

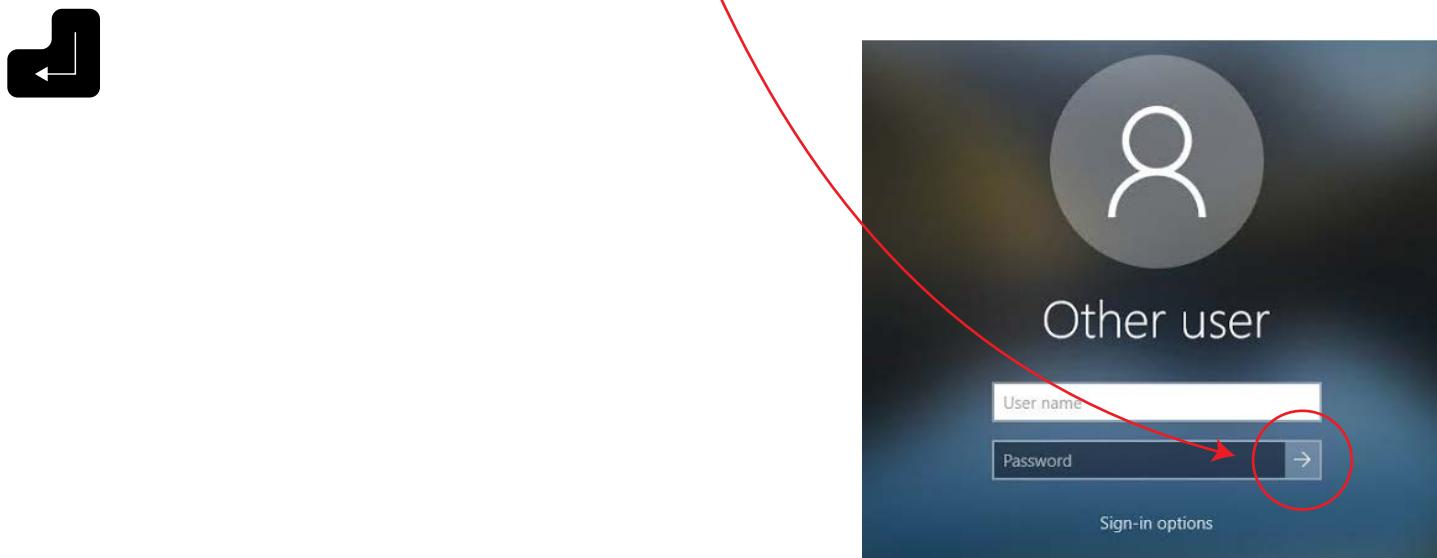
Using Your New Laptop

- How to login
- How to connect to the internet
- How to pin to your task bar
- How to set default apps
- Using Google Chrome

