



Work Smart by Microsoft IT

Explore Windows 8.1 Update

This guide provides a high-level overview of many new exciting features in the Windows 8.1 Update user interface. Windows 8.1 Update includes improvements to help make Windows more familiar and convenient for devices that use touch and mouse input and to make Windows available on a wider variety of devices, so you have more to choose from. Windows 8.1 Update also includes security and performance updates, and must be installed for your PC to receive any future security updates for Windows 8.1. This information will get you up and running quickly with the new operating system.

If you haven't already installed Windows 8.1, you can find useful information at Update to Windows 8.1 FAQ at <http://windows.microsoft.com/en-us/windows-8/upgrade-to-windows-8>.

Topics in this guide include:

Starting Windows 8.1 for the first time	Managing apps	Personalizing your Start screen
Managing Control Panel and PC settings	Creating a picture password	Using OneDrive and OneDrive for Business
Getting started with Internet Explorer 11	For more information	

Starting Windows 8.1 for the first time

Unlocking the computer and signing in

The first thing that you see after you install or update to Windows 8.1 Update is the lock screen. The lock screen shows a full-screen image, the date and time, battery status, network status, and notifications (if they're turned on).



To unlock your computer and sign in:

1. Tap the lock screen and slide your finger up. With a mouse, click the screen and drag it up. With a keyboard, press any key.
2. On the sign-in screen, type your network password, and then tap or click the arrow (or press Enter). This opens the Start screen.

Using the Start screen

For tablets and most touch-enabled laptops, the Start screen appears after you sign in. For computers that have been set to start at the desktop, the Start screen can be accessed by tapping or clicking the **Start** button, or by pressing the **Windows logo** key.



You can use the Start screen to:

- Shut down or restart the computer
- Launch apps
- Organize apps
- Search for apps, settings, and files
- Go to the desktop
- Open File Explorer (formerly Windows Explorer)
- Open Microsoft Internet Explorer 11
- Go to the Windows Store

Power and Search buttons on the Start screen. New to Windows 8.1 Update, Power and Search buttons are available in the upper-right corner of the Start screen next to your account picture. You'll be able to quickly and easily shut down your PC or search for things right from Start.

NOTE: Some types of PCs may not have the **Power** button on the **Start** screen. Those users can shut down their PC using the **Power** button from the **Settings**  charm instead, or by simply pressing the power button

Using charms

Windows 8.1 Update features charms, which appear like a toolbar on the right side of the screen. Charms are available from both the Start screen and the desktop.

You can use charms as follows:

- Use the **Search**  charm to search system wide for an app, setting, or file. You can also use the Search charm in apps from the Windows Store.
- Use the **Share**  charm to share content between store-style apps. For example, you can start the Maps app, and then use the Share charm to send a screen shot (picture) to a coworker through the Mail app.
- Use the **Start**  charm to go to the Start screen, to the desktop, or to the last-started store-style app if you're already on the Start screen.
- Use the **Devices**  charm to manage devices, such as an additional monitor.
- Use the **Settings**  charm to:
 - Change PC settings.
 - Personalize your PC.
 - Restart or shut down your PC.
 - Turn notifications on or off.
 - Check network availability.
 - Adjust volume.
 - Adjust screen brightness.

- Access online Help.

To display charms:

- Swipe in from the right edge of the screen. With a mouse, point to the upper-right or lower-right corner of the screen. With a keyboard, press the **Windows logo** key $\text{Win} + \text{C}$.

Finding the desktop

The desktop is still an important part of Windows 8.1. The desktop experience in Windows 8.1 Update is similar to previous of Windows.



If you start a desktop application—like the Microsoft Outlook 2013 messaging and collaboration client or Microsoft Word 2013—from the Start screen, the application automatically starts in desktop view.

- If you are using a traditional, non-touch PC with Windows 8.1 Update installed, your computer will bypass the Start screen and boot to the desktop by default.
- If you have a touch enabled computer, but spend more time in the desktop than on the Start screen, you can choose to sign in directly to the desktop instead of the Start screen.

