Digital Bridge Milwaukee



Getting Started with Your Computer

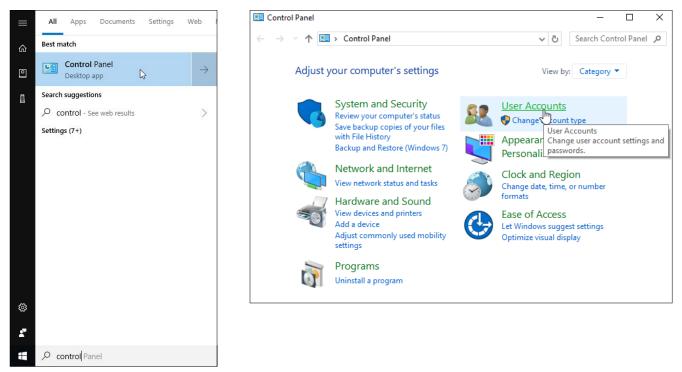
Once you have completed the Setting Up Your Workspace procedure, you can get started working with your computer by completing the following tasks:

- Change your account name
- Set a password for your account
- Open Microsoft Office 2010
- Connect to wireless internet

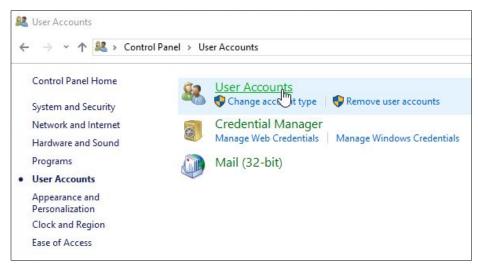
Change your account name

When you first log into your computer, you might notice that the name of your account is simply "User". To change your account name to something else, follow these steps:

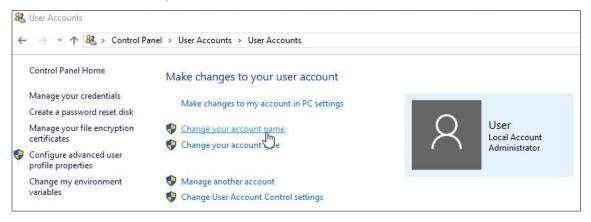
- 1. Press the Windows key **#** or click the Start button in the lower left corner of your screen to open the Start menu.
- 2. Start typing "control panel" to search, and then click **Control Panel** when it appears as a result. The Control Panel window appears.



3. Click User Accounts. The User Accounts window appears.



4. Click User Accounts again. Another User Accounts window appears.



5. Click Change your account name. The Change Your Name window appears.

🎎 Change Your Name		
← → · ↑ 🍇 > Control Panel > U	ser Accounts 🔸 User Accounts 🔸 Change Your Name	~ Č
	Type a new account name	
	A User Local Account Administrator	
	Jeff Hanson	
	This name will appear on the Welcome screen and on the	he Start screen.
		Change Name Cancel

6. Type the name you would like to change your account to in the text box and click the **Change Name** button. Your account name is now changed.

Set a password for your account

Password protecting your account can help you prevent people from accessing your personal files. Follow these steps to set a password for your account:

- 1. Press the Windows key **=** or click the Start button in the lower left corner of your screen to open the Start menu.
- 2. Click the Settings button 🚳. The Settings window appears.

Settings							- 0	×
			Windows S	Settin	gs			
			Find a setting		Q			
旦	System Display, sound, notifications, power		Devices luetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN	
<u>A</u>	Personalization Background, lock screen, colors	— U	Apps Ininstall, defaults, optional eatures	8	Accounts Your accounts, email, sync, work, family		Time & Language Speech, region, date	
8	Gaming Game bar, DVR, broadcasting, Game Mode	N	ase of Access larrator, magnifier, high ontrast	0	Cortana Cortana language, permissions, notifications	8	Privacy Location, camera	
	Update & Security Windows Update, recovery, backup							

