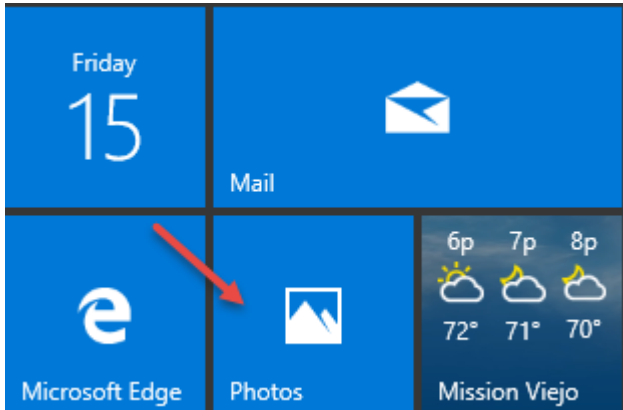


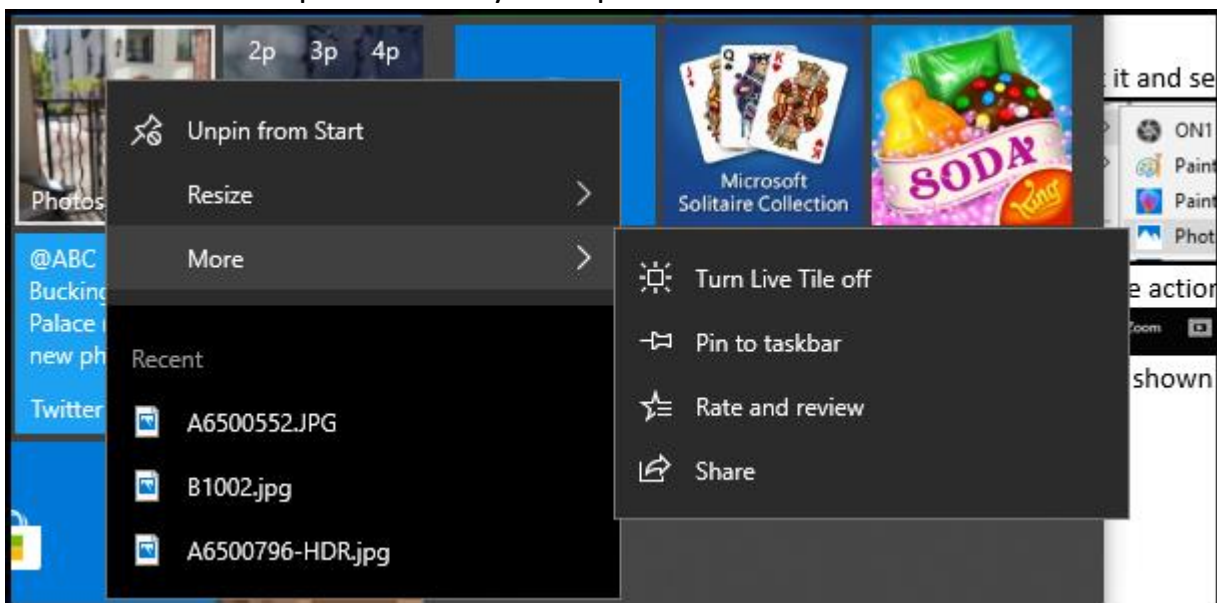
## Using Windows Photos

Windows Photos can be opened in several ways as follows:

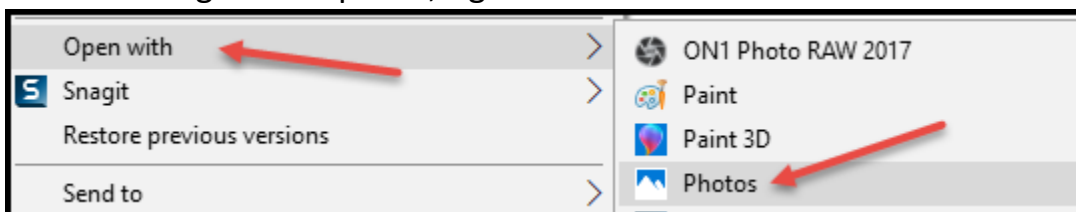
- Press the Windows key to open the Start Menu. You will see the Photos App as shown below. Just click it to open it.



