



Starting to use Windows 10

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Purpose of the publication

Windows® 10 is the state-of-the-art operating system from Microsoft. Lenovo is glad to provide computer products with Windows 10 preinstalled.

The operating system is a very important part of a personal computer. Your experience with your computer will be at its best if you're comfortable with the operating system installed on it. With that in mind, we have provided this publication to get you up and running with Windows 10.

Once you feel more confident with the basics, you may refer to information provided by Microsoft to explore more advanced features of Windows 10. If there are conflicts between information provided by Lenovo and Microsoft regarding Windows 10, the information provided by Microsoft prevails.

Chapter 1. “Unpack” Windows (OOBE)

What is OOBE

If your Lenovo computer is preinstalled with any version of a Windows operating system, you’ll need to “unpack” Windows the first time you start your computer. It is similar to unpacking the package of a hardware product. This process is also referred to as OOBE, or out-of-box experience.

What actions to be performed during OOBE

The following table lists the most important actions you will perform during OOBE and shows whether they are required or optional.

Action	Required?
Accept Microsoft and Lenovo license agreements	Yes
Log in with a local or Microsoft account	Yes
Sign up for a Microsoft account	Optional
Connect to the Internet	Optional if you decide to log in with a local account
Choose time zone	Optional. You may change the setting any time later.

You are the administrator

Local or Microsoft account, the user account you use for login during OOBE will become the Administrator of the operating system. As the Administrator, you can change security settings, install apps, create other accounts, and make changes that may affect others.

For security concerns, we recommend that you create and use a Standard User account after OOBE. Refer to “Add other user accounts” on page 4 for instruction on adding a user account.

What to do next

Check activation status

Activation of Windows is required. If your computer is connected to the Internet, your copy of Windows 10 should be activated automatically.

- Step 1. Right-click on the Start button and select **Control Panel**.
- Step 2. Click **System and Security** → **System**. You can verify activation status for the copy of Windows 10 on your computer under **Windows activation**.

Use or install security software

To help protect your computer from viruses and other attacks, install or use security software (antivirus software and firewall).

Your Lenovo computer may include preinstalled security software for your convenience. The preinstalled security software includes a trial period during which time you can use it for free. You have to purchase a license if you want to continue to use it when the trial period expires.

Important: If you want to install different security software, be sure to remove the product already installed on your computer. It can cause problems to have two different antivirus products installed at the same time.

Make a system backup

When you have finish setting up Windows and installed most frequently used software, we recommend that you make a system backup using the Lenovo OneKey Recovery system.

Note: The Lenovo OneKey Recovery system is not available on all Lenovo computer products.

Step 1. Click **Start → All apps**.

Step 2. Locate the Lenovo OneKey Recovery system and select it.

Step 3. Click **System Backup**.

Step 4. Choose a location to save the backup image file and click **Next**.

Note: Choose a location on a different disk or partition from where Windows 10 is installed. For example, an external hard disk drive or the partition with drive letter “D.”

In case of system problems, you can use the Lenovo OneKey Recovery system to restore Windows to the backup status. For details, refer to “Lenovo OneKey Recovery system” in the product *User Guide*.

Chapter 2. Microsoft account brings many benefits

What is it

It is a pair of user name and associating password that you use to sign into Microsoft software and services. If you use Microsoft services like OneDrive, Outlook.com, Xbox Live, Office 365, and Skype, you might already have one. If you don't have one, be assured that creating one is easy and free.

The benefits

There are two main benefits of using a Microsoft account:

- Sign in only once. If you use a Microsoft account to sign into Windows 10, you don't need to sign in again to use OneDrive, Skype, Outlook.com, and other Microsoft services.
 - You're connected to all your devices. If you use your Microsoft account to sign into multiple Windows-based devices, all the personalized settings will go with you.
-

Sign in with a Microsoft account

If you already have a Microsoft account, you can use it to sign into Windows 10 during OOBE. If you don't have one, you can click **Sign up** to create one.

