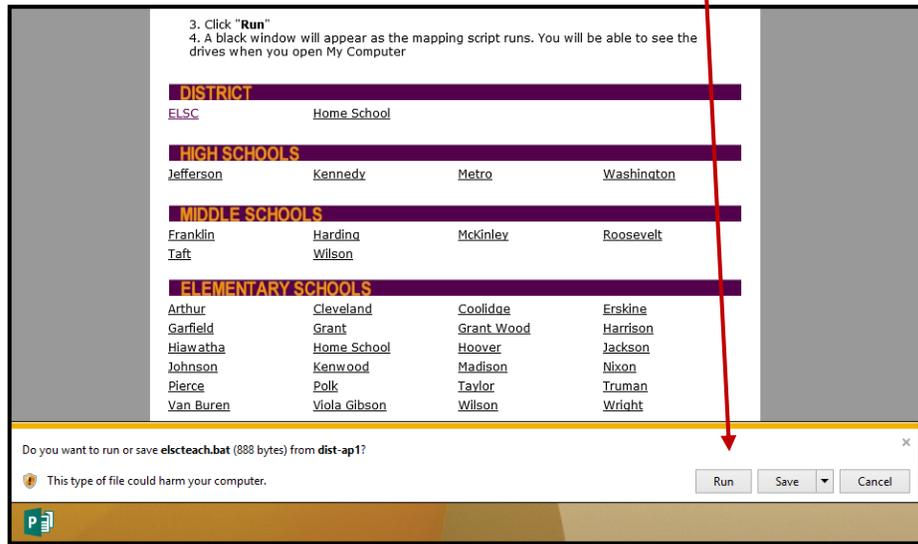


Setting Up Windows 10 Profile

Map Drives

When you first log on to a Windows 10 computer, a web page might open letting you know you have a **new profile**. If this screen appears, follow the instructions below. Otherwise continue to the next page.

1. Scroll down the page until you find a list of schools, **Click on your school**, e.g. Jefferson.
2. A box will appear at the bottom of the screen, click **Run**.
A black box will appear and then disappear and your drives will be mapped, then close the window.



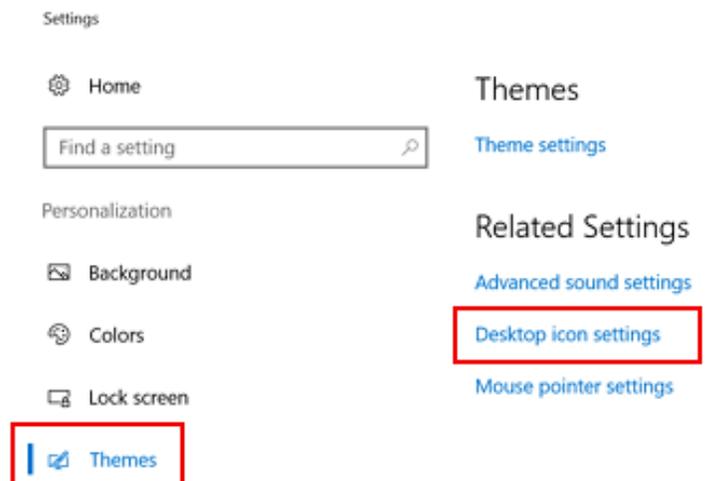
How to Find the Drive Mapper

If you accidentally close the drive mapper without mapping your drives, follow the steps below.

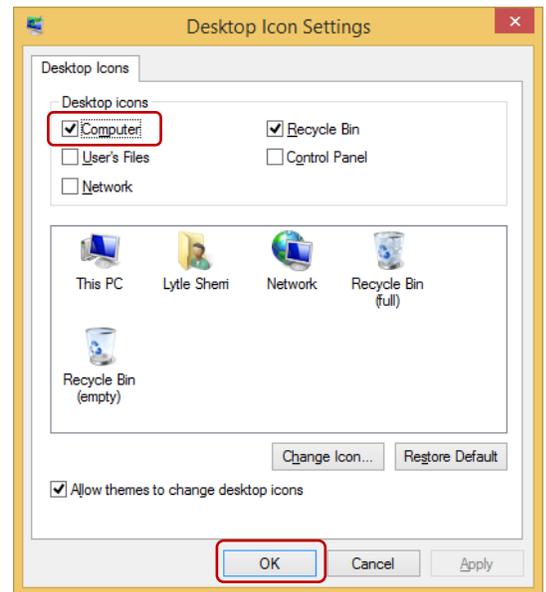
1. Go to the District Home Page at www.cr.k12.ia.us, scroll to the bottom of the page and click on **District Resources**.
2. Scroll down on the left side of the screen and click on **Technology**.
3. On the right side on the screen, click **Drive Mapper**.