To switch from the Start screen to the desktop:

- On the Start screen, tap or click the **Desktop** tile. You can also swipe in from the right edge of the screen and then tap or click the **Start**  charm if the desktop was the last-started app.
- With a keyboard, press the **Windows logo** key $\text{Win} + \text{D}$.

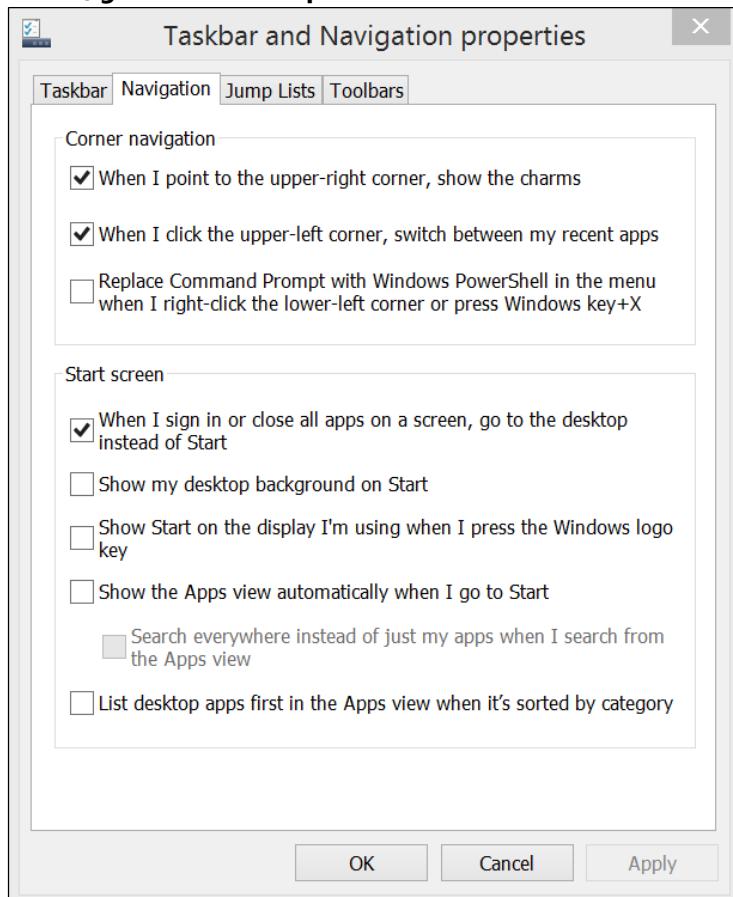
NOTE: To quickly switch from the desktop to the Start screen, tap or click the **Start**  button in the lower-left corner of the desktop.

Other options to switch from desktop to Start screen view include:

- Swipe in from the right edge of the screen, and then tap or click the Start  charm.
- With a mouse, point to the upper-right corner of the screen, and then click the Start  charm.
- With a keyboard, press the **Windows**  key.

Set your computer to go directly to the desktop at sign in

1. Right-click the taskbar.
2. Click **Properties**.
3. On the **Navigation** tab, click the check box next to **When I sign in or close all apps on screen, go to the desktop instead of Start**.



The next time you sign in the computer will display the desktop.

Searching for apps, settings, and files

To search while you're on the Start screen, you can just start typing. The search box automatically opens. For example, type **Outlook** on the Start screen and press Enter to find the Outlook desktop app. Then, just tap or click the app on the left side of the screen to open it.

- You can also use the Search icon on the top right of your screen to open the Search pane.



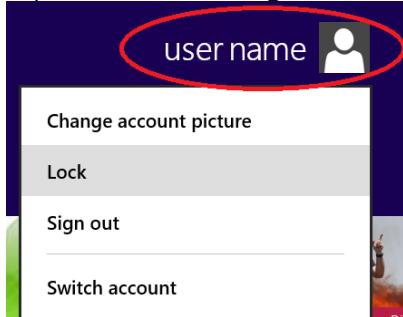
- Using the Search pane you can refine the scope of your search (the default search is Everywhere).