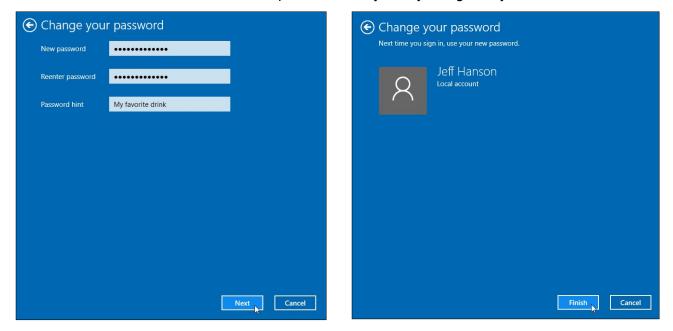
3. Click **Accounts** and then on the left sidebar click **Sign-in options**. The Sign-in options page appears.

\leftarrow Settings		- 🗆 X
බ Home	Sign-in options	
Find a setting	Require sign-in	Related settings Lock screen
Accounts	If you've been away, when should Windows require you to sign in again? When PC wakes up from sleep \checkmark	Have a question? Get help
 Email & app accounts Sign-in options 	Windows Hello Sign in to Windows, apps and services by teaching Windows to recognize you.	Make Windows better Give us feedback
Access work or school A, Family & other people	Windows Hello isn't available on this device. See how it works and find compatible devices.	
C Sync your settings	Change your account password	
	Update your security questions III PIN Create a PIN to use in place of passwords. You'll be asked for this PIN when you sign in to Windows, apps, and services.	
	Add Sign in to Windows using a favorite photo. Add	

4. Click the **Change** button under the Password section of the page. The Change Your Password window appears.

Change your password First, confirm your current password.				
R Jeff Hanson				
Current password				
	Next Cancel			

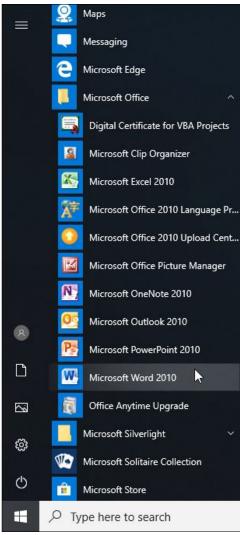
- 5. Leave the Current password textbox blank and click the **Next** button.
- 6. Type the password you would like to set for your account in the New password textbox, type it again in the Reenter password textbox, and type a hint to help you remember the password in the Password hint textbox.
- 7. Click the **Next** button, and then click the **Finish** button. A password has successfully been set on your account. You will now need to enter this password every time you log in to your account.



Open Microsoft Office 2010

Your computer comes with a complimentary copy of the Microsoft Office 2010 suite of programs. Follow these steps to access any of these programs:

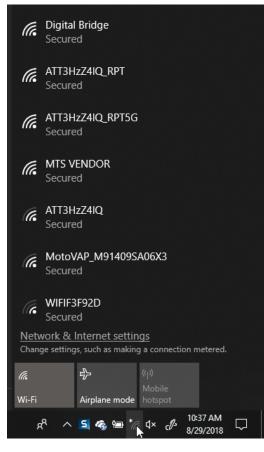
- 1. Press the Windows key **=** or click the Start button in the lower left corner of your screen to open the Start menu.
- 2. Scroll down through the list of programs to the Microsoft Office folder. Click this folder to open it.
- 3. Click any one of the programs that appear within the folder to open it.



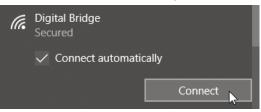
Connect to wireless internet

The desktop computer you received today comes equipped with a complimentary wireless card. If you choose a Wi-Fi option for your internet, you can use this computer to connect to your Wi-Fi router once you have it set up in your home. Follow these steps to connect to wireless internet:

1. Click the network connections icon *fine* in the system tray in the lower right corner of your screen. A menu appears with a list of available Wi-Fi connections.



2. Click the Wi-Fi connection you would like to connect to.



- 3. Check the **Connect automatically** checkbox if you would like your computer to automatically connect to this Wi-Fi connection every time it is within range.
- 4. Click the **Connect** button.
- 5. Enter the password for the Wi-Fi connection into the textbox that appears, if applicable, and click **Next**. Your computer is now successfully connected to the Wi-Fi connection.