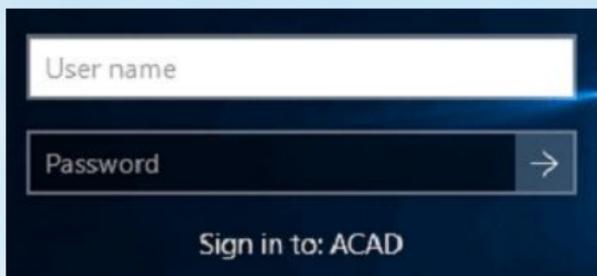


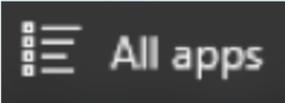
Please let ITS know if there is anything we can do to improve your Windows 10 experience:

**windows10upgrade@tri-c.edu**

To sign in, check the default domain.  
For students, simply enter your S number and password if you see "ACAD". For faculty and staff, simply enter your username and password if you see "CCC\_NETWORK."

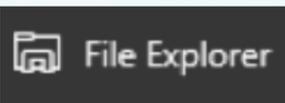


## Applications/Software

Click , then  All apps  
(or start typing the name of the application)

---

## C:, H:, USB Drives

Click , then  File Explorer

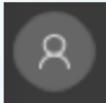
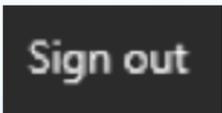
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## Printers

Click , then  Settings,  
then  Devices

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## Log Off

Click , then ,  
then  Sign out

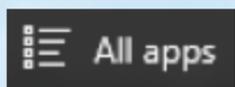
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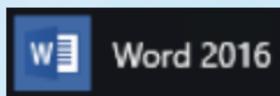
## Microsoft Office 2016

Look under **All apps** for the name of the Office application to launch. For example, for Word 2016:

Click  , then



, then



## Useful Keyboard Shortcuts

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Find an Application

Type  +

The first letter or two of the name of the application

---

Go to the Desktop

Type  +D

---

Open File Explorer

(to access C:, H:, USB Drives)

Type  +E

---

Lock the Computer

Type  +L

---

Please let ITS know if there is anything we can do to improve your Windows 10 experience:

[Windows10upgrade.tri-c.edu](http://Windows10upgrade.tri-c.edu)

or email

[windows10upgrade@tri-c.edu](mailto:windows10upgrade@tri-c.edu)