



Windows 10  
**Technology  
Manual**

# TABLE OF CONTENTS

1. General Information

2. Default Applications

3. Printing

4. Outlook

5. Saving Files

6. Customize Settings

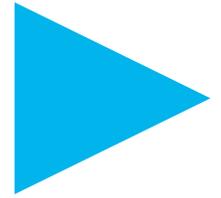
7. Shortcuts

8. OneDrive

9. More Software

10. Technology Help

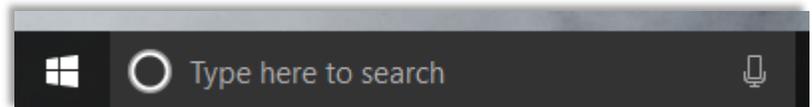
# GENERAL INFORMATION



## START MENU AND SEARCH

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In the bottom left corner of your screen is the Windows start menu



and search bar. The Windows start menu contains a list of all apps and programs on your computer. You can search for specific programs by using the search bar.

The start menu also contains an area where you can ‘pin’ programs for easy access. For instructions to customize this area, see [Customize Start Menu](#) on page 6.

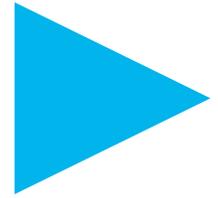
## GLOBAL PROTECT POPUP

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When you first log in, you may see a Global Protect popup in the lower right corner of your screen. This is the VPN used for accessing files on the BJU network when your computer is not connected directly to the campus network. Entering your BJU credentials in the popup is optional and only needed if you are off campus and require access to the network.



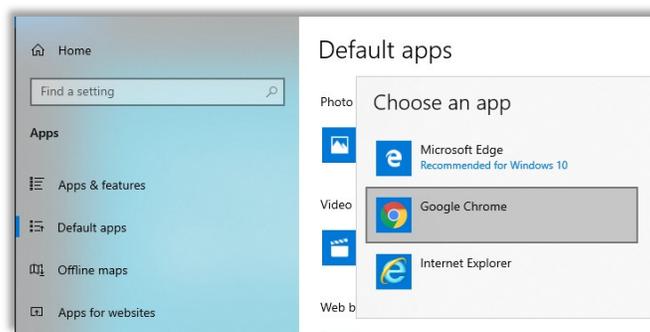
# DEFAULT APPS



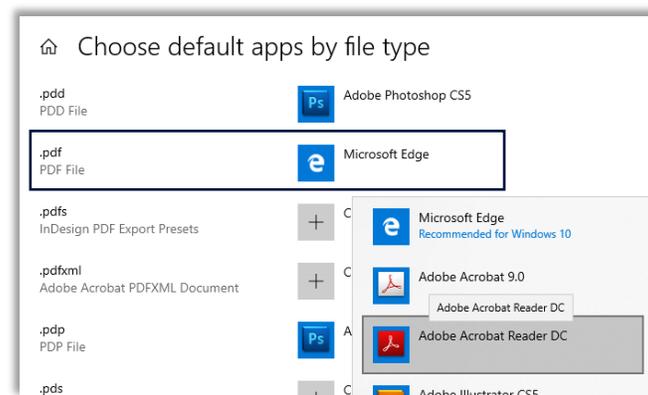
## DEFAULT APPS

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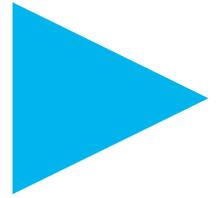
1. Search for and open **Settings** from your Windows start menu.
2. In the Settings window, click on **Apps** and then select **Default apps**. Browse this list and change the defaults to your personal preference.



3. To change the .pdf file default, click on **Choose default apps by file type** and scroll down until you reach .pdf and change the default to Adobe Acrobat Reader by clicking on the Edge app icon beside .pdf.