Personalize your Desktop

1. Follow these steps to add **This PC** icon to your desktop and pin the folder icon on the taskbar.
2. **Right-Click** anywhere on the desktop.
3. Click **Personalize**.
4. Select **Themes**.
5. Under **Related Settings** select **Desktop icon settings**.



- A screen similar to the one on the right will appear. Make sure you have a checkmark beside **Computer**.
- Click **OK**.
- Click the **x** in the upper right-hand corner to close the **Personalization** window.
- You will now have an icon on your desktop called **This PC**.
- Double-click to open **This PC** and you'll see your mapped drives.
- At the bottom of the screen, **right-click** on the folder icon on the **Taskbar** and select **Pin to taskbar**.



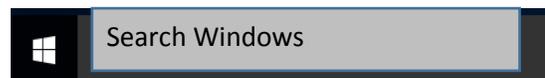
Pinning & Unpinning Programs to the Taskbar

 Microsoft Edge is the new web browser for Windows 10, unfortunately it is not compatible with many of the websites used in the District. We recommend that you unpin MS Edge from the taskbar and use Internet Explorer, Google Chrome or Mozilla Firefox.

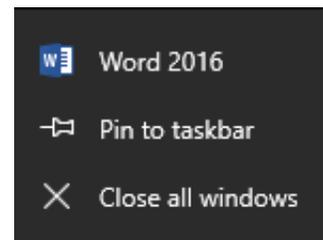
Right click on the **MS Edge** icon and select **unpin from taskbar**.

Pinning Programs to the Taskbar

- The Charms bar is gone in Windows 10 the Search box will be used instead, to search for programs to pin to the taskbar.
- On the desktop, there is a **Search box** in the lower left corner of the screen next to the Window icon.



- Click or touch in the Search box and type in a program that you want to Pin to the taskbar, e.g. Word.
- Right-click** on **Word 2016** in the search list and select **Pin to Taskbar**.
- Now a **Word icon** will appear on the Taskbar.
- If you open the program first, you can right click on the icon in the taskbar and select **Pin to taskbar**.

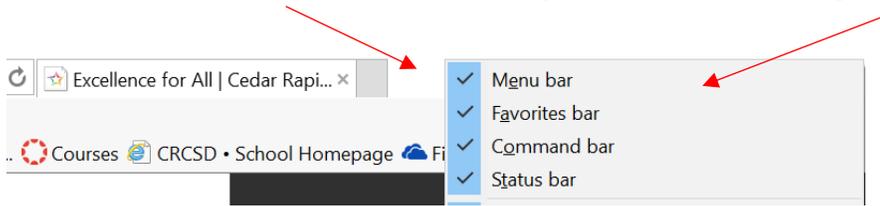


- Repeat for additional programs: Internet Explorer, Chrome, Firefox, On-Screen TimeClock, Excel, PowerPoint, etc.

Hint: Pin ActivInspire and Outlook from your primary computers (in your classroom or office). Remember that ActivInspire is not installed on all computers and Outlook should only be opened from your primary computers. Use webmail when you are using a computer that is in a shared location.

