the bottom left area of the screen.

You can also make the Start Screen “see-through” by having its background match that of your desktop. This is done by going to the Personalise menu under the contextual Settings, and choosing the very last background picture on the bottom right. You can also change your colour scheme from here.
The lock screen image can be changed from PC Settings, which can be accessed at any time by going to Settings, then down the bottom choosing “Change PC settings”.

How to Boot Straight to Desktop

1. Go to your desktop and right-click on the taskbar, and select Properties

2. When the properties window comes up, go to the Navigation tab

3. Tick the “When I sign in or close all apps on a screen, go to the desktop instead of Start” option

How to Use the Mouse

There are two options for movement of the mouse on your PC: the touchpad, and the pointing stick (TrackPoint). Below are two diagrams of how the touchpad acts as a mouse button in each case. When using the touchpad, you can also right-click using a two-finger tap.
The touchpad supports multi-finger gestures, which you can find out about and set up in the Mouse settings, as seen below.

From here, you can also disable the pointing stick or touchpad, as well as increase the right-click button size. One thing you may want to do is turn off reverse scrolling (moving fingers up goes down the page, and vice versa). You can do this by clicking on either of the Settings buttons pictured above in the Thinkpad tab, and then going to the Scroll tab of the new window that opens up. Here you untick “Switch Directions”.

How to Add a Printer at Home
There are two ways to add a printer at home.

1. Open the Devices and Printers window. You can do this by searching for it.
2. Click on the Add a Printer option

3. From there, if your computer can access your printer, either via a network or because it is plugged in directly, it should appear in the list. Select it and follow the instructions to add it to your computer.

The other way can also be used to connect to other network devices such as media players.

1. Search for “Add or Remove Devices”

2. Click on the “Add a Device” option
3. Choose your printer/device from the resulting list. Be patient, it may take a few minutes for some devices to appear. This will start a wizard for installing your device. Follow the prompts and it should add it successfully.