Quick Start: Desktop at work

Flatten the learning curve

**The Start button**
In the lower-left corner, it puts what you need at your fingertips.

**Browse every app**

**Find files**

**Personalize settings**
Make the defaults even better. Monitors, networks, printers, and more.

**Turn the PC off**

**Use an app all the time? Pin it**
Press and hold (or right-click) an app, then select **Pin to Start**.

**Group apps**
Drag apps into groups, press and hold (or right-click) to resize, and select the title space to give the group a new or better name.
Meet new friends and reconnect with old ones on the taskbar. Let’s start with the left side.

**Start button**
On the far left, right where you expect it. It’s how to get to all your apps, settings, and frequently used files.

**Search for everything**
Find anything on your PC, in the cloud, or on the web by entering your search here.

**Stop printing**
If you’ve been printing webpages to mark them up with a pen, check out the Microsoft Edge browser. Editing web text has never been simpler (or better for the environment).

**Expand your desktop real estate**
Create virtual desktops to group apps and quickly switch between them. Keep your work and personal stuff separate.

**Apps for your org**
Get new apps from your organization’s page in the Microsoft Store. Or browse apps on your own to do more, be more creative, or have fun on a break.
And here’s the far right side...

**Another place to pin your apps**
If you want even quicker access to frequently used apps than the Start menu, use the free space to pin them on the taskbar.

**One-click access to the important stuff**
The all-new action center is where a single click can project your screen, connect to a device or VPN, switch to tablet mode, read your mail, and more.

**What time is it?**
What day is it? Restyled clock and calendar where you expect to find them, keeping you on time and organized.

**A little-known time-saver**
Click or tap this area at the far right of the taskbar to minimize all the open apps at once.
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Action center

Check your mail
Scan your recent messages and reply right from here instead of opening your mail app.

Clear everything at once
Old news? Clean house with a single tap or click.

See if your PC needs attention

One-click connections
Connect to a Bluetooth radio, Miracast TV, or WiGig dock.

Open OneNote on the double

One-tap switch to tablet mode

Project to a screen with a tap or click

Get to all the settings

Connect to your network
Need to tweak the defaults? Not a problem. Use the **Settings app** to get to what matters to you, including the settings still in **Control Panel**.

The best place to find an app’s settings is in the app itself. Look for this icon: 🍂

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**When you’re not sure...**
But you’ll know it when you see it, browse categories for what you want.

**Faster results using search**
If you know a key word or phrase, use search to get the right result quicker than browsing.
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See more of your work at once

Tap or click Task view button to switch apps.

Grab the top of a window and drag to a corner or side.
Do it again with another app. Snap as many as four at one time.
Get organized

Create virtual desktops to group apps together by project, type, or whim. Keep your work apps in one desktop and your personal apps in another, making it easy to switch between them.

To move apps between virtual desktops, select Task view and drag an app from one desktop to another.
Cortana helps you find things on your PC, manages your calendar, tracks packages, and can tell you a joke on a rough Monday. The more you use Cortana, the more personalized your experience will be.