Create a local account and sign in

If you don't have a Microsoft account and you don't want to create one during OOBE, you may create a local account to sign into Windows 10.

Note: If you use a local account to sign into Windows 10, you cannot install apps from the Windows Store. You also have to sign in separately to use other Microsoft services.

Create a Microsoft account

If you don't have a Microsoft account, you can create one during or after OOBE. The user name for the Microsoft account must be a valid e-mail address.

- To create a Microsoft account during OOBE, select **Sign up** on the log in page.
- To create a Microsoft account after OOBE, go to Microsoft's sign-up page at Microsoft.com/account.

Either way, you'll be directed to Microsoft's sign-up page for a Microsoft account. On the page, you're required to enter your e-mail address as the user name and set a password. You also need to fill in some personal information. Before the account is created, you need to check your inbox for a message from the Microsoft account team. Follow the instructions in the message to finish setting up your account.

If you don't have an e-mail address, click **get a new email address**. This way, you will get a Microsoft account and a Microsoft-hosted inbox at the same time.

Note: The rationale for using an e-mail address as the user name is that it ensures each Microsoft account is unique.

Switch to a Microsoft account

If you sign in with a local account during OOBE, you can choose to switch to a Microsoft account anytime after OOBE.

Step 1. Click **Start → Apps → Settings → Accounts**.

Step 2. Click **Sign in with a Microsoft account**.

Note: Internet connection is required the first time you sign into a device with a Microsoft account.

Add other user accounts

For security concerns, you may need to create a Standard User account for use after OOBE; or if someone else needs to use your computer, you can add a user account for that person. The added user account can be a Microsoft account or a local account.

Note: If you want to add other user accounts, your account type must be Administrator.

Step 1. Click **Start → All apps → Settings → Accounts**.

Step 2. Click **Family & other users** then select **Add someone else to this PC**.

Step 3. From here, you can add a Microsoft account or a local account to your computer.

Add a Microsoft account

If the person who wants to use your computer has a Microsoft account, you can add his or her Microsoft account to your computer.

Note: To add a Microsoft account to your computer, your computer must be connected to the Internet.

Step 1. Complete the first two steps listed in “Add other user accounts” on page 4. If your computer is connected to the Internet, you’ll be prompted to enter the user name (an e-mail address) of the Microsoft account you want to add to your computer.

Step 2. Type the email address and click **Next**. The email address will be sent to Microsoft for verification. This might take several minutes.

Step 3. Click **Finish** to complete adding the Microsoft account. The person should now be able to sign into your computer with his or her Microsoft account.

Note: If the email address you entered is not an existing Microsoft account, you’ll be prompted to create a Microsoft account using the email address.

Add a local account

If your computer is not connected to the Internet, you can add a local account for the person who wants to use your computer.

Step 1. Complete the first two steps listed in “Add other user accounts” on page 4.

Step 2. Create a user name and password for the account.

Step 3. Click **Finish** to complete adding the account.

Change account type

By default, the user account added after OOBE is a Standard User account. If you're the Administrator, you can change a Standard User account to Administrator.

- Step 1. Click **Start → All apps → Settings → Accounts**.
- Step 2. Click **Family & other users**.
- Step 3. Under **Other users**, click the user name of the account you want to change then click **Change account type**.
- Step 4. Change the account type in the pull-down menu.