Locking your computer or signing out

To lock your computer or sign out:

- On the Start screen, tap or click your user name in the upper-right corner of the screen.
- Tap or click **Lock** or **Sign out**.



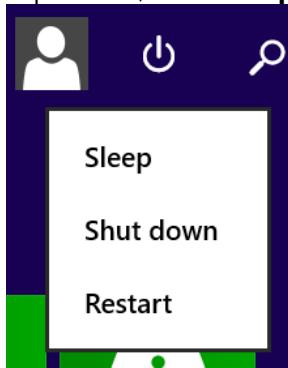
TIP: With a keyboard, you can press the **Windows logo key** + L to lock the computer and go to the lock screen.

Shutting down or restarting your computer

- On the **Start** screen, tap or click the **Power** icon in the upper-right corner of the screen



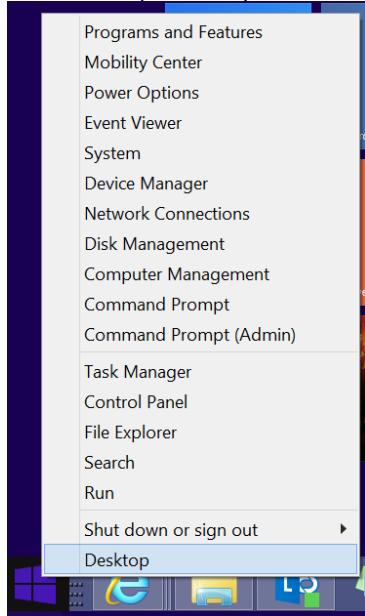
- Tap or click, select **Sleep**, **Shut down**, or **Restart**.



NOTE: From the desktop, with a keyboard, press **Ctrl+Alt+Delete**, and select the **Power** button icon in the lower left corner of the screen.

Finding the Quick Link menu

There's a quick way to access management apps and shutdown options: the Quick Link menu. To open it, tap and hold or right-click the Start button .



Getting help and tips

You can start the Help & Tips app from the Start screen to obtain quick guidance on using Windows 8.1 Update. You can also find help and video tutorials on the Microsoft Windows How-To website at <http://windows.microsoft.com/en-us/windows/how-to>.

Managing apps

Windows 8.1 Update makes it easy to install, start, and manage your applications. You can quickly view all installed applications or view and switch between running applications. The Windows Store is pinned to Start and to your taskbar by default, so you can easily discover new apps. When you use the Search charm, Bing Smart Search includes apps in the suggestions and the search results.

When you are using a mouse you can see the taskbar, which can be customized to include your favorite Apps, from any screen, including Start or a Windows Store app. Move your mouse pointer below the bottom edge of the screen to show the taskbar and then click an app to open or switch to it.

Finding app tiles on the Start screen

To view apps on the Start screen:

- Swipe across the screen from right to left to view the app tiles. With a mouse, use the horizontal scroll bar at the bottom of the screen to scroll across the screen. With a keyboard, press the Right Arrow and Left Arrow keys.

Showing all installed apps

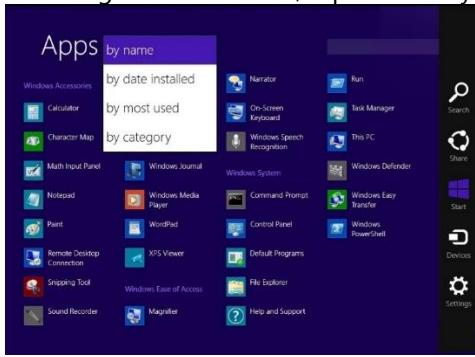
To view a list of all installed apps:

5. On the Start screen tap or click the downward-pointing arrow in the lower-left area of the Start screen to open the Apps view.



6. When there are new apps installed, there will be a notification at the bottom of the Start screen. When you tap or click the notification, you can easily find the newly installed apps on the Apps view because they will be highlighted.

To change the sort order, tap or click by name and select a different sort view.



TIP: Use **by date installed** to quickly view your newly installed apps.