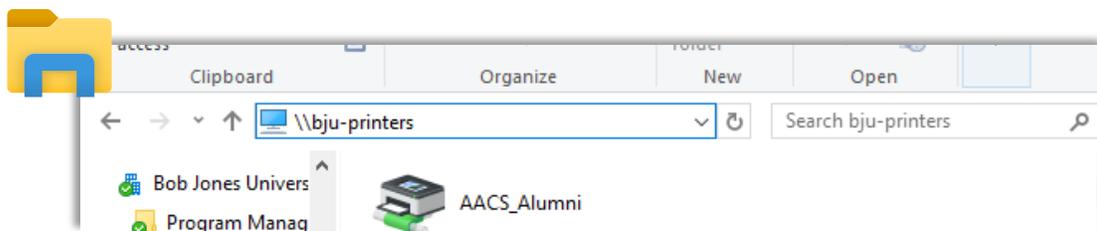
# PRINTING



## INSTALLING PRINTERS

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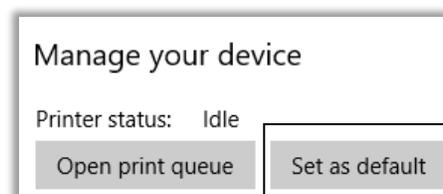
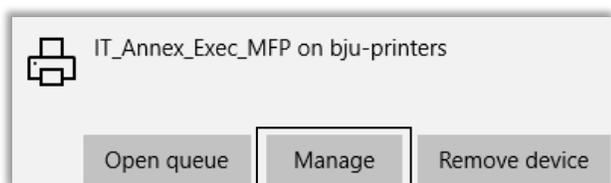
1. Open the Windows file explorer and type **\\bju-printers** into the navigation bar to find the list of all University printers.
2. To install a printer, search for the printer's name and double click on the printer to save it to your computer. Each printer's name is posted on a label located near the printer's menu buttons.



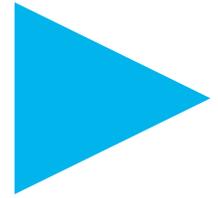
## ADDING DEFAULT PRINTERS

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1. Search for and open **Printers** from the Windows start menu.
2. Open **Printers and Scanners**.
3. Uncheck **Let Windows manage my default printer**. You may need to scroll down the list of printers to find this option.
4. Select the printer in the list you would like to make default and click **manage** and click **Set as Default**.



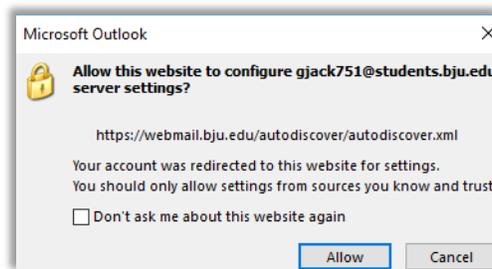
# SETTING UP OUTLOOK



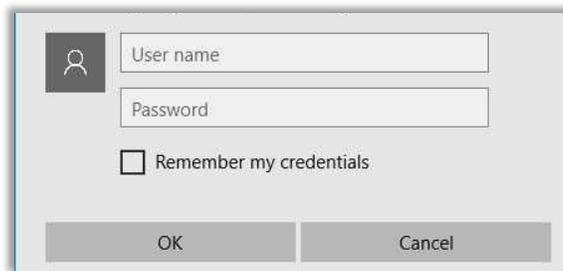
## SETTING UP EMAIL

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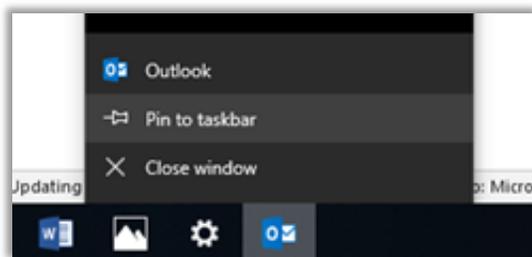
1. Search for and select **Outlook** from the Windows start menu.
2. After Outlook finishes loading, follow the prompts and select **Allow** when the website configuration box appears.



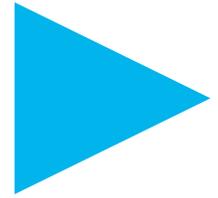
3. Fill in the email address and password blanks with the appropriate information. Check the **Remember My Credentials** box, then click **Ok**.



4. Select **Finish** and restart Microsoft Outlook.
5. Right click on the Outlook app on your taskbar and select **Pin to Taskbar** or **Pin to Start**.