Internet Explorer 11 Setup

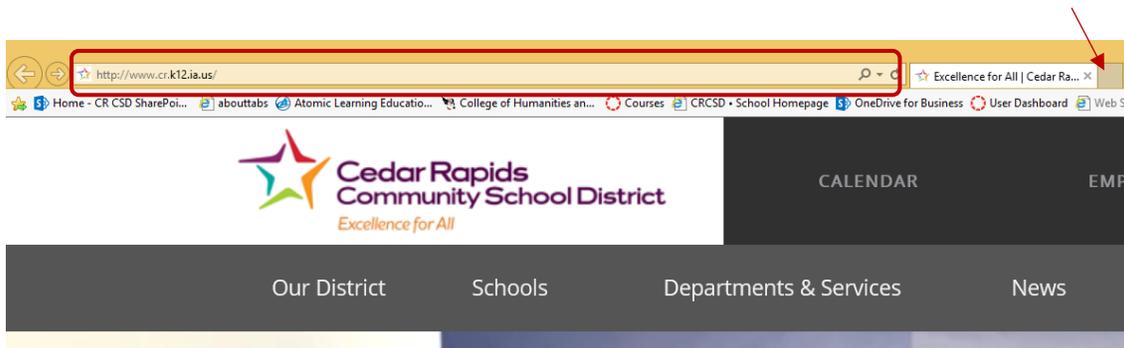
1. Open **Internet Explorer**.
2. **Right-click** on the **Header** area of **Internet Explorer 11**, the following dialog box will appear.



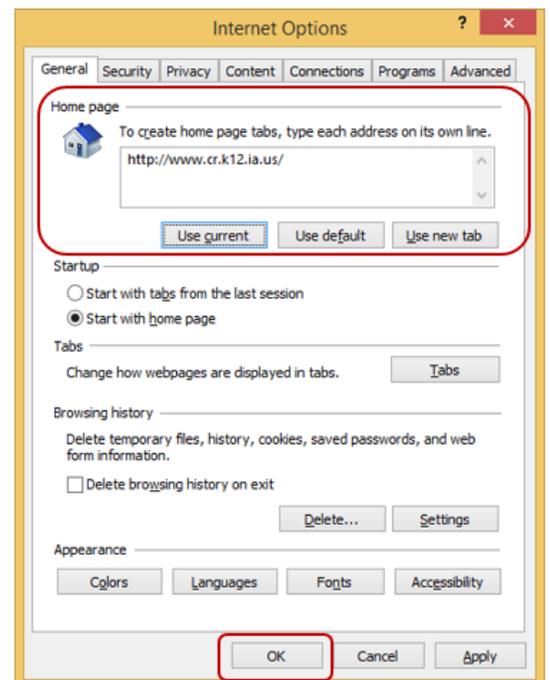
3. **Click** to place a check next to **Menu bar**. Repeat **Right-Click** and **Click** to place a check next to **Favorites bar**, **Command bar**, and **Status bar**.

Set Home Page(s)

1. Open **Internet Explorer** and type in the web address for the first home page you want.
2. If you want multiple tabs to open when you start Internet Explorer, click on a **New Tab** and add a web address for each additional tab you would like opened.

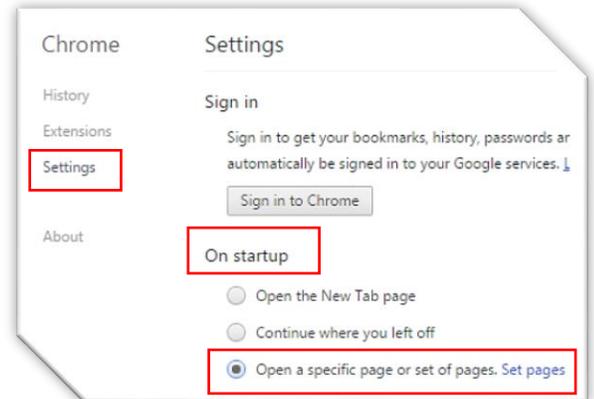
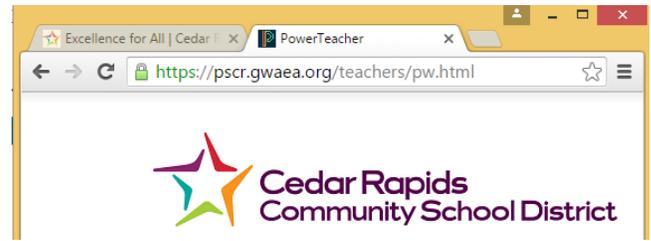


3. Once you have all the tabs you'd like to open each time you start Internet Explorer, click on **Tools** → **Internet Options**.
4. On the **General** tab under **Home page**, click on the **Use current** button and you should see multiple web addresses added to the **Home page** box.
5. Click **OK** at the bottom of this window, close I.E. and reopen to see if all your tabs are opening as expected.