Charms are also available in the Apps view so that you can gain easy access to **search**, **sharing**, **Start**, **devices**, and **settings**.

Switching between running apps

To switch between running apps by using touch:

1. Swipe in from the upper-left corner of the screen.
2. A thumbnail of the most recently used running app appears.
3. Nudge back slightly to the left to display the thumbnails of running apps.
4. Tap the app that you want to start.

To switch between running apps by using a mouse:

1. Point to the upper-left corner of the screen.
2. A thumbnail of the most recently used running app appears.
3. Move the mouse pointer down the left side of the screen to display the thumbnails of running apps.
4. Click the app that you want to start.

To switch between running apps by using a keyboard:

- Press the Windows logo key **Win+Tab** to cycle from one app to the next. You can also use **Alt+Tab** to switch between running apps.

Closing an app

To close an app:

- Tap and hold or click and hold the top center of the app, and then drag the app to the bottom of the screen and hold until it flips and closes. With a keyboard, press **Alt+F4**.

Personalizing your Start screen

You can personalize your Start screen by changing the design, and by pinning and unpinning apps. You can also resize, arrange, and group app tiles, as well as name groups of tiles.

Note: Windows must be activated before you can personalize your PC.

Changing the Start screen design

To change the appearance of the Start screen:

1. From the right side of the screen, open the **Search** charm and search for **Change the background and colors** on Start.
2. On the upper-right side of the screen, choose from different designs, colors, and images.

Pin an app

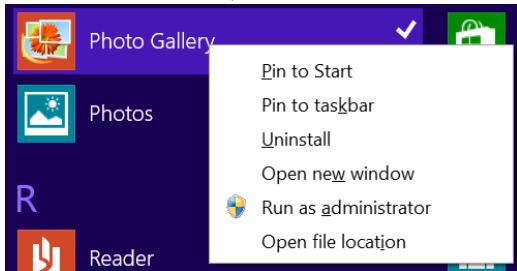
1. In Apps view, search for the app that you want to pin.
2. Tap and hold the app.
3. From the sub-menu at the bottom of your screen, tap or click **Pin to Start**.



To pin an app using your mouse:

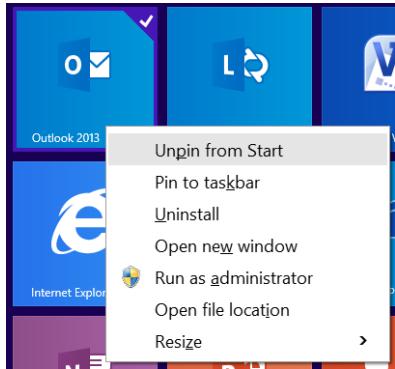
1. In Apps view, search for the app that you want to pin.
2. Right-click the app.

3. From the sub-menu, or click **Pin to Start**.



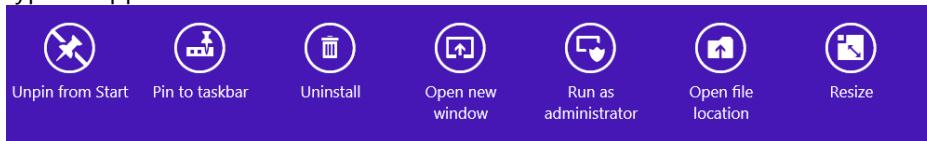
Resize, unpin, or remove a tile

Context menus are now available when you right-click a tile.



If you're using multi-touch:

- In the Start screen, tap and hold an app tile to select it (a check mark will appear when selected). When a tile is selected, the border changes and a check mark is added to the upper-right corner of the tile and a command bar appears at the bottom of the screen, showing actions for the selected app. The available options on the bar depend on the type of app selected.



- Do one of the following:

- To resize a tile, tap **Resize**, and then select **Large**, **Wide**, **Medium**, or **Small**.
- To unpin a tile, tap **Unpin from Start**.
- To remove the application from your computer, tap **Uninstall**.
- Some app tiles are live tiles—they’re automatically updated with new information. To deactivate updates, tap **Turn live tile off**.
- When multiple tiles are selected on the Start screen, you can cancel the selection of all tiles by clicking **Clear selection**.

