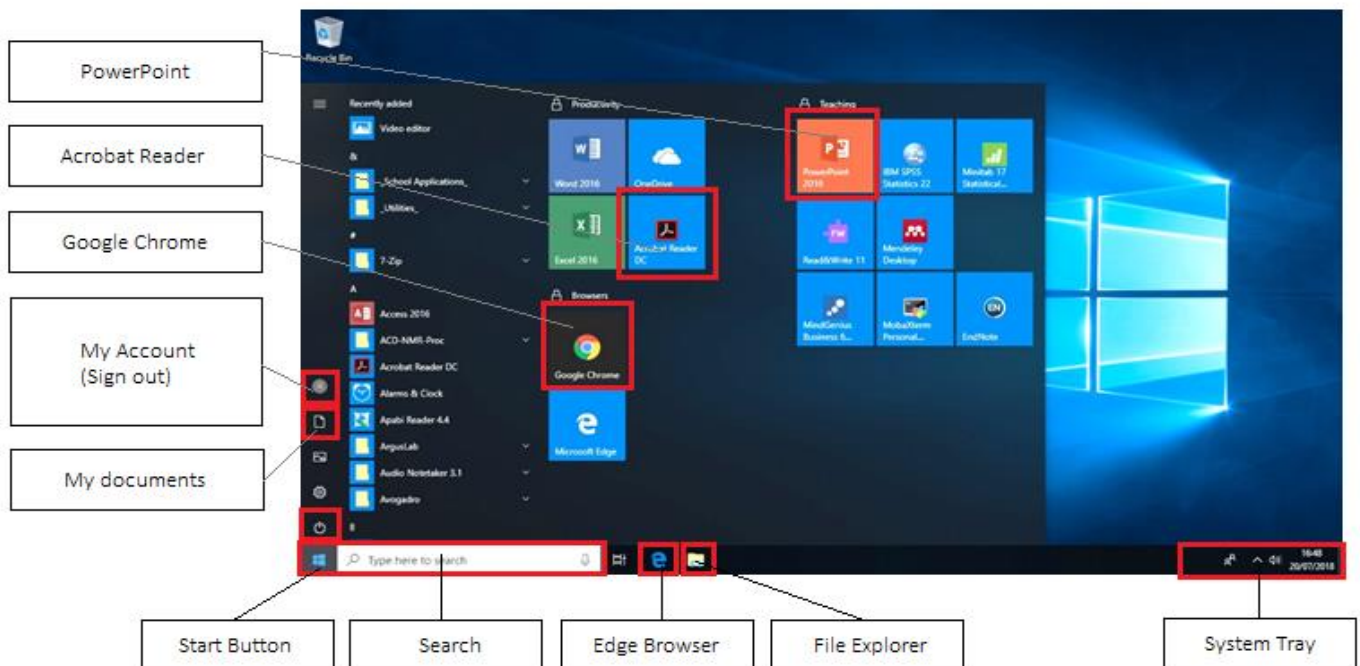


# Windows 10




THE UNIVERSITY  
of EDINBURGH

## Teaching Spaces CMVM Quick Start Guide



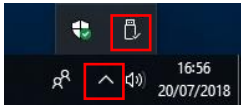
Getting started	Opening your presentation (UoE staff)	
<p><b>Logging in</b></p> <p>Press any key to begin your login. Note that Guest login does not provide internet access.</p> <hr/> <p><b>Normal user login</b></p> <ol style="list-style-type: none"> <li>Log in as usual using your UUN and password.</li> </ol> <p>The Start menu shown above is available by clicking the Start button or pressing the Windows key.</p> <hr/> <p><b>Guest user login</b></p> <ol style="list-style-type: none"> <li>To log in as a Guest, enter the username and password shown on the screen.</li> <li>A limited desktop and number of applications are available to guests and can be viewed by clicking the Start button or pressing the Windows key.</li> <li>Click the PowerPoint tile once to open PowerPoint.</li> </ol> <hr/> <p><b>Logging out</b></p> <ol style="list-style-type: none"> <li>Select the Start button or press the Windows key.</li> <li>Select the Your Account icon to the left of the screen.</li> <li>Select Sign out</li> </ol>	<p><b>Opening your presentation</b></p> <p><b>From shared drives / My documents</b></p> <ol style="list-style-type: none"> <li>Click on File Explorer on the Taskbar.</li> <li>Browse to your presentation and double click it to open it.</li> </ol> <hr/> <p><b>From an email</b></p> <ol style="list-style-type: none"> <li>Click Edge on the Taskbar.</li> <li>Type <a href="http://www.office365.ed.ac.uk">www.office365.ed.ac.uk</a> and press Enter to open Office 365.</li> <li>Click Sign In to access your Office 365 account.</li> <li>Type your UUN@ed.ac.uk and enter your password, then click Sign In. Your Outlook 365 inbox is opened.</li> <li>Click in the Search box to the top left of the Email inbox screen (where it says Search Mail and People).</li> <li>Type the name or part of the name of your presentation and press Enter.</li> <li>Emails that match your entry are displayed.</li> <li>Double-click on the email to open it.</li> <li>Click once on the attachment to view online, or select Download to download the presentation to your machine.</li> </ol>	<p><b>From a USB stick</b></p> <ol style="list-style-type: none"> <li>Plug your USB stick into the computer.</li> <li>Click on the File Explorer icon on the Taskbar.</li> <li>Select your USB drive.</li> <li>Find your presentation and double click it to open it.</li> </ol> <hr/> <p><b>From OneDrive</b></p> <p>OneDrive is cloud-based storage provided by Microsoft.</p> <ol style="list-style-type: none"> <li>Click Edge on the Taskbar.</li> <li>Type <a href="http://www.office365.ed.ac.uk">www.office365.ed.ac.uk</a> and press Enter to open Office 365.</li> <li>Click Sign In to access your Office 365 account.</li> <li>Type your UUN@ed.ac.uk and enter your password, then click Sign In.</li> <li>Click the square tiles icon in the top left corner of the screen.</li> <li>Click OneDrive to see your files and folders.</li> <li>Browse to your presentation and double click it to open it.</li> </ol>

## Opening PowerPoint

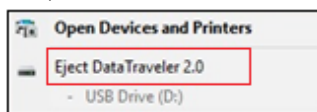
1. Select the Start button or press the Windows key. 
2. Click the PowerPoint tile under the Teaching heading on the Start menu and PowerPoint is opened.

## Removing your USB stick










1. Click the upwards facing arrow in the system tray and select the USB icon



2. Click Eject Mass Storage and remove the drive from the computer.



## Useful Windows key shortcuts

	Start menu
 + D	Show desktop
 + E	Open File Explorer
 + M	Minimise all windows
 + P	Dual display (if supported)
 + S	Search
 + U	Ease of Access Centre
 + W	Windows Ink
 + X	Start menu right click

We hope this guide has answered your questions. If not, please call 26393 or email [is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk)

If you require this document in an alternative format, such as large print or a coloured background, please contact [is.skills@ed.ac.uk](mailto:is.skills@ed.ac.uk) or phone 0131 650 3141