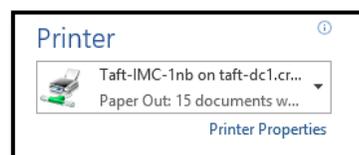
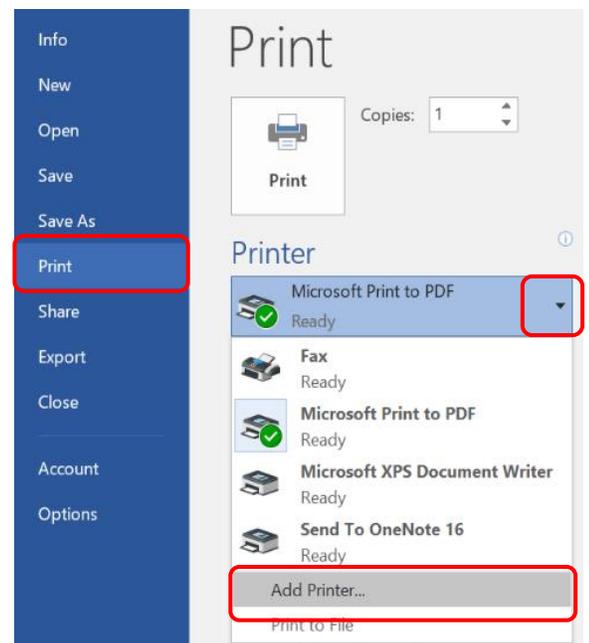
Google Chrome Setup Home Page(s)

1. Open **Google Chrome**, press Next if prompted.
2. At the top of the screen type the web address for the first home page you want to open.
3. If you want multiple tabs to open when you start Chrome, click on a **New Tab** and add a web address for each additional tab you would like opened.
4. Once you have all the tabs you'd like to open each time you start Google Chrome, click on the three bars  in the upper right corner of the screen.
5. Select **Settings**.
6. A screen similar to the one on the right will appear. Navigate to **On startup** and click the button next to **Open a specific page or set of pages**.
7. Click on **Set pages**.
8. Another screen will appear. Select **Use current pages** and press **OK**.



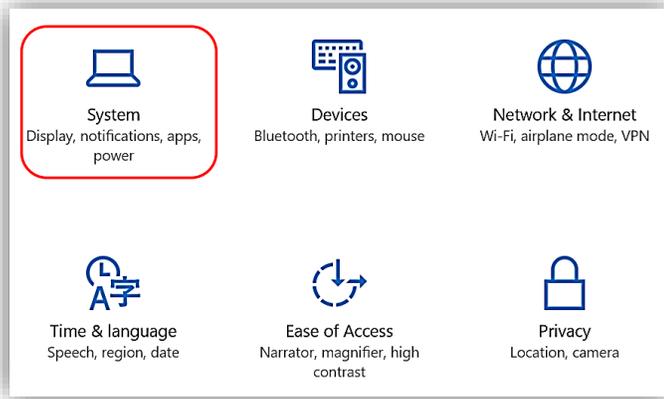
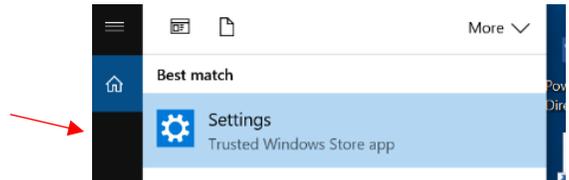
Add Printers

1. Open **Word 2016**, and open a blank document.
2. Click on **File**→**Print**.
3. Click the **dropdown arrow** under **Printer**.
4. Click **Add Printer**.
5. In the **Name:** or **Location:** field, type the first four letters of your building, e.g. **Kenn** for Kennedy, **McKi** for McKinley, etc., and then click **Find Now**.
6. The first printer you add will be the default printer so scroll through the list and **Click** to select a printer and click **OK** (or double-click on the printer name).
7. You'll see the printer you added under **Printer**. To add more printers, click the down-arrow and repeat steps above.
8. When you're finished, close the Word window.

