

Configure Windows 10 the way you like it

Introduction

There are many Windows features that can be configured the way you want to behave. Below are the more popular and important ones. When the term Winkey is used in this document it is referring to the Windows key on your keyboard.

Account Types

- Microsoft Account
 - Go to <https://account.microsoft.com> to add contact methods (phone and/or email) so you can reset your password if required.
- Local Account
- Read about them [here](#). This applies to Windows 8 and 10.

Configuring the Desktop

- Desktop Icons – see the info [here](#)
- Desktop Background or Slideshow – open Settings and click Personalization or right-click the Desktop and choose Personalization
- Screen Resolution – right-click the Desktop, choose Display Settings and then click Advanced display settings at the bottom
- Lock Screen – right-click the Desktop, choose Personalization then choose Lock Screen

Log in without a password

- Press the Windows key and type sign. Click Sign-in options to change your settings □ Alternate method – see info [here](#)

Start Menu

- Personalize the Start Menu see info [here](#)
- Remove items from the “Most Used” section in the Start menu – right-click, Don’t show in this list
- Choose which folders appear on Start menu – Winkey+I, Personalize, Start

Customize your browser

- Internet Explorer – see the info [here](#)
- Firefox – see the info [here](#)
- Windows 10 Edge browser – see the info [here](#)

Customize the Taskbar

There are several things that you can customize as follows:

- Cortana icon size – right-click Cortana, click Search and choose to show an icon, box or none.
- Taskbar general settings – right-click the Taskbar and select Properties. Select the Taskbar tab to adjust your settings.
- Notification area – see Configure Notifications in the next item.

Configure Notifications

- Type Winkey+I to open settings, click the System icon at the upper left and then, click Notifications and Actions.

Personalize your settings

- Review the info [here](#)

Privacy Settings

- Go [here](#) and review all of these settings

Configure Cortana

- See the info [here](#). You can tell Cortana to just search your PC instead of showing results from the Web.
- Press the Windows key and type Cortana. Select Cortana and Search settings.

Set up the Edge Browser

- With Cortana enabled you can highlight text in the Edge browser, right-click, and have Cortana perform a search.

Configure Quick Action Buttons

- See the info [here](#)
- Show Jumptists - Press “Windows key + I” to get the Settings screen. Click on “personalization” and click on “start” on the left panel. You will find the option “Show recently opened items in the Jumplist”.

Power Options

- Winkey+X, Control Panel, Power Options or press the Windows key, start to type “power options” and select Power and Sleep settings

Update the Windows Store based Apps

- See the info [here](#)

Configure File Explorer

- Open in ThisPC view – open File Explorer, click View, select Options at the right, with the General tab selected choose ThisPC as shown below.



- Icon types and sizes – Open File Explorer and select the view tab. Hover over the various options and choose the one you like.

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Sleep versus Hibernate

- Read the article [here](#).

Password Options

- 🔒 If you use a password on your PC to log on you can bypass the password by following the instructions [here](#). It works for Windows 8 and 10.

Configure Microsoft Edge

- See the info [here](#).

Configure Wi-Fi Sense

- First of all – this only applies if you have a wireless adapter, usually not on desktop PCs.
- I recommend you read about it [here](#).
- The initial settings for Wi-Fi Sense are determined by the options you chose when you first set up your PC with Windows 10. You can change your Wi-Fi Sense settings any time by selecting Settings > Network & Internet > Wi-Fi > Manage Wi-Fi settings, and then changing one or both of these settings under Wi-Fi Sense:

Set up an Email Account

- 🔒 You can use the Windows 10 App for email. Click Start and select the Email App. Use the Gear icon at the bottom to add accounts. I use it to read my Gmail account. It's not perfect but it's quick.

Default Apps and File Associations

- ☐ Read about this [here](#) and [here](#). You can also go to the Control Panel and choose Default Programs.

Changing Text Size

- Some laptops or monitors have such a high resolution including the Microsoft Surface that oft times you have difficulty reading the menu text or text in general. This can be remedied as follows:
 - Open Settings using Winkey+I
 - Click System, Display icon
 - Select Display and click Advanced display settings at the bottom
 - Select Advanced sizing of text and other items
 - On the screen that opens use the drop-down box to select the item that you want to change. I highly recommend that you write down your existing settings prior to making any changed.

Configure Recycle Bin

The Recycle Bin can have its size adjusted as follows:

- Right-click the Recycle Bin on your Desktop and select Properties.

Settings Overview

- Settings App versus the Control Panel

Windows Update

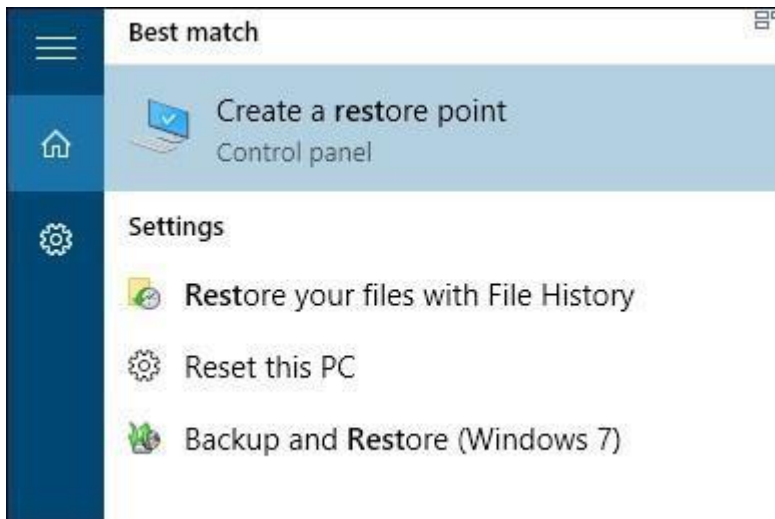
- ☐ Open Settings with Winkey+I and choose the Update and Security icon. Normally, the default settings are OK.

Windows Defender

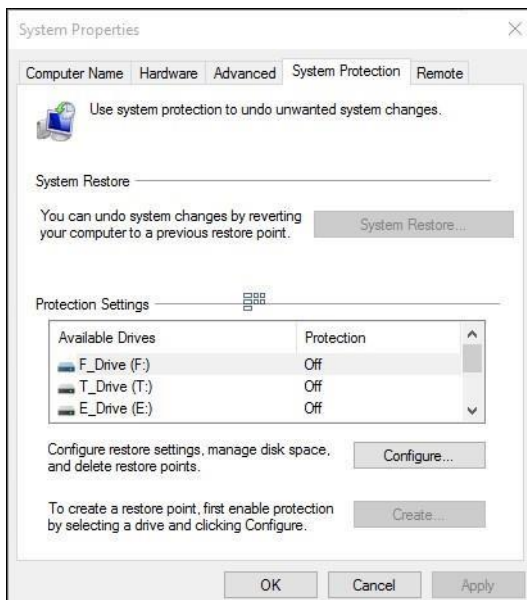
- ☐ Press your Windows key and type defender. You will see an item show up titled Windows Defender. Click this to access the Windows Defender. Normally, the default settings are OK.

Windows Backup

- Windows File History – you need to connect an external hard drive for this to work. Press the Windows key and type file history. Click File History and in the window that open you can configure it.
- System Restore – press the Windows key and type restore and select Create a restore point.



If it's turned off click the Configure button as shown below.



Configure the Win +X Menu

- See the link [here](#)

Resources

- SuperSite web site [here](#)