Arranging tiles

- Tap and hold or right-click the tile and drag the tile to a new location.

Customizing grouped tiles

- Swipe up or right-click on a blank space of the Start screen , and then tap or click **Customize** in the lower-right corner of the screen.



- Drag the tiles to new locations. You can create a new group by dragging a tile to a blank space on the Start screen. You can also name your grouped tiles by typing a label in the **Group Name** box.
- To stop customizing, click on a blank space of the Start screen.

Managing Control Panel and PC settings

In Windows 8.1 Update, computer settings are managed in two places: Control Panel and PC settings. You can find many settings in both of these areas, but a few of them (such as BitLocker Drive Encryption) are available only in Control Panel.

Adjusting settings by using Control Panel

To access Control Panel:

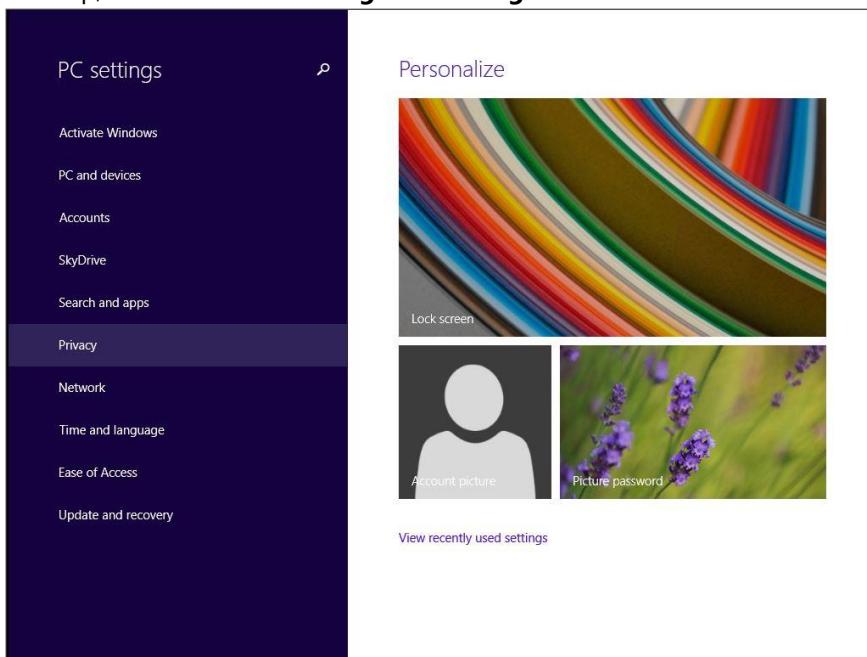
- From the desktop, swipe in from the right edge of the screen, tap the **Settings**  charm, and then tap **Control Panel**.
- With a mouse, point to the upper-right or lower-right corner of the desktop, click the **Settings**  charm, and then click **Control Panel**.
- With a keyboard, press the Windows logo key  + I from the desktop.
- From the Start screen or the desktop, tap and hold or right-click the Start button  to open the Quick Menu, select **Control Panel**.

Adjusting settings by using PC settings

You can use PC settings to customize areas like the lock screen. For example, you can choose to have apps run in the background so that you can view updated information and notifications even when your screen is locked.

To access PC settings:

- From either the Start screen or the desktop, swipe in from the right edge of the screen, tap the **Settings**  charm, and then in the lower-right corner of the screen, tap **Change PC settings**.
- With a mouse, point to the upper-right or lower-right corner of the Start screen or the desktop, click the **Settings**  charm, and then in the lower-right corner of the screen, click **Change PC settings**.
- With a keyboard, press the Windows logo key  + I from the Start screen or the desktop, and then select **Change PC settings**.