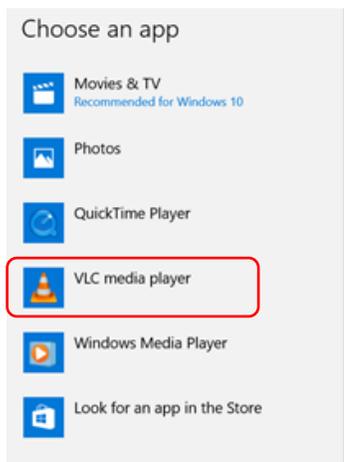


Set Default Programs

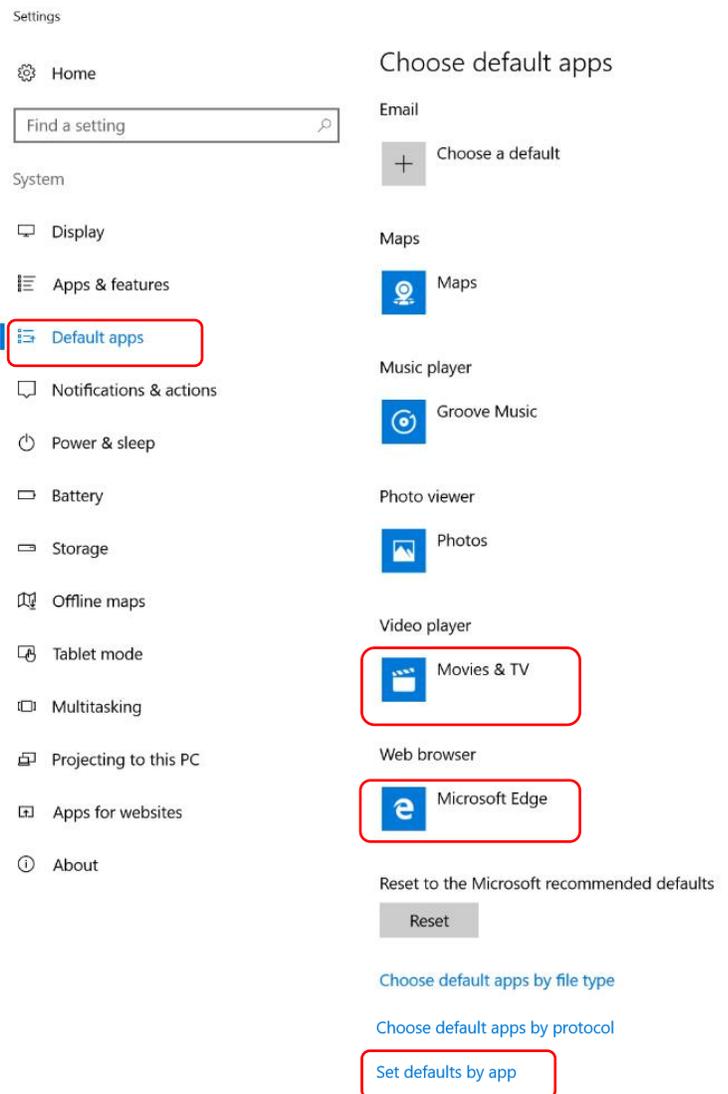
1. In the Search box on the Desktop, type **Settings**.
2. Click on Settings or press **Enter** and the following screen will appear.
(See image below)
3. Select **System**.



4. Select **Default apps**.
5. You will see a list of default apps on the right side of the screen.
6. Change the Video Player by selecting player type eg. **Movies & TV**. A screen similar to the one below will appear.



