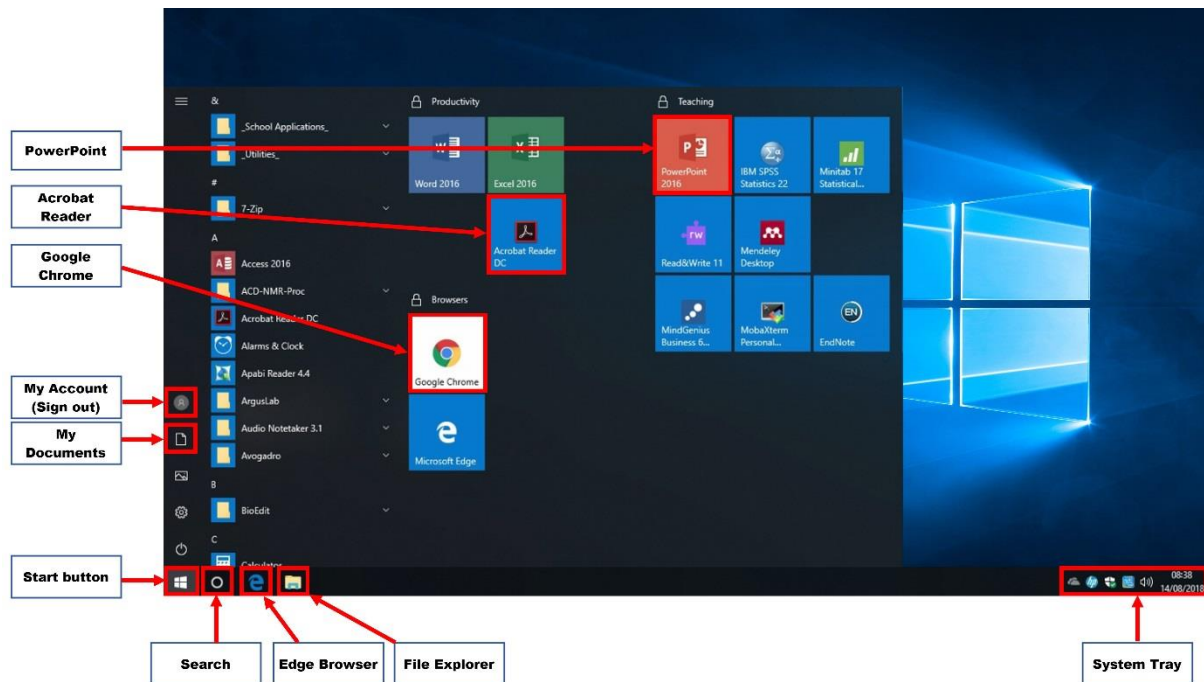


Windows 10

Teaching Spaces Quick Start Guide



THE UNIVERSITY
of EDINBURGH



Getting started

Logging in

Press any key to begin your login.
Note that Guest login does not provide internet access.

Normal login

1. Log in as usual using your UUN and password.

The Start menu shown above is available by clicking the Start button or pressing the Windows key.

Guest login

1. To log in as a Guest, enter the username and password shown on the screen.
2. 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.

3. Click the PowerPoint tile once to open PowerPoint.

Logging out

1. Select the Start button or press the Windows key.
2. Select the Your Account icon to the left of the screen.
3. Select Sign out.

Opening your presentation

Opening your presentation

From shared drives / My documents

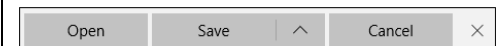
1. Click on File Explorer on the Taskbar.
2. Browse to your presentation and double click it to open it.

From an email

1. Click Edge on the Taskbar.
2. Type www.office365.ed.ac.uk and press Enter to open Office 365.
3. Click Sign In to access your Office 365 account.
4. Type your UUN@ed.ac.uk and enter your password, then click Sign In. Your Outlook 365 inbox is opened.
5. Click in the Search box to the top left of the Email inbox screen (where it says Search Mail and People).
6. Type the name or part of the name of your presentation and press Enter.
7. Emails that match your text are displayed with the text highlighted.
8. Click on the email to display it or double click to open it.
9. Click once on the attachment to view it online or select Download to download the presentation to your machine.

From an email (continued)

10. When the Download link is selected the following menu appears:



Open

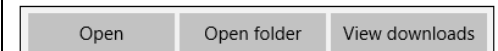
Selecting Open opens the presentation.

Cancel

Selecting Cancel stops the Download process and closes the menu.

Save

Selecting Save downloads the presentation to your PC's local Downloads folder and displays the following choices:




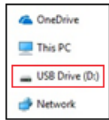
11. You can select Open to open the presentation, Open folder to open the Downloads folder, or View downloads to see all your downloads.

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.

From a USB stick

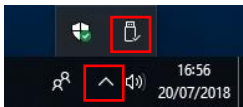
1. Plug your USB stick into the computer.
2. Click on the File Explorer icon on the Taskbar. 
3. Select your USB drive and files it contains are displayed.



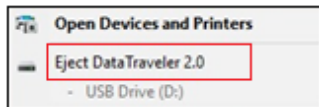
4. Find your presentation and double click it to open it.

Removing your USB stick

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




2. Click Eject (USB name) and wait for a few seconds. You may see a message confirming that it is safe to remove the USB drive. Remove the drive from the computer.












From OneDrive

OneDrive is cloud-based storage provided by Microsoft.



1. Click Edge on the Taskbar.
2. Type www.office365.ed.ac.uk and press Enter to open Office 365.
3. Click Sign In to access your Office 365 account.
4. Type your UUN@ed.ac.uk and enter your password, then click Sign In.
5. Click the square tiles icon in the top left corner of the screen. 
6. Click OneDrive to see your files and folders.
7. Browse to your presentation and double click it to open it.

Useful Windows key shortcuts

	Start menu
	Show desktop
	Open File Explorer
	Minimise all windows
	Dual display (if supported)
	Search
	Ease of Access Centre
	Windows Ink
	Start menu right click

For further help within Teaching Spaces, please consult room signage.

For general Windows 10 enquiries, please contact IS Helpline
www.ed.ac.uk/is/helpline

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