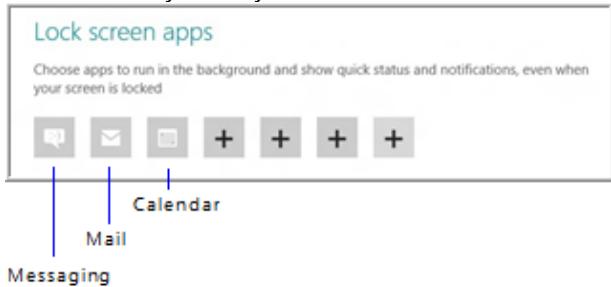


To change your lock screen image:

- Open PC settings as described in the previous procedure.
- Tap or click **PC and devices**, and then tap or click **Lock screen**.
- Tap or click the desired image (or tap or click **Browse** to find an image).

To add an app to the lock screen:

- From PC settings, tap or click **PC and devices**, tap or click **Lock screen**, and then scroll down to **Lock screen apps**. You can see which apps already appear on the lock screen and how many more you can add.



- Tap or click a plus (+) box.
- On the **Choose an app** menu, select an app to add.

Syncing your settings across multiple computers

In Windows 8.1 Update, you can apply your personalization settings across multiple computers—that is, roam the settings—by using a Microsoft account (previously called a Windows Live ID). You can connect a Microsoft account to your corporate domain account to roam your personalization settings and to provide single sign-on for Windows Live services. To learn more about connecting a Microsoft account to your domain account, see Connect your Microsoft account to your domain account at <http://windows.microsoft.com/en-us/windows-8/connect-microsoft-domain-account>.

Creating a picture password

In Windows 8.1 Update, you can use a picture password to sign in to your computer as an alternative to other sign-in methods. With a picture password, you draw gestures over parts of a picture that are important or memorable to you, and then use those gestures to sign in.



Using a picture password to sign in is quick and convenient, but there are a few security considerations that you should keep in mind:

- When you're using a picture password in a public place, be conscious that others may be observing you when you sign in.
- When you're projecting for a meeting, you can still use a picture password. On-screen feedback is disabled, so others at the meeting can't see your gestures.
- You should change your picture password as regularly as you change your network password.
- You're limited to three incorrect attempts before you must sign in by using your network password.

To learn how to create a picture password, see the tutorial Personalize your PC at <http://windows.microsoft.com/en-us/windows-8/personalize-pc-tutorial>.

Using OneDrive and OneDrive for Business

If you're using Microsoft Office Professional Plus 2013 with Windows 8.1, you can easily share files by using Microsoft OneDrive. However, consumer online storage services such as OneDrive are only for personal use. We recommend that you don't store business information on OneDrive.

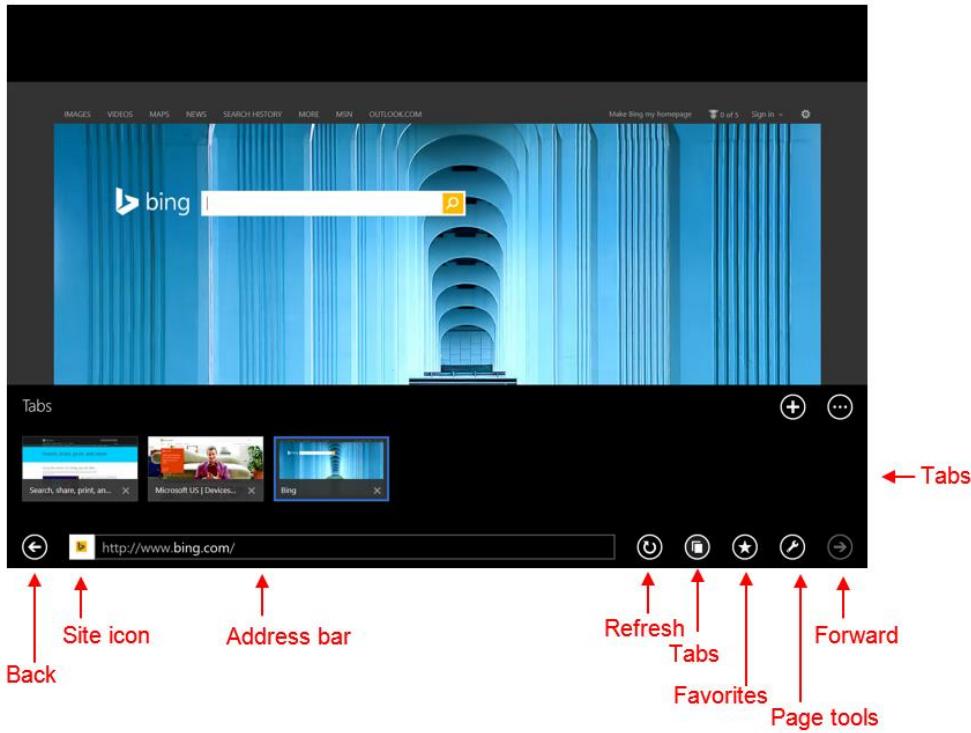
To share business files, use Microsoft OneDrive for Business instead. By using OneDrive for Business, you can sync your work-related files from Microsoft SharePoint Online to your local device.

