

# Windows 11

## User Guide

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University of Wolverhampton

## How to use this guide

Welcome to this **Windows 11** guide.

This guide is designed to get you up to speed with using Microsoft's latest operating system.

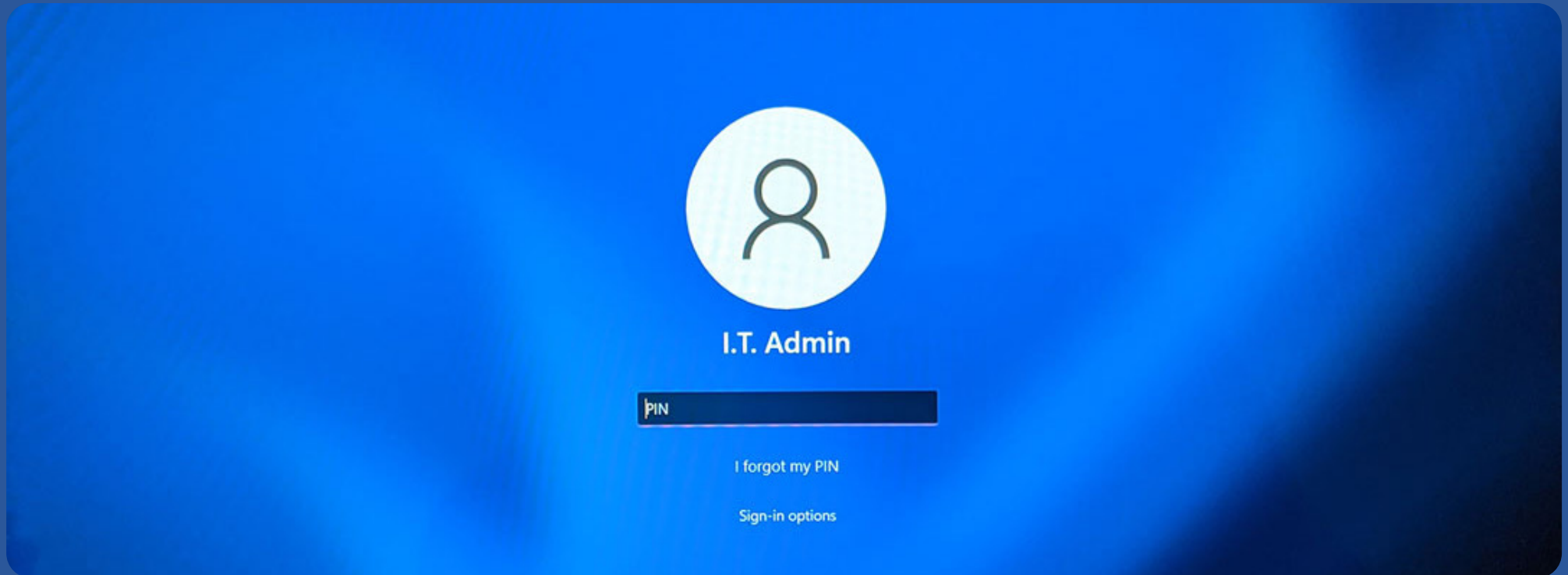
There are many new features in Windows 11, so please take time to familiarise yourself with them.

Before we dive in, one useful tip... use the **search box**! You will find absolutely everything there.

## Contents

- Logging in/out..... 4 - 5
- The desktop..... 6 - 7
- Accessing applications..... 8 - 9
- Settings..... 10 - 12
- Personalisation ..... 13 - 14

## Logging in

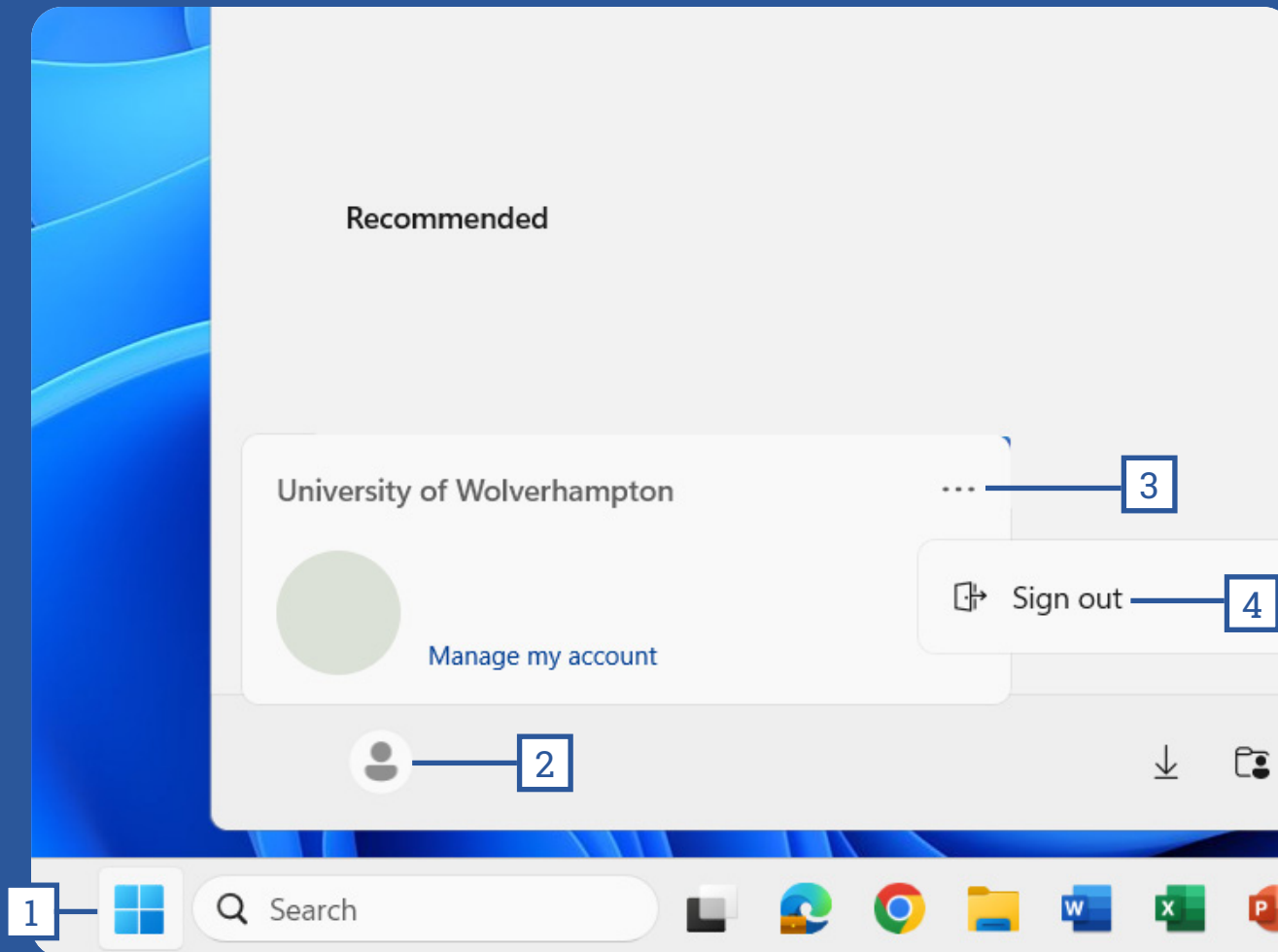


### Logging in

You may notice the log-in screen looks slightly different compared to Windows 10. However, the process for logging in remains unchanged. Simply enter your University of Wolverhampton email followed by your password.

You will however notice that the time to access the desktop from the log-in screen has become much quicker.

## Logging out

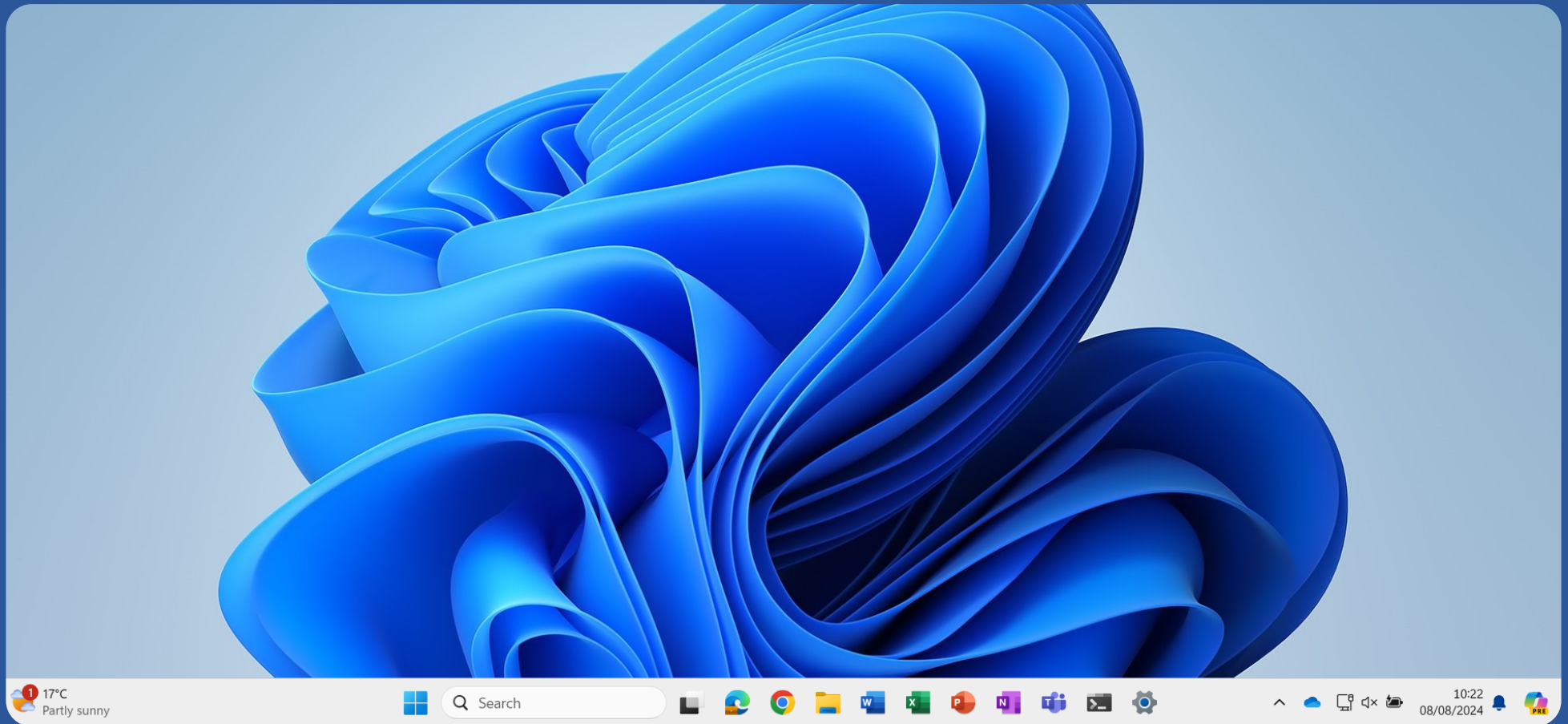


To sign out of your account:

- 1 Click the start menu icon on the taskbar.
- 2 Click on the user icon at the bottom left of the start menu.
- 3 Click three dots icon.
- 4 Click sign out.

Alternatively, you can press CTRL + ALT + DEL on your keyboard, then select the sign out option from the menu.

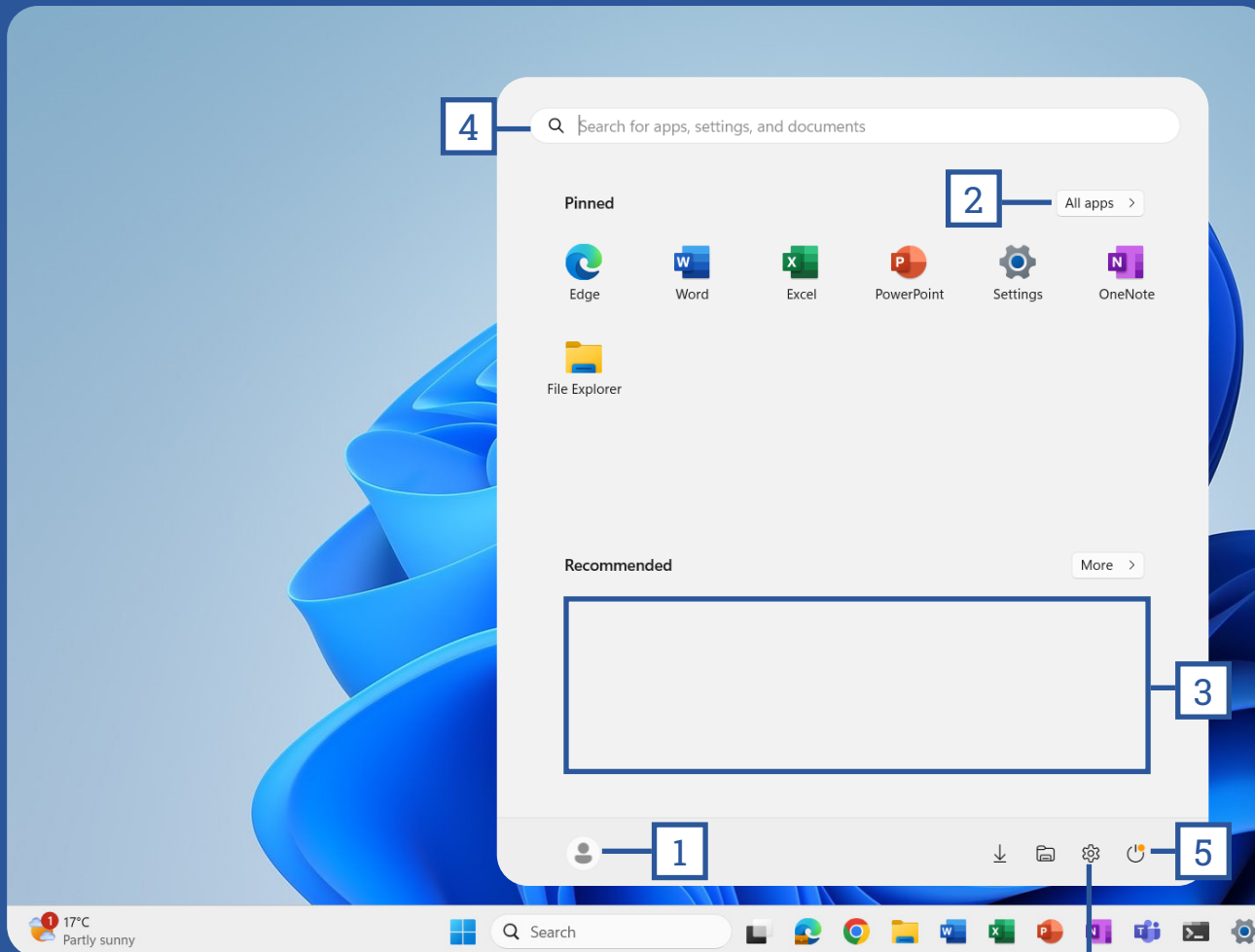
## The desktop



### The desktop

Windows 11 features a brand new desktop, with an updated taskbar layout and design. You will notice your taskbar is now aligned to the centre, with widgets located on the left, and the system tray located on the right. The desktop itself now features a new wallpaper but your desktop icons will remain unchanged.

## Start menu



1 **Account** - Change account settings, lock your device, or sign out.

2 **All apps** - All applications on your device are stored here in alphabetical order.

3 **Recommended** - See a list of files and apps that you've recently accessed. This includes documents, images, videos, and applications.

4 **Search bar** - Search for apps, files, and settings.

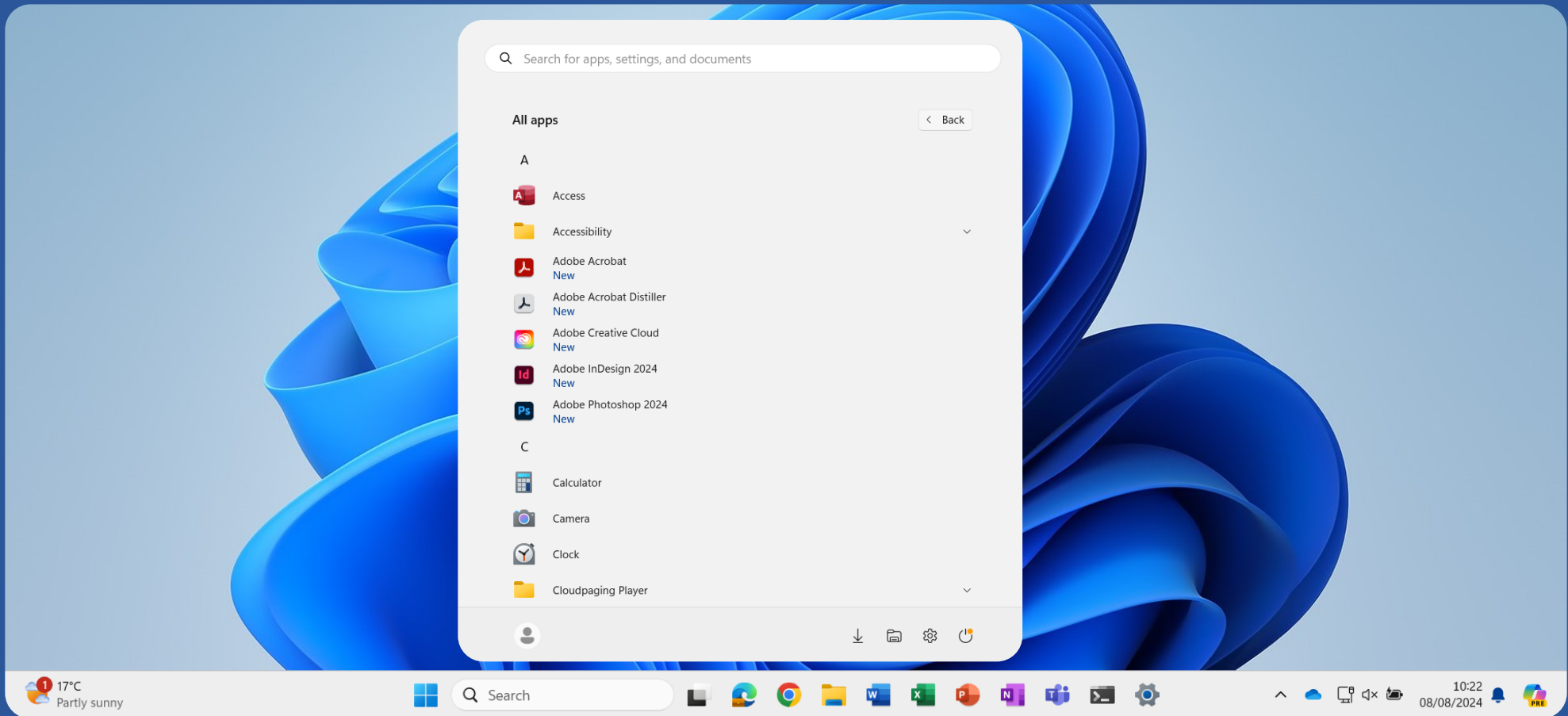
5 **Power** - Shut down, restart, sleep, and access sign-in options.

6 **Settings** - Access system settings.

### Pinning apps to start menu

Applications can be pinned to your start menu by right clicking on the app icon and selecting the 'Pin to Start' option.

## Accessing applications

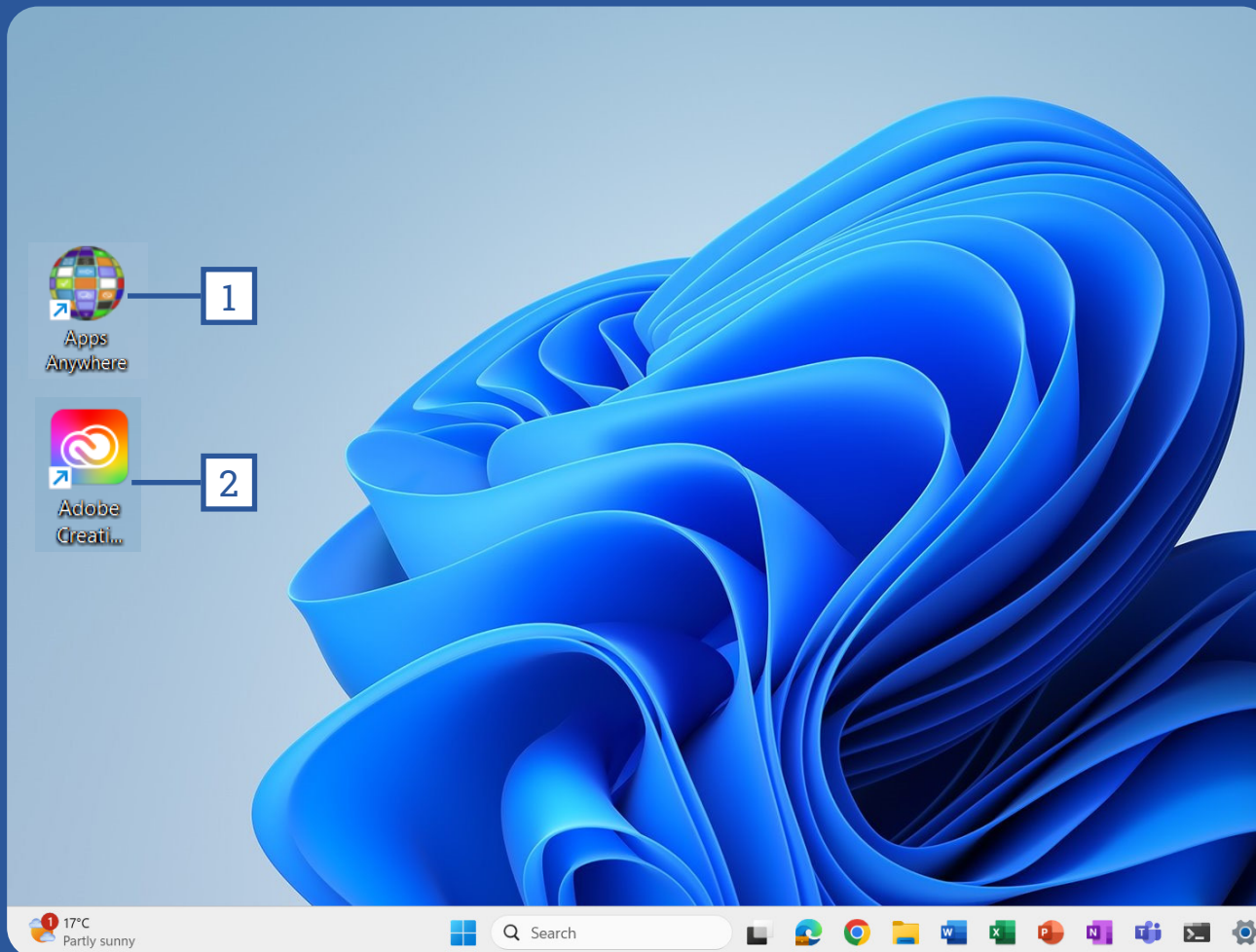


### All apps

Selecting the 'All apps' option from the start menu will bring up every available application on your device. If you're struggling to find the application you're looking for, then enter the name of the application in the search bar at the top of the start menu. If the app cannot be found, then you will need to open Apps Anywhere from the desktop and access the application from there.

## Can't find an app?

If an application you're looking for cannot be found, then you may need to access it from Apps Anywhere. Adobe products will need to be accessed from the Adobe Creative Cloud, and Microsoft applications can be accessed from office.com (Microsoft 365 applications should be installed onto your device by default).



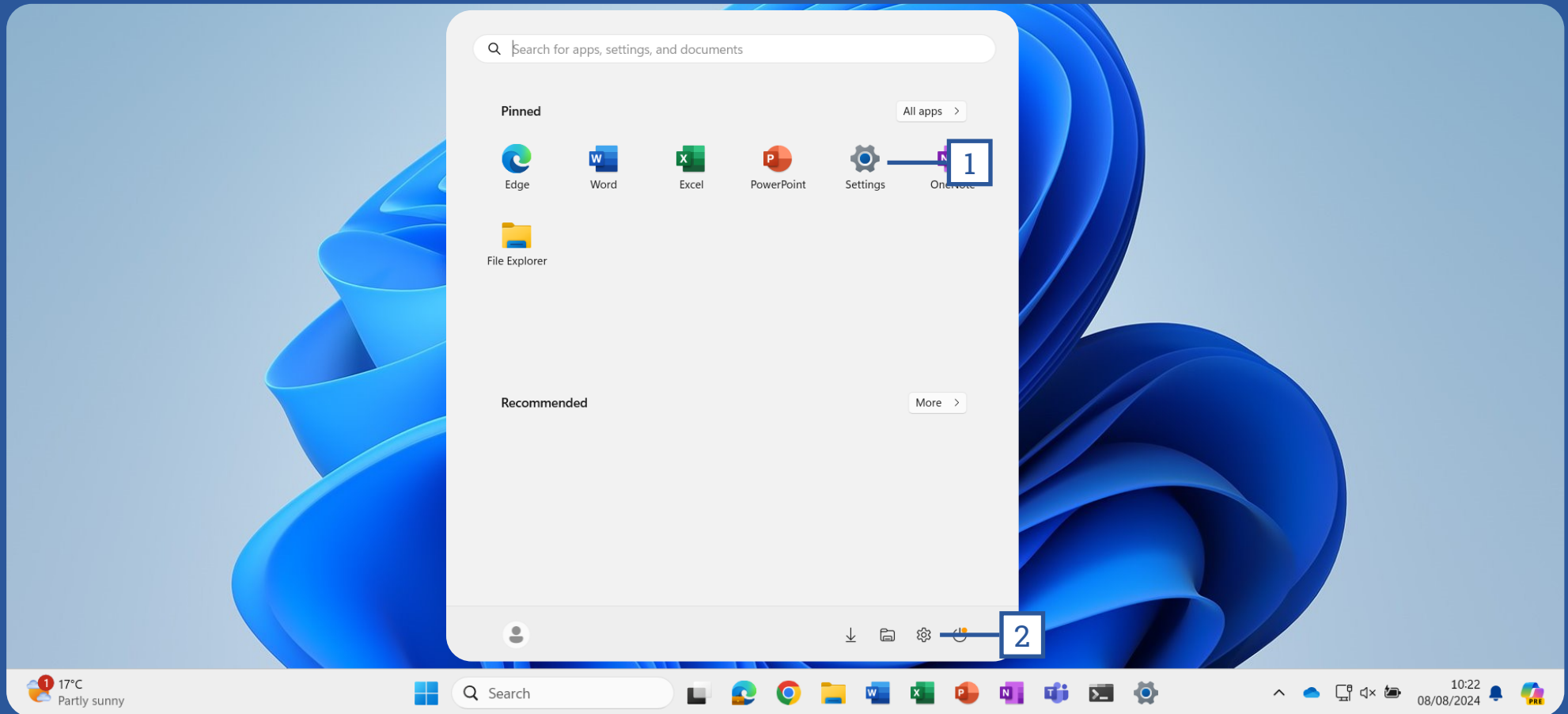
1

**Apps Anywhere** - Access a wide variety of applications available at the University.

2

**Adobe Creative Cloud Desktop App** - Access Adobe applications such as PhotoShop, and Premiere Pro.

## Settings