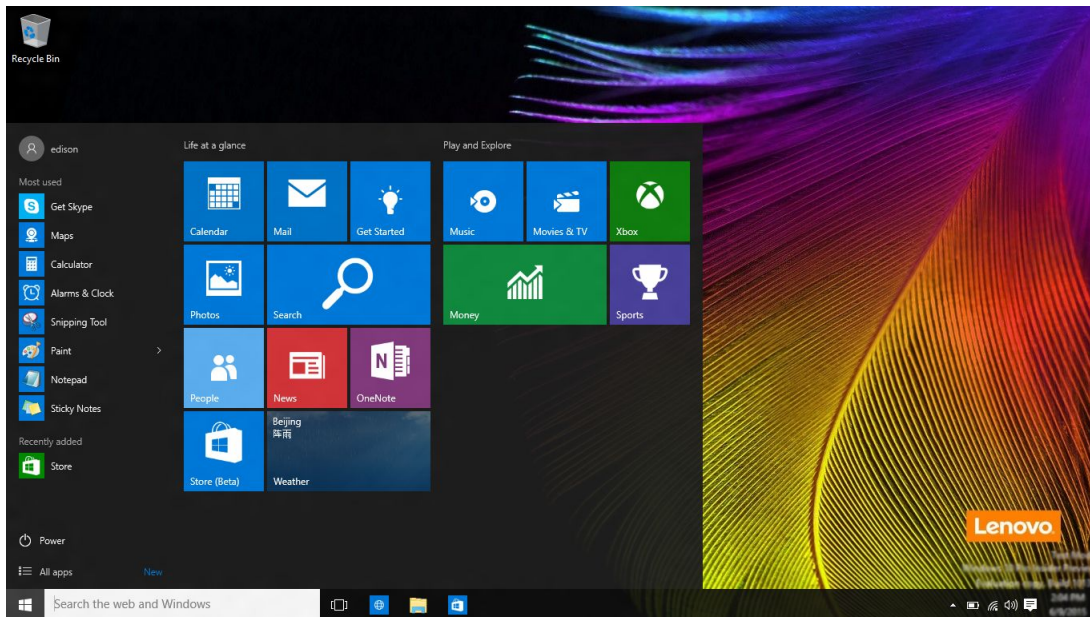
Important: Be extremely careful when granting administrator permission. An Administrator account can change security settings, delete important system files, and make changes that may affect others.

Chapter 3. The Start menu and the Action Center

There are two places worth mentioning about the main user interface of Windows 10. One is the Start menu in the lower left corner and the other is the Action Center in the lower-right corner.

The return of the Start menu

If you click the Start button in the lower-left corner, you'll notice that the Start menu is back with Windows 10. The Start menu not only brings back convenience, but also it is more powerful.



The power button

The power button is in the Start menu. Click it and you can choose to shut down or restart the computer, or put the computer into sleep mode.

Locate apps

Apps that you use frequently will be displayed under **Most used** in the Start menu. If you cannot find an app there, click **All apps** and locate it through the alphabetically ordered apps list.

Pin apps to Start or the taskbar

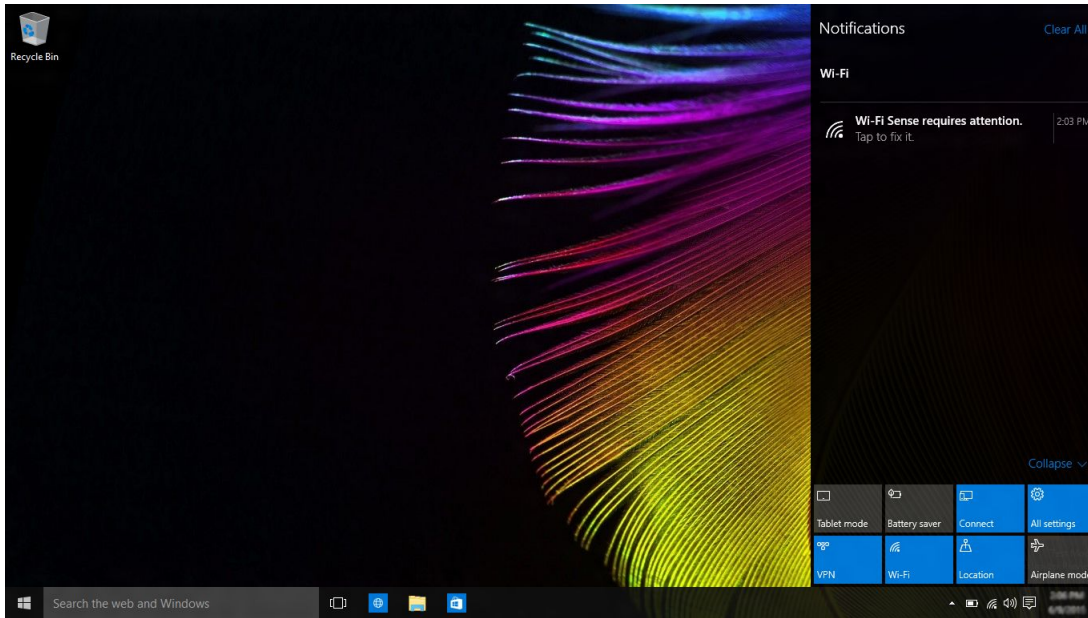
If you use an app frequently, you can pin it to Start or to the taskbar.