For more information, see Share documents or folders in OneDrive for Business at <http://office.microsoft.com/en-us/sharepoint-server-help/share-documents-or-folders-in-skydrive-pro-HA102788380.aspx>.

Getting started with Internet Explorer 11

Internet Explorer 11 offers both touch-optimized and legacy web-browsing experiences. The new release of Windows 8.1 Update includes improved compatibility tools for Internet Explorer 11 including Enterprise Mode IE (EmIE). With EmIE, specified sites are interpreted in a special browser configuration that was designed to avoid common compatibility problems with web apps that were written and tested specifically on older versions of Internet Explorer, particularly Internet Explorer 7 and 8. EmIE allows Enterprises to safely move to the latest version of Internet Explorer while allowing additional time for legacy apps to be converted to modern standards.

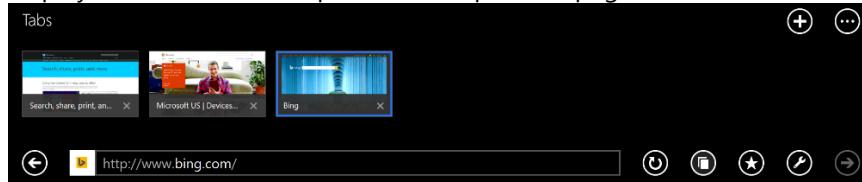
In Internet Explorer 11, websites take advantage of features such as the Start screen, charms, and Snap (the ability to open and "snap" multiple applications to the viewing screen). Internet Explorer 11 looks similar to previous versions, but the tabs, favorites, and navigation bar are now located on the bottom of the screen.



Open a website

1. On the Start screen, tap or click the Internet Explorer tile.
2. Swipe up from the bottom of the screen. With a mouse, right-click in the browser window. With a keyboard, press the Windows logo key $\text{Windows} + \text{Z}$.

The address bar appears at the bottom of the screen. By default, Internet Explorer displays tiles for tabs with previews of open webpages.



3. Enter a URL in the address bar, or tap or click the New Tab \oplus button to open a new tab. Internet Explorer 11 supports up to 100 tabs per window.

Pin a website to the Start screen for fast access

1. Open the site that you want to pin.

2. On the navigation bar, tap or click the Favorites button, and then tap or click the **Pin to Start** button.

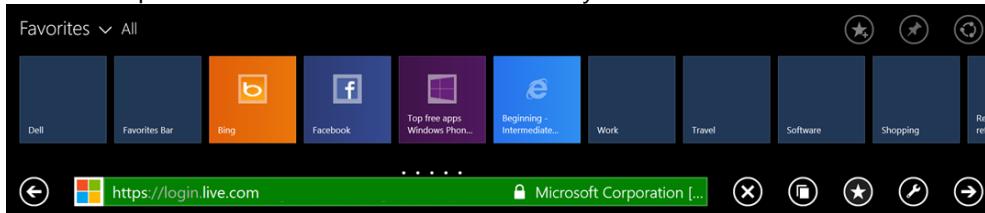
A tile for the site appears.