You can configure the icon by right-clicking it to get the menu below. Tap More to see all the options. Note that one of the options allows you to turn off the Live Tile. Another option allows you to pin the icon to the Taskbar.



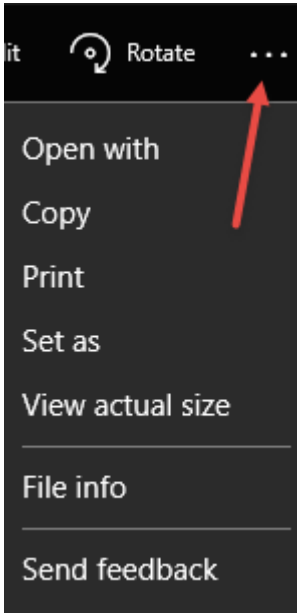
- You can navigate to a photo, right-click it and select Photos as shown below.



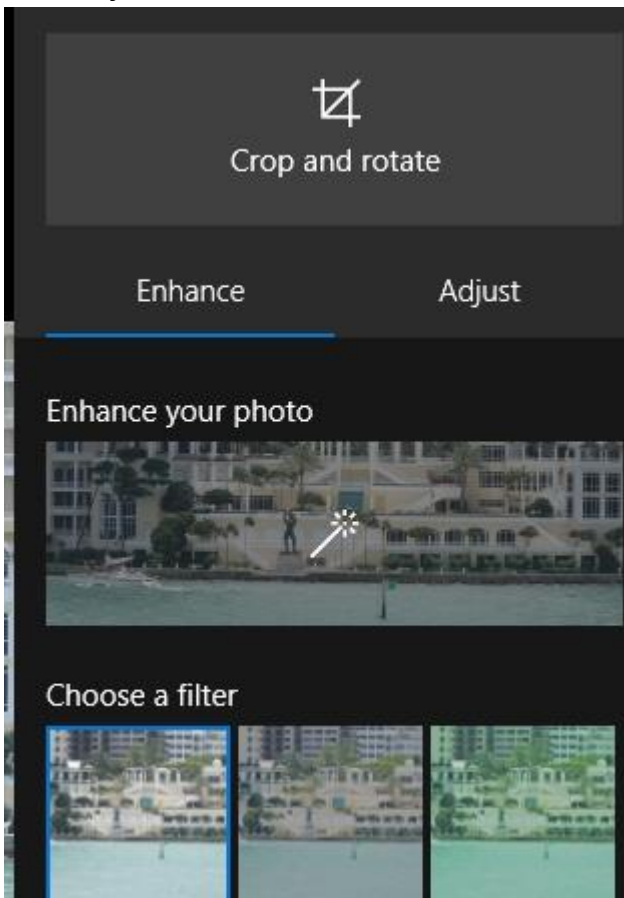
With the photo open, you can perform all the actions as shown below.



By clicking the 3 dots on the right, the menu as shown below will open.



By clicking Edit and Create at the top, you can Crop, Rotate and access the Enhance and Adjust features.



To leave this screen and go back to the photo, click the left-facing arrow next to Photos at the upper right. From here you can view all photos. The photos are arranged by Collection, Albums and Folders.

If you don't see a folder listed that contains photos, click Folders at the top and then click Choose where to look. Click the Add a folder to add a folder to the Photos App. After adding a folder, close and re-open the App. You can also remove a folder by clicking the X at the right of a folder.

Here's a typical activity:

1. View the Folders list
2. Click a folder to view its contents
3. Hover over a photo to reveal the Select box as shown below. This box allows you to select one or more photos.



4. With one or more photos selected, the menu as shown below will open.



5. Click Share to email the photo(s) to someone. This assumes that the Mail App has been set up. See how to do this [here](#).

Importing Photos with the Windows Photos App  
See the information [here](#).