Step 1. Locate the app under **Most used** or **All apps**.

Step 2. Right-click on the app name then select **Pin to Start** or **Pin to taskbar**.

The Action Center

On the far right of the taskbar is the notification area. Click the Action Center icon in the notification area and the Action Center is displayed.



From the Action Center, you may examine important notifications from Windows and your apps. More conveniently, you can change common settings quickly.

Enable Tablet mode

Step 1. Click the Action Center icon in the notification area.

Step 2. Click **Tablet mode**.

Enable airplane mode

When airplane mode is enabled, all radio from your computer is turned off.

Step 1. Click the Action Center icon in the notification area.

Step 2. Click **Airplane mode**.

Chapter 4. OneDrive extends your local storage

What is it

OneDrive refers to the online storage provided to you by Microsoft. By creating a Microsoft account, you get a portion of free online storage at the same time.

Note: Currently, you get 15GB of free online storage. You may purchase additional storage space if you need it.

Access your OneDrive through a Web browser

If you signed into Windows 10 using a local account, you can access your OneDrive through a Web browser.

- Step 1. Click Microsoft Edge on the taskbar.
- Step 2. Type `https://onedrive.com/` and press Enter.
- Step 3. Click **Sign in** to sign in with your account.

Local OneDrive folder

By default, a local folder has been created for syncing files with your OneDrive. It is called the OneDrive folder and its default location is `C:\Users\[ACCOUNT_NAME]\OneDrive`.

Note: [ACCOUNT_NAME] is your user name.

Access local OneDrive folder

- Step 1. Click the File Explorer icon on the taskbar.
- Step 2. Click **OneDrive** on the left pane.

Files in your OneDrive folder are synced with your OneDrive, so you can work with local files when you're disconnected. They are automatically synced to OneDrive when Internet connection is available.

Choose what to be synced

By default, all files and folders are synced between OneDrive in the cloud and the Onedrive folder on your local storage. This means your local OneDrive folder takes more and more storage overtime when files are added to your OneDrive. If you want to save local storage, explicitly specify the files and folders you want to keep in sync.

- Step 1. Right-click the OneDrive icon in the notification area.
- Step 2. Select **Settings** → **Choose folders**.
- Step 3. Check the files and folders you want to keep in sync.

Move local OneDrive folder

If you want to save space on your system partition, you can move the OneDrive folder to another partition.

- Step 1. Click the File Explorer icon on the taskbar.

- Step 2. On the left pane, right-click **OneDrive** and select **Properties**.
- Step 3. Click the Location tab and select **Move**.
- Step 4. Pick or create a folder on another partition and click **Select folder**.
- Step 5. Click **Yes**.

Turn off syncing

By default, your PC settings and preferences are saved as a file on OneDrive and will be synced with any computer you sign into with your Microsoft account. You can turn off syncing for all or individual settings on the computer you use.

- Step 1. Click **Start → All apps → Settings → Accounts → Sync your settings**.
- Step 2. Click the toggle button for Sync settings to turn off all syncing; or click the buttons under **Individual sync settings** to turn off syncing for individual settings.