3. Rename the tile or select a different tile picture if you want, and then tap or click **Pin to Start**.

Open a new tab

1. Swipe up from the bottom of the screen. With a mouse, right-click in the browser window. With a keyboard, press the Windows logo key $\text{Windows} + \text{Z}$.
2. Tap or click the New Tab $(+)$ button in the upper-right corner of the navigation area (or press $\text{Ctrl} + \text{T}$).

A list of frequently visited sites appears above a blank address bar at the bottom of the window. Tap or click the **Favorites** button to see your favorites.



3. Type a new URL in the address bar, and then tap or click the arrow button. As an alternative, you can tap or click a frequently visited or pinned site. Internet Explorer adds the site as a tab above the navigation area.

To switch between multiple tabs:

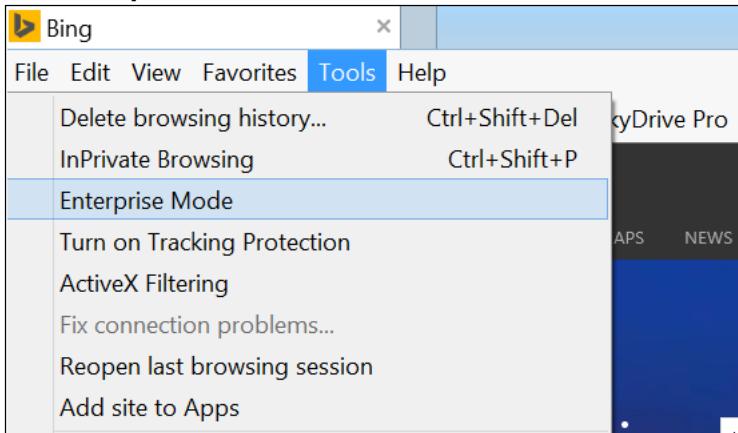
1. To see a new tab, swipe up from the bottom of the screen. With a mouse, right-click in the browser window. With a keyboard, press the Windows logo key $\text{Windows} + \text{Z}$.
2. Tap or click the tab that you want to view. Alternatively, you can open the first 10 tabs by typing $\text{Ctrl} + 1$ through $\text{Ctrl} + 10$ on a keyboard.

Using Enterprise Mode IE (EmIE)

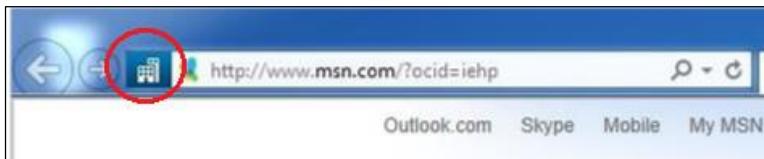
Most legacy line of business sites within the Enterprise should already be specified to open using EmIE with no user action. But if local control is enabled, and you need to use EmIE mode, it can be accessed either from the Tools menu or through F12 developer tools.

1. From Internet Explorer 11, click **Tools**.

2. Click **Enterprise Mode**.



3. The page will switch to enterprise mode and the EmIE logo will appear to the left of the address bar.



4. To exit EmIE mode, click **Tools** and click **Enterprise Mode** to deselect it.

NOTES:

- EmIE works by disabling newer features of Internet Explorer 11, it should not be used as a regular browser mode, but only when required for compatibility.
- If you accessed EmIE through F12 Developer tools, EmIE mode will only persist during the current session.

For more information

Video: Take a tour of Windows 8.1

<http://windows.microsoft.com/en-us/windows-8/meet>

Getting started tutorials for Windows

<http://windows.microsoft.com/en-us/windows/how-to>

Using touch gestures

<http://windows.microsoft.com/en-us/windows7/using-touch-gestures>

Keyboard shortcuts

<http://windows.microsoft.com/en-us/windows-8/keyboard-shortcuts>

Getting started with Internet Explorer 11

<http://windows.microsoft.com/en-us/windows-8/browse-web-internet-explorer-tutorial>

Work Smart by Microsoft IT

<http://aka.ms/customerworksmart>

Modern IT Experience featuring IT Showcase

<http://microsoft.com/microsoft-IT>

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