Windows 10 at CCSU – What’s New?

Windows 10 is faster, more secure, and has several new features:

1. Tiles and Tile Groups
2. Task View and Multiple Desktops
3. Search Features
4. Software Center
5. Microsoft Edge Web Browser

Start Menu

The Windows 10 Start menu contains a listing of all applications and application Tiles, grouped into Tile Groups. A Tile is the icon used to access a program or resource on your computer and a Tile Group allows you to organize tiles.

Tiles and Tile Groups

By default, we have set up a Microsoft Office 2016 Tile Group containing the most popular Office programs. A second Tile Group contains web browsers and other resources. You may move Tiles around, add new Tiles, group them together differently, or completely remove Tiles you don’t use.

To move a Tile, click and hold it and drag it to the new location.

To create new Tiles, right-click any application from the list of applications and select Pin to Start.

To remove a Tile, right-click it and select Unpin from Start.

To make new Tile Groups, move tiles to a blank part of the Tile area. You may name or rename a Tile Group by clicking on the area above the Tile Group.

Task View and Multiple Desktops

By clicking on the Task View button (located in the bottom right of the Task Bar), you can see a zoomed out view of all of the applications you have open. Click on any application to maximize it. You may also organize your applications by dragging them around on the screen using the Title Bar of the application.

Task View also gives you the option to create more than one Desktop, allowing you to have applications for specific tasks open in their own Desktop view. To create a new Desktop, click on the Task View button then click on New Desktop. To switch between Desktops, click on the Task View button and select the Desktop to make active.
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Search Features

Windows 10 has a smart Search feature built in. Simply click on the Start menu and start typing your search criteria. Alternatively, click on the Search button located in the bottom left of the Task Bar to open the Search Bar. Use the Search feature to search for and access applications, files, and settings on your computer.

Microsoft Edge Web Browser

The Edge Web Browser is a faster, safer browser designed just for Windows 10. Edge makes it easier to search the web, read web pages, and organize using the Hub.

Open Edge using the icon located on the task bar. Edge will open with CCSU as the default home page. To change the home page, click on the Settings and More button, then Settings. In addition to changing the default home page, you can set a group of pages to open each time you open Edge. Right-click any open tab in Edge and select Pin to create a quick shortcut to a web page each time you open Edge.

The Hub is the place where Edge keeps all the things you collect on the web. From here you can access Favorites, Downloads, Reading Lists, and History.

Software Center

In Windows 10, we are using Software Center as a way to manage and deliver CCSU-supported software applications. To open Software Center:

1. Click on the Start Menu
2. Start typing the word “Software” and then click on Software Center from the list of applications.

To install an application, simply click on the icon and then click on the Install button. Here are some common applications you may need to install from Software Center:

- **Oracle Java** – needed for Banner INB and other Java based applications
- **Oracle Hyperion Plug-in**: needed for Hyperion Workspace
- **Citrix Receiver**: needed for the Remote Application Server
- **Adobe Creative Cloud Suite**: full suite of Adobe applications such as Photoshop, Illustrator, Dreamweaver and more. Alternatively, you may install these applications individually if you do not need the full suite.

What’s Not in Windows 10?

CCSU is using the Enterprise Edition of Windows 10. As such, we have disabled some features that may cause security concerns or slow down computers:

- Cortana Voice Commands
- Live Tiles
- Action Center
- Windows Store
- Windows Hello

Need Help? Contact the IT Help Desk

860-832-1720 or techsupport@ccsu.edu

Visit [www.ccsu.edu/windows10](http://www.ccsu.edu/windows10) for training materials and resources.