

Getting started with Windows 10

Your workplace is now running Windows 10. Please follow the steps below to get started quickly.

Log in

The first time that you log in at a Windows 10 workplace, you are asked twice to enter your ULCN username and password. A few minutes later, your workplace will be ready to use. Your P and J-disk will also be immediately available.

Outlook 2016

Windows 10 comes with Outlook 2016. When you start Outlook, it automatically configures your mailbox in a few clicks. When you are using a shared (departmental) mailbox, you will need to [re-connect to the shared mailbox](#) in Windows 10.

Word 2016

When first using Word, you will be prompted to create a user profile. This profile is needed if you wish to use the house style templates. For now, you can just click [Add], type your initials in the *Description* field and then click [Save], [Close]. You can always edit your profile later on via the Word-menu *Huisstijl, Profielenbeheer* (Dutch only).

Internet Explorer

In the task bar next to the Windows start button, you will still find the familiar Internet Explorer browser, because HRM (SAP) Self Service and some other intranetwebsites are not compatible with Edge, the new Windows 10 browser. The first time you use Internet Explorer, you will need to confirm that you want your default browse to be Internet Explorer (instead of Edge). Do you want to use another browser besides Internet Explorer? You can install Chrome and Firefox via the Software Center (see below). If you exported your favourite bookmarks before the upgrade, then you can now [import these bookmarks](#) again in your preferred browser.

PDF files

When opening a PDF file for the first time, Adobe Acrobat will prompt you to confirm that you want Adobe as your default pdf-reader (instead of Edge). Please confirm with [OK].

Installing additional software

Windows 10 starts with a clean, default workplace, so you might miss Chrome, Firefox or other additional software that you used in Windows 7. You can easily [install software via the Software Center](#) in the Start-menu. Read more about this on the staff portal on the pages ICT>Software and collaboration tools.

Printer

In Windows 10, the default printer is the LU-card printer. You can add one or more other printers as follows:



1. In the Windows start menu, choose *Add printer from active directory* to open the printer window.
2. Find the printer that you want to add. The filter options can help you identify the right printer.
3. In the list of printers, double click the printer that you want to add. Windows will now ask if you trust that printer. Please confirm this. Some printers also need a printer driver.

Windows will ask you to confirm installation of the driver. After clicking [OK] the driver will be installed and the printer will become available.

4. As a final step, you can indicate that you want the newly added printer to be your default printer.

Shut down

With Windows 7, users were used to switching off the PC with the [Shutdown] button.

In Windows 10, you will find the shut down button , directly above the Windows start button .