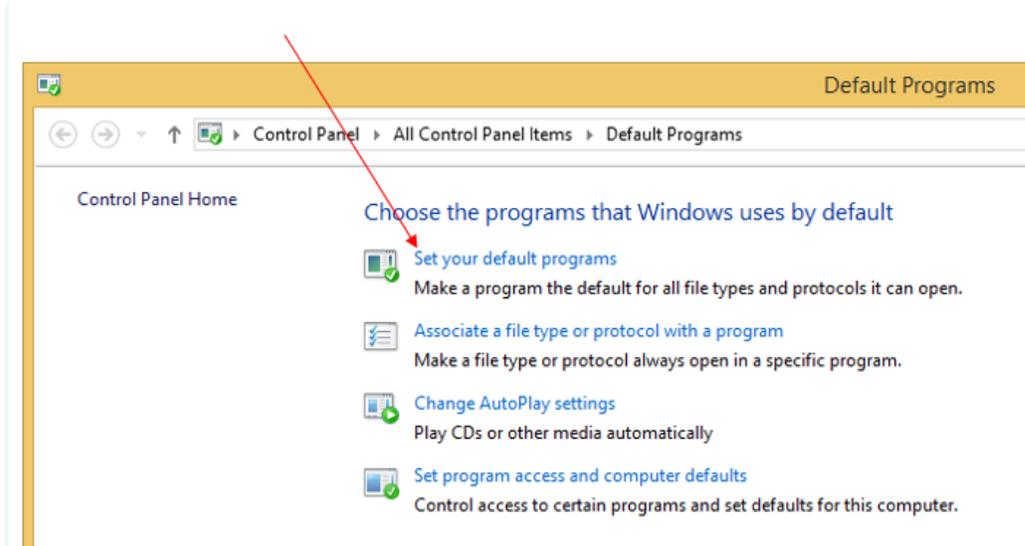
7. Select **VLC Media Player**, it is a Universal Media Player.
8. Change the **Web Browser**. Select Internet Explorer, Chrome, or Firefox, it is your choice.
MS Edge is not recommended.



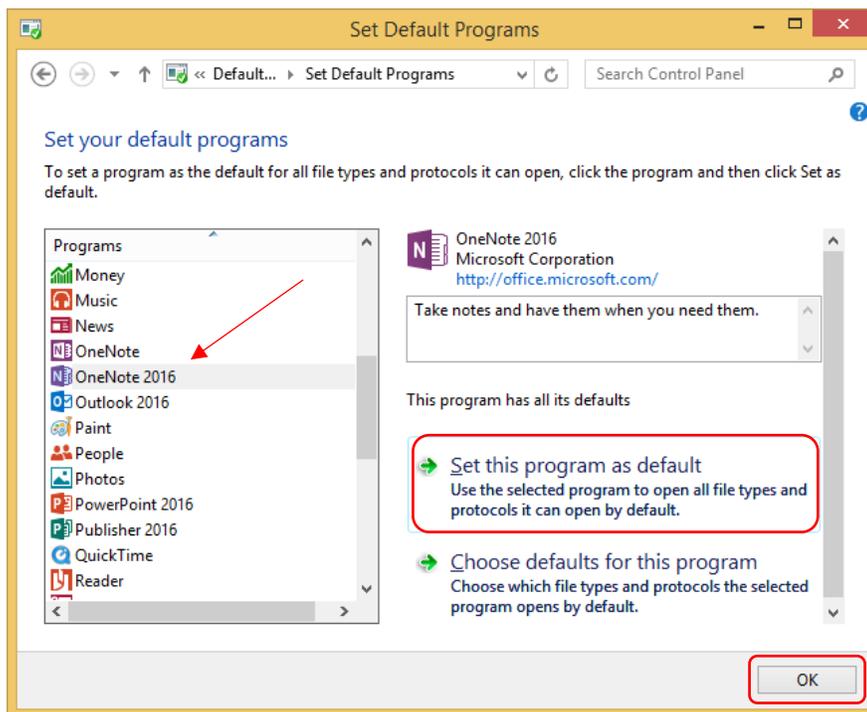
Setting Additional Default Programs

Similar to how we set them in previous versions, follow these steps.

1. At the bottom of the list of default apps on the previous page, select **Set Defaults by app**, a screen similar to the one below will appear.



2. Select **Set your default programs**.
3. A Screen similar to the one below will appear.
4. Scroll down the list and select **OneNote 2016** as your default OneNote program.



5. Select **Set this program as Default** and press **OK**.
6. Repeat these steps to set any other programs. Or choose default apps by file type or protocol.

Additional Features

Install Software using the Software Center

To install software that may not be on your machine, e.g. Google Chrome, you need to open the Software Center.

1. On the desktop in the lower left corner of the screen select the search box.
2. Type **Software Center**.
3. Click on the **Software Center** icon to open the program.
4. Click on the box next to the software you want and click **INSTALL** in the lower right-hand corner.