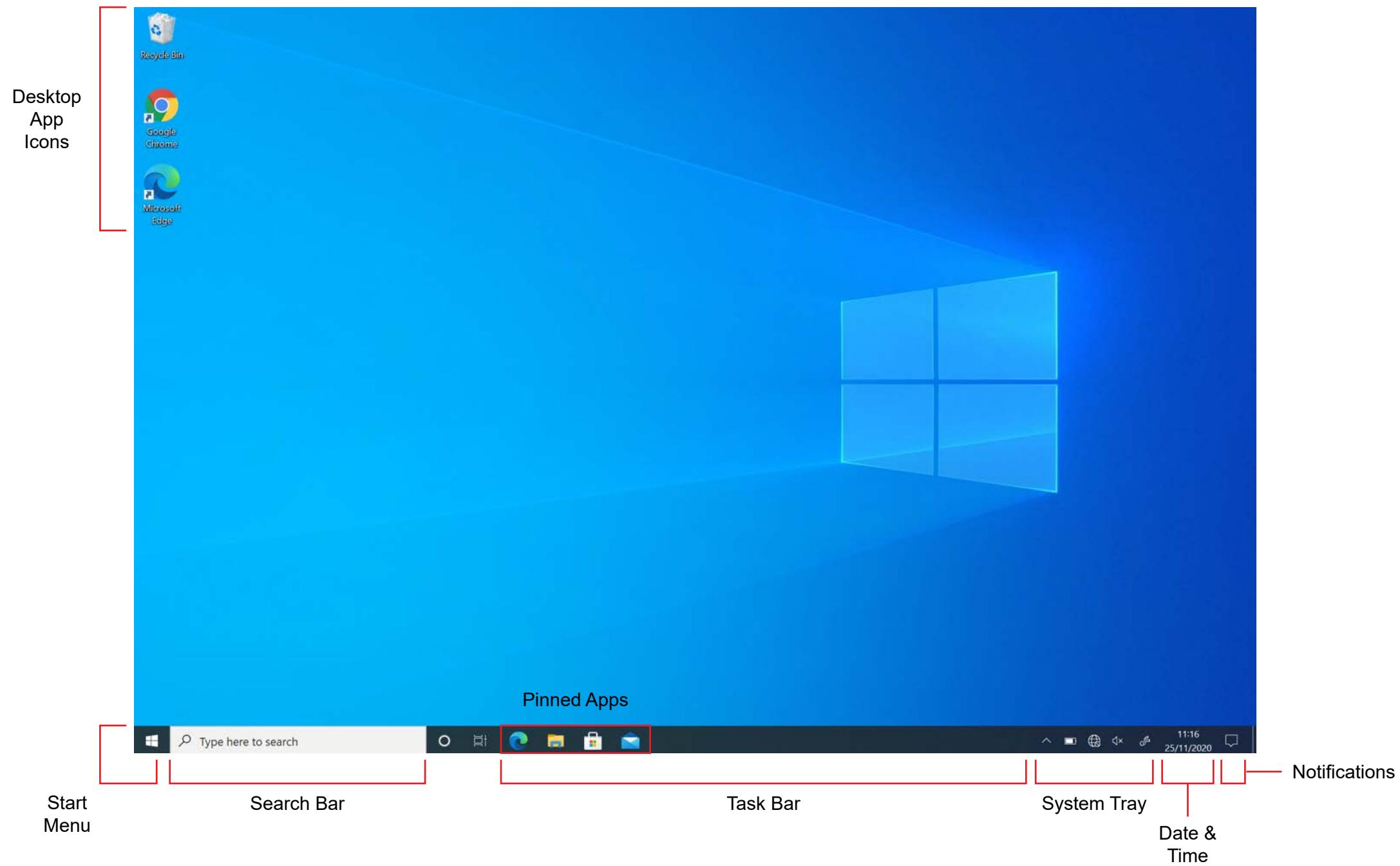
How to login

When you switch your laptop on, you will be asked to enter a username and password. These will have been given to you separately.

Once entered, either hit the enter button on your keyboard or click on the arrow next to the password box.

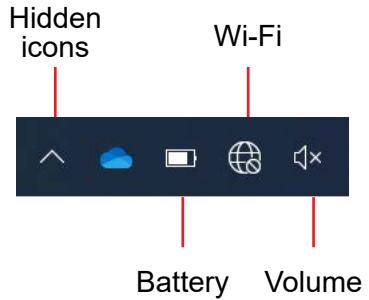


Once you've logged in, you'll be taken to your desktop. It will look something like this:



How to connect to the internet

The Wi-Fi icon can be found in the system tray. Here's a closer look at what each icon means:



To connect to another Wi-Fi network, you will need to click on the Wi-Fi button in your system tray, find the network you want to connect to, click to connect and enter the Wi-Fi password if applicable.

The Wi-Fi icon will change depending on if you are connected to the internet or not:



Not connected

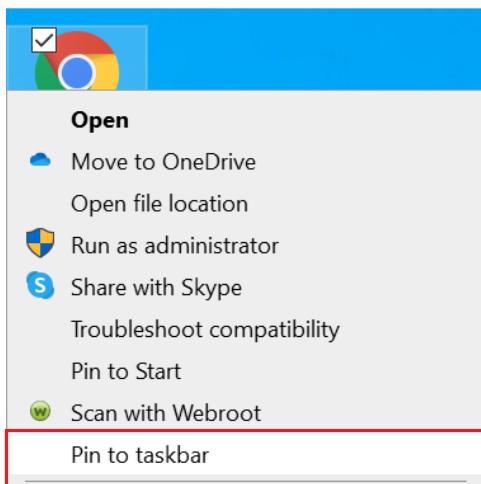


Connected

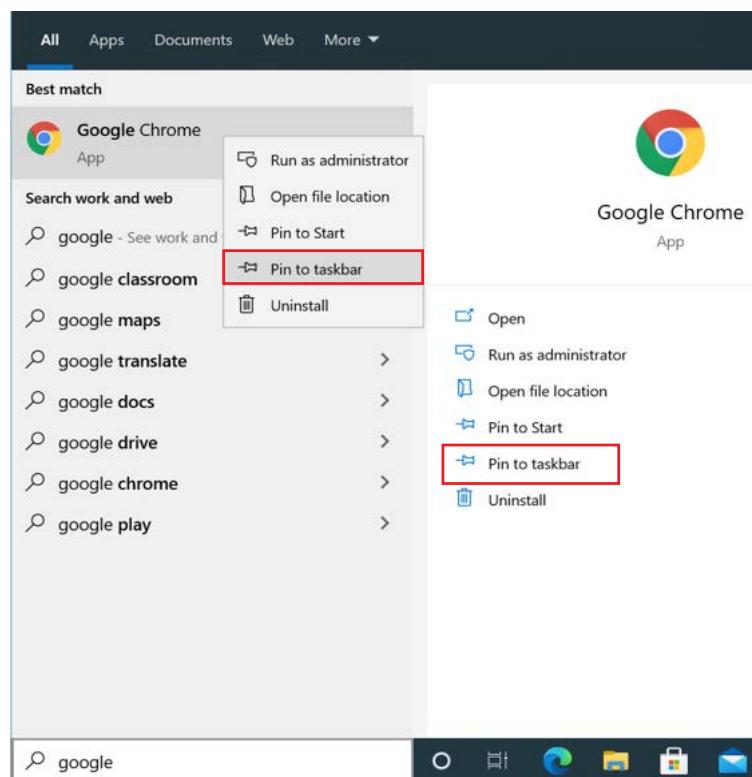
How to pin to your task bar

For any applications, such as Google Chrome, that you will use regularly, you can pin these to your taskbar for easy access. There are three ways to do this depending on where your application is stored.

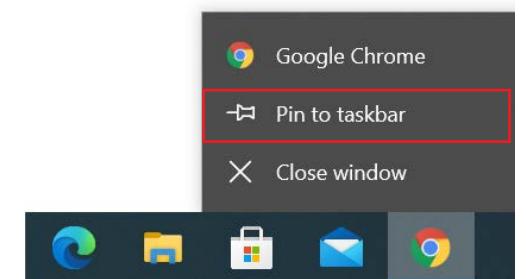
1. If the icon is on your desktop, right-click with your mouse or trackpad and select 'Pin to task bar'.



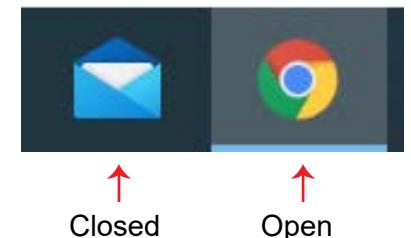
2. Using the Search Bar, search for the application you want to pin. Once it appears, either right-click on the results icon or select 'Pin to taskbar' on the right.



3. Open the application. Once open the app icon will appear in the taskbar. Right click on the icon and select 'Pin to taskbar'.



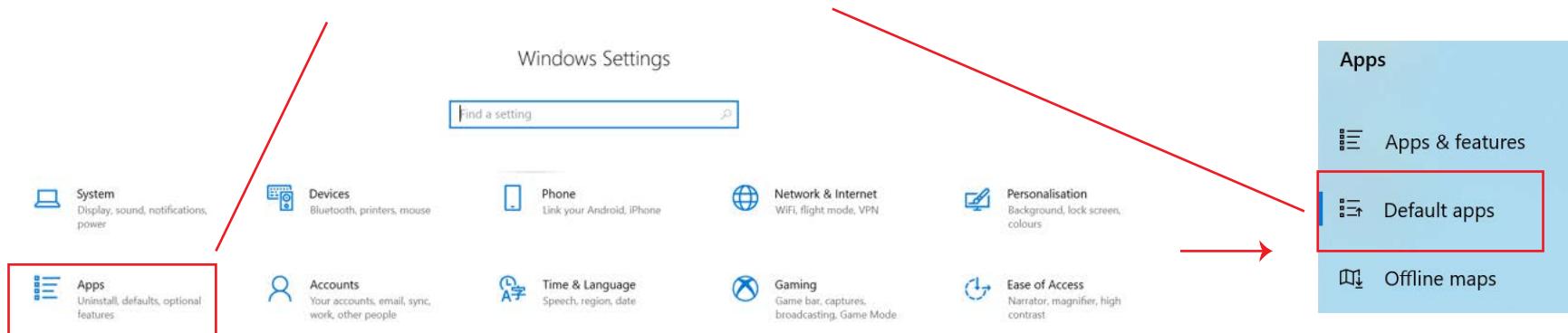
TIP: Open and closed apps appear differently in your task bar. Open apps will have a different background and a line under the app icon.



How to set default apps

Setting default apps allows you to choose your favourite apps to open data in. For example, if you click a hyperlink outside of an internet browser, you can select this to automatically open in Google Chrome or Microsoft Edge.

To access default settings, use the search bar to search for ‘Settings’. You then need to open the ‘Apps’ settings, and on the left find ‘Default apps’.

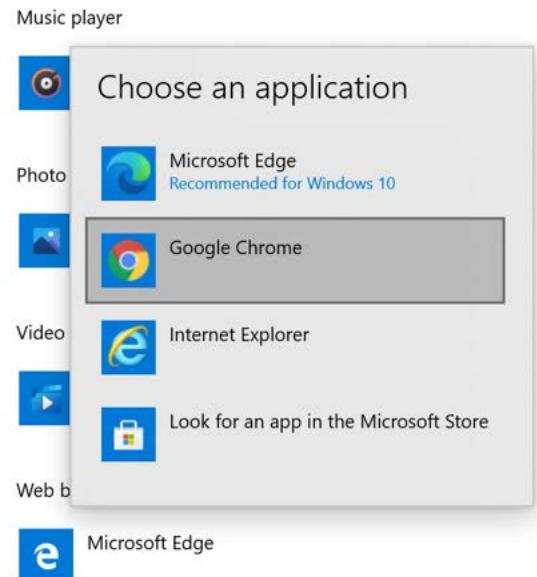


The title is the item that will open, and the icon shows the application it will open in. As an example below, anything for a web browser will open in Google Chrome:

Web browser

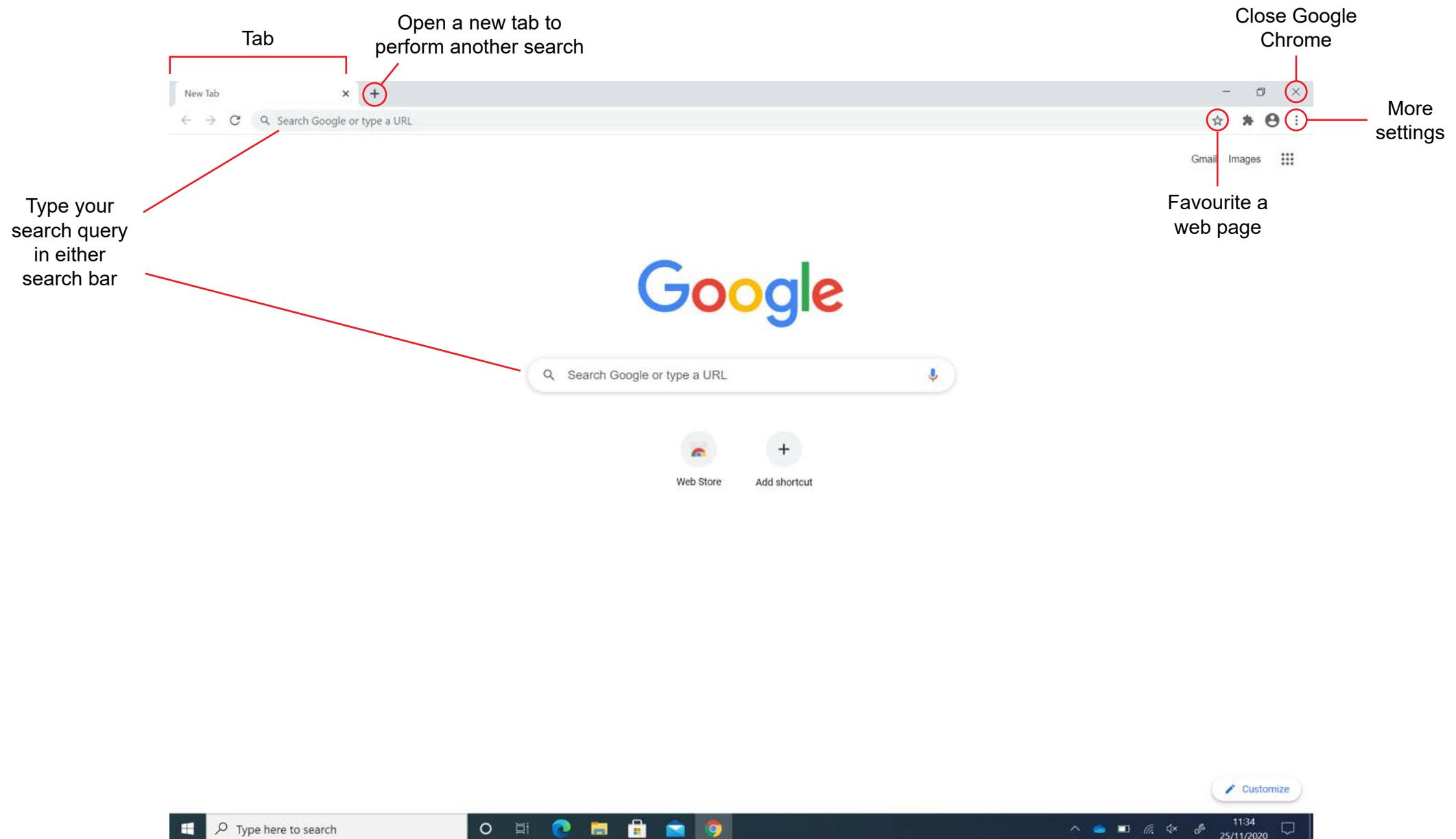


To change this, click on the icon and a list will appear of the options available to you. Click the icon of the new default you want to set to change this.



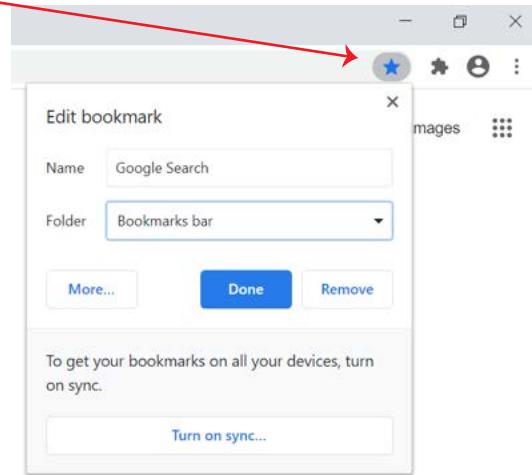
Using Google Chrome

Google Chrome is a type of web browser, used to search the internet. When you open Google Chrome, you will see the Google search homepage.



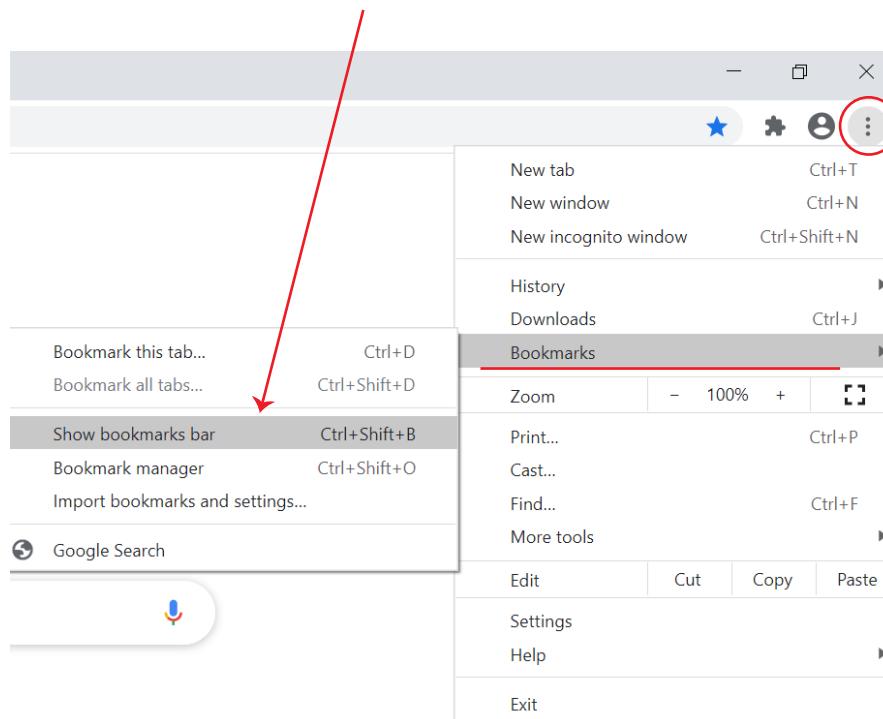
Bookmarks, or Favourites, are a great way to easily access your frequently used web pages, such as Outlook or Gmail. When you have a page open that you'd like to Bookmark, press the star at the right of the top search bar.

You can then give the Bookmark a new name, and create folders to store your Bookmarks. If you want the Bookmark to sit on your main Bookmark bar, just leave the folder as Bookmarks bar.

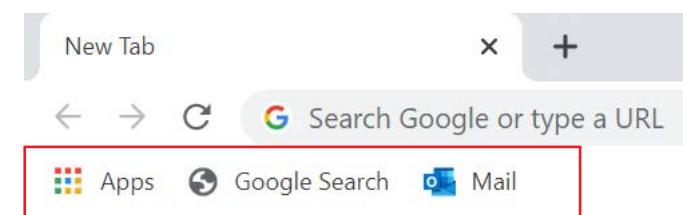


To see your Bookmark bar, click on the three dots at the top right of Google Chrome.

Hover your mouse over the Bookmarks option. A pop-out menu will appear and you will need to click on 'Show bookmarks bar'.



The Bookmark bar will appear under the top search bar like this:



Next time you open Google Chrome, you will be able to click on the Bookmark icons to open that web page.