Chapter 5. Windows Store makes getting apps easier

Windows 10 comes with many built-in apps for your convenience, for example Music, Photos, and News. But of course those aren't enough. You can find tons of apps in the Windows Store. To go to Windows Store, click **Start → Store**.

Install apps from the Store

- Step 1. Search and find the app you want to download.
- Step 2. Click the name of the app to open the product information page.
- Step 3. If it is a free app, click **Install**; if it is a paid app, click **Buy** to purchase the app before installing it on your computer.

Note: You must sign in with your Microsoft account to install apps from the Windows Store.

Install apps on another computer

All of the apps you've installed from the Windows Store are listed in the **My apps** section of the Store.

You can see which of your apps are installed on the different computers you use, and can install apps directly from there.

Chapter 6. Restore Windows

If you feel Windows isn't performing as well as it once did, and you don't know why, you can restore Windows to its initial status.

- Step 1. Click **Start** → **All apps** → **Settings** → **Update & security**.
- Step 2. Click **Recovery**.
- Step 3. Under **Reset this PC**, click **Get started**.
- Step 4. If you want to keep personal files, select **Keep my files**. If you have backed up your personal files, click **Remove everything**.

Appendix A. Inapplicable information in your product documentation

Some of your product documentation may include information based on a previous version of Windows, for example, Windows 7 or Windows 8.1/8. This appendix points you to information in your product documentation that might not be applicable to Windows 10.

Term list

While your computer is preinstalled with Windows 10, the information and instructions included in the product documentation may be based on a previous version of Windows. (for example, Windows 7 or Windows 8.1/8) This is because the product documentation was developed before Windows 10 was available.

The following table lists terms in your product documentation that might be a hint of inapplicability. Information and instructions containing these terms may not be applicable to computers preinstalled with Windows 10.

Terms	Description
Windows 7 or Windows 8.1/8	Refer to this publication or information provided by Microsoft for information and instructions that are applicable to Windows 10.
Charms or charms bar	Charms or charms bar is not available in Windows 10. Most charms-related operations can be found in the Start menu or the Action Center. Refer to Chapter 3 “The Start menu and the Action Center” on page 7.
Start screen	In Windows 10, clicking the Start button displays the Start menu. If you want to display the Start menu full screen, enable Tablet mode in the Action Center. Refer to “Enable Tablet mode” on page 8 for instructions.
Help and Support	If you want information and instructions from Microsoft, Refer to the built-in Get Started app.

Shut down the computer or put the computer to sleep mode

If your product documentation was developed based on Windows 8.1/8, it may instruct you to shut down the computer by way of **Charms → Settings → Shut down**. In Windows 10, shutting down the computer is much easier.

- Step 1. Click the Start button.
- Step 2. Click **Power** then select **Shut down** or **Sleep**.

Appendix B. ENERGY STAR information



ENERGY STAR® is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy aimed at saving money and protecting the environment through energy efficient products and practices.

Lenovo is proud to offer our customers products with the ENERGY STAR qualified designation. Lenovo computers with the ENERGY STAR mark affixed have been designed and tested to conform to the ENERGY STAR program requirements for computers.

By using ENERGY STAR qualified products and taking advantage of the power-management features of your computer, you can help reduce the consumption of electricity. Reduced electrical consumption can contribute to potential financial savings, a cleaner environment, and the reduction of greenhouse gas emissions.

For more information about ENERGY STAR, go to:
<http://www.energystar.gov>

Lenovo encourages you to make efficient use of energy an integral part of your day-to-day operations. To help in this endeavor, Lenovo has preset the following power-management features to take effect when your computer has been inactive for a specified length of time:

Table 1. Operating system power-saving settings

Power plan: balanced (plugged into ac power)
<ul style="list-style-type: none">• Turn off the display: After 10 minutes• Put the computer to sleep: After 30 minutes• Advanced power settings:<ul style="list-style-type: none">– Turn off hard disk drives: After 20 minutes

To awaken your computer from sleep mode, press any key on your keyboard.

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