The screenshot shows the Software Center application window for Cedar Rapids Community School District. The window has a title bar with the name 'Software Center' and standard window controls. Below the title bar is a navigation bar with four tabs: 'Available Software' (selected), 'Installation Status', 'Installed Software', and 'Options'. Under the 'Available Software' tab, there is a 'SHOW' dropdown menu set to 'All', a checked checkbox for 'Show optional software', and a search box with the text 'SEARCH'. Below the search box is a link that says 'Find additional applications from the Application Catalog'. A table lists several applications with columns for NAME, TYPE, PUBLISHER, AVAILABLE AF..., and STATUS. The applications listed are ALEKS Plugin 3.18, Alexandria Librarian, Audacity 2.05 2.0.5 - Sourceforge Audacit..., AverVision 1.7.1.13, Blender 2.76, BlueJ 3.0.5, and Cisco Jabber 11.7.1.46916. Below the table, the iTunes application is selected, and its details page is shown. The details page has three sections: OVERVIEW, REQUIREMENTS, and DESCRIPTION. The OVERVIEW section shows Status: Available, Version: 12.5, Date published: Not specified, and Help document: None. The REQUIREMENTS section shows Restart required: Might be required, Download size: 450 MB, Estimated time: Not specified, and Total components: 3. The DESCRIPTION section is empty. In the bottom right corner of the iTunes details page, there is a blue 'INSTALL' button, which is highlighted with a red rectangle.

NAME	TYPE	PUBLISHER	AVAILABLE AF...	STATUS
<input type="checkbox"/> ALEKS Plugin 3.18	Application	ALEKS	1/28/2013	Available
<input type="checkbox"/> Alexandria Librarian	Application	Companion	1/28/2013	Available
<input type="checkbox"/> Audacity 2.05 2.0.5 - Sourceforge Audacit...	Application	Sourceforge	4/25/2014	Available
<input type="checkbox"/> AverVision 1.7.1.13	Application	Aver	1/28/2013	Available
<input type="checkbox"/> Blender 2.76	Application	Blender	10/16/2015	Available
<input type="checkbox"/> BlueJ 3.0.5	Application	Oracle	10/19/2016	Available
<input type="checkbox"/> Cisco Jabber 11.7.1.46916	Application	Cisco	9/30/2016	Available

OVERVIEW	REQUIREMENTS	DESCRIPTION
Status: Available	Restart required: Might be required	
Version: 12.5	Download size: 450 MB	
Date published: Not specified	Estimated time: Not specified	
Help document: None	Total components: 3	

Sign Out / Shutdown / Restart

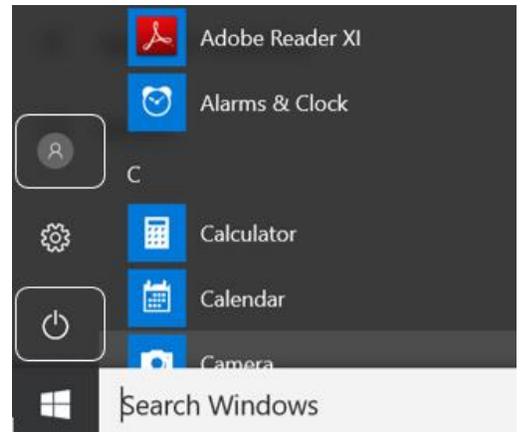
1. Press **Ctrl + Alt + Del**.
2. Click **Sign out** or click the **Power Button** (located at bottom-right of screen) and click **Sleep, Shut down or Restart**.

OR

1. **Right-click** on the **Start/Windows** button in the lower left corner of your screen.
2. Hover mouse over **Shut down or sign out** and then click **Sign out, Sleep, Shut down or Restart**.

OR

1. Click on the **Start/Window** button in the lower left corner of your screen.
2. Click **Sign out** by clicking on the profile icon toward the bottom of that screen.
3. Or Shut down by selecting the power button.



Open Outlook for the 1st Time on Your Computer

We recommend that you open the full version of Outlook on your primary computer. If you are using a device that is in a shared location, we recommend you use webmail to check your email.

1. When you open Outlook for the first time follow the prompts and press **Next**.
2. When you are asked to login make sure that you **check the box** next to '**Remember my credentials**'. Then press **OK**.
3. After your mail box is successfully configured press **Finish**.
4. Your signature will need to be added to Outlook. Hint: find your existing signature in the sent items folder and copy and paste to new signature.