# SAVING FILES



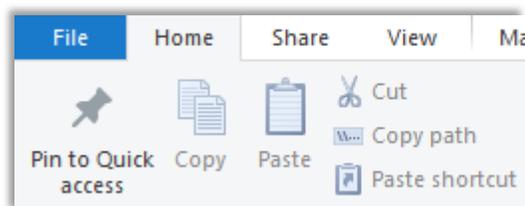
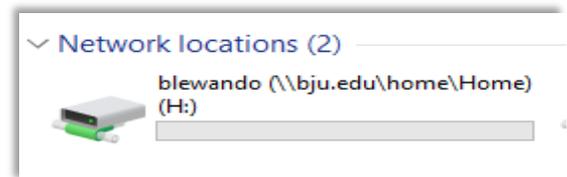
## PERSONAL H: DRIVE

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After logging into the computer, you will have access to an H: drive, a personal network space for storing files. Storing files here, rather than *My Documents* or your desktop, will save memory on the computer and guard against losing information if your computer crashes.

To access the H: drive:

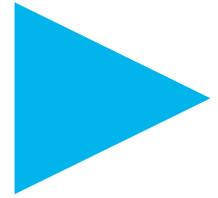
1. Search for and select **This PC** from the Windows start menu
2. Select the H: drive which will be listed under **Network Locations**.
3. Optional: click Pin to Quick Access at the top left of the window to pin the space to the quick access menu.



When not connected to the BJU network, network drives are accessible on the internet at *files.bju.edu*.



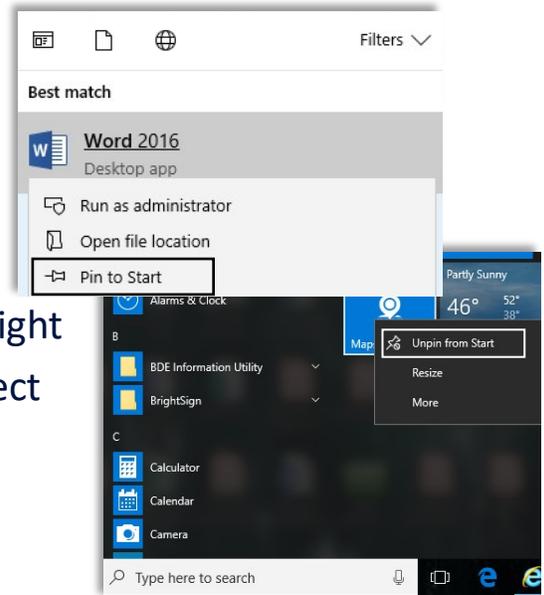
# CUSTOMIZE



## CUSTOMIZE START MENU

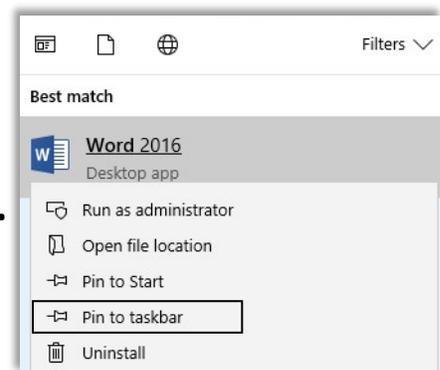
The Windows start menu now has an area to pin important apps for easy access

1. Search for an app you would like to add, right click on the app, and select **Pin to Start**.
2. To remove default apps, open the start menu and right click on any apps you would like to remove and select **Unpin from Start**.



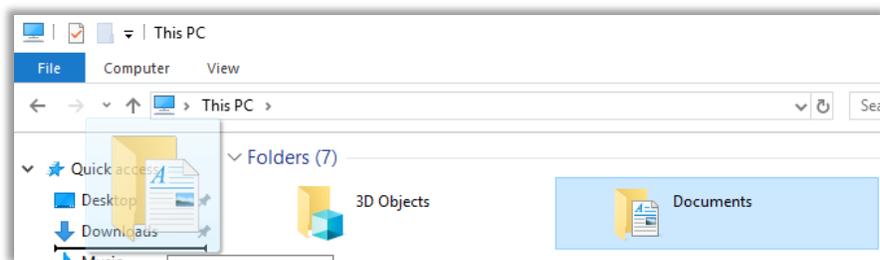
## PIN TO TASKBAR

1. Search for the program that you would like to pin to your taskbar.
2. Right click on the program and click **Pin to Taskbar**.

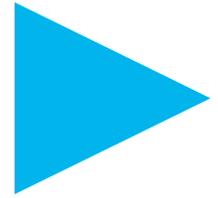


## FILE EXPLORER SIDEBAR FAVORITES

To add an item to the favorites bar in your file explorer, click and drag an item to **Quick Access**.



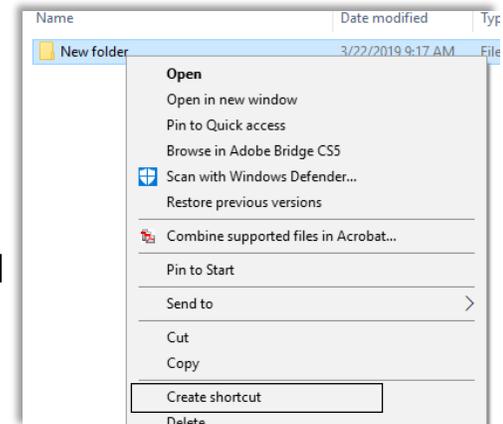
# SHORTCUTS



## DOCUMENT SHORTCUTS

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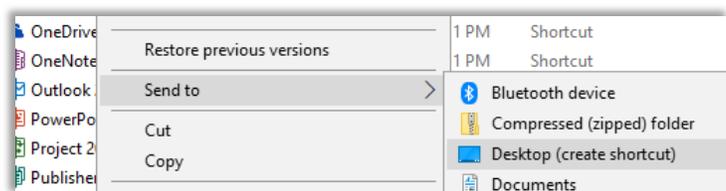
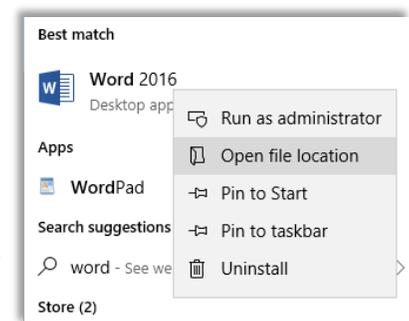
1. Locate the document or folder that you would like to create a desktop shortcut to.
2. Right click on the file and select **Create Shortcut**.
3. A shortcut will appear in the folders location. Drag and drop to your desktop or another file location. Or, right click and select “Pin to Start”.



## PROGRAM SHORTCUTS

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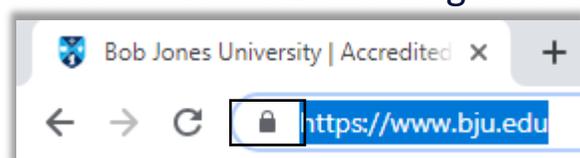
1. Search for a program in the Windows search box.
2. Right click on the program and click **Open file location**.
3. Locate and right-click on the program in the list and click **Send To** then click **Desktop (create shortcut)**.



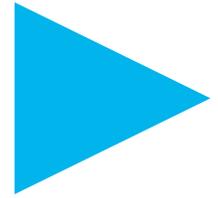
## WEBSITE SHORTCUTS

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1. Navigate to the website you would like to create a shortcut to.
2. Highlight the URL in the navigation bar.
3. Click on the lock symbol next to the URL and drag and drop it onto your desktop.

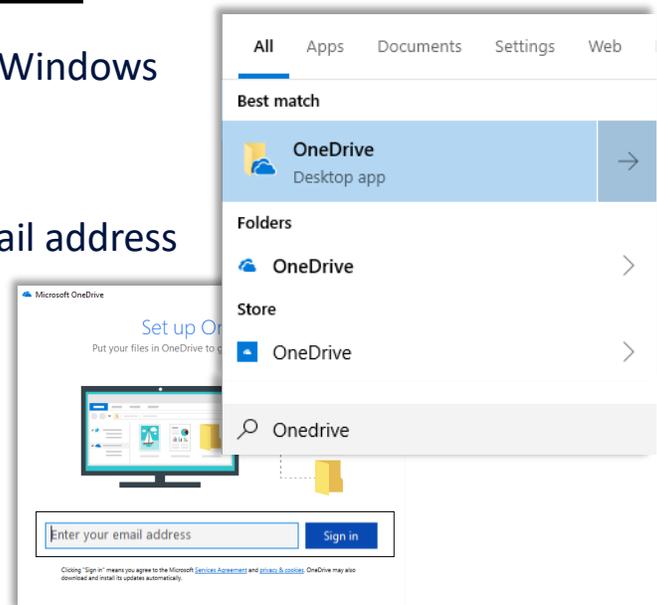


# ONEDRIVE



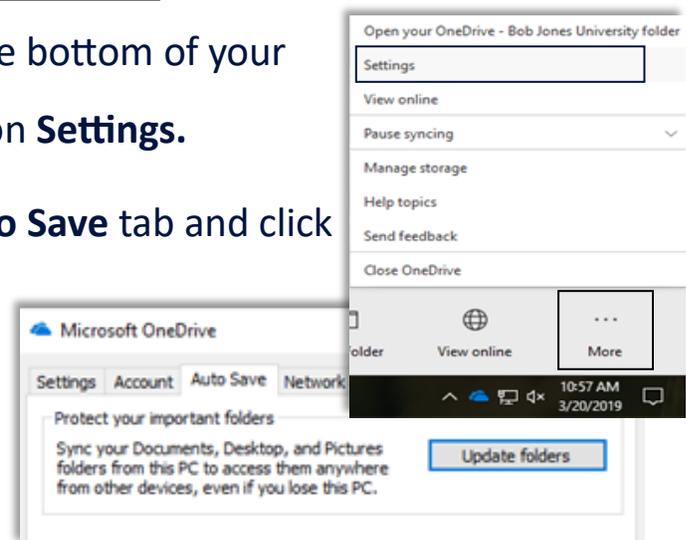
## SETTING UP ONEDRIVE

1. Search for and select **OneDrive** from the Windows start menu.
2. In the popup window, enter your BJU email address and click **Sign In**. Follow the prompts to complete the set up process.

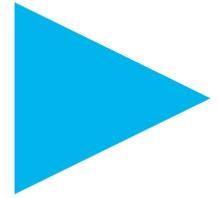


## BACK UP TO THE CLOUD

1. Click on the blue OneDrive icon on the bottom of your screen and click on **More**, then click on **Settings**.
2. In the pop-up window, select the **Auto Save** tab and click **Update Folders**.
3. Select the folders you would like to sync and click **Start Protection**. This will ensure that all folders on your desktop are synced on OneDrive.



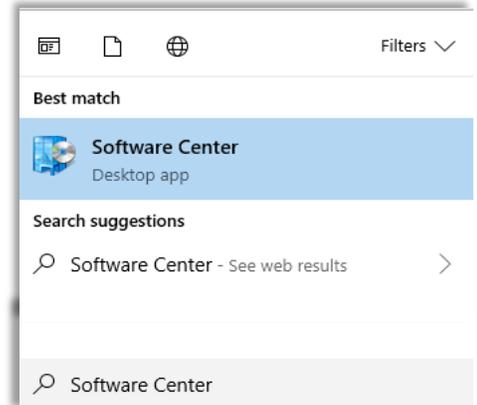
# MORE SOFTWARE



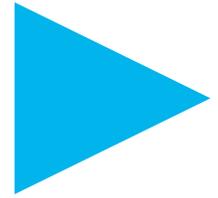
## ACCESS MORE SOFTWARE

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1. In the windows search bar in the bottom left corner of your screen, search for **Software Center**.
2. Double click on the application you would like to install and click **Install**.
3. Once the installation is complete, search for the application in the Windows search bar.



# TECHNOLOGY HELP



## CONTACTING IT SUPPORT

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Technical assistance is available by phone or email for problems with any University authorized computers.

Hours: Monday-Friday, 7:30AM—5:00PM

Extension: 3880

Email: [ITSupport@bju.edu](mailto:ITSupport@bju.edu)

## CONTACTING TECHNOLOGY RESOURCES

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You can also get technical support for personal computers from Technology Resources, located on the second floor of the Alumni building.

The Technology Resources website ([techresources.bju.edu](http://techresources.bju.edu)) contains more information about their services as well as many detailed instructional documents regarding technology equipment and programs.

Technology Resources also aids in the installation of the free Office 365 package which is available to all faculty, staff, and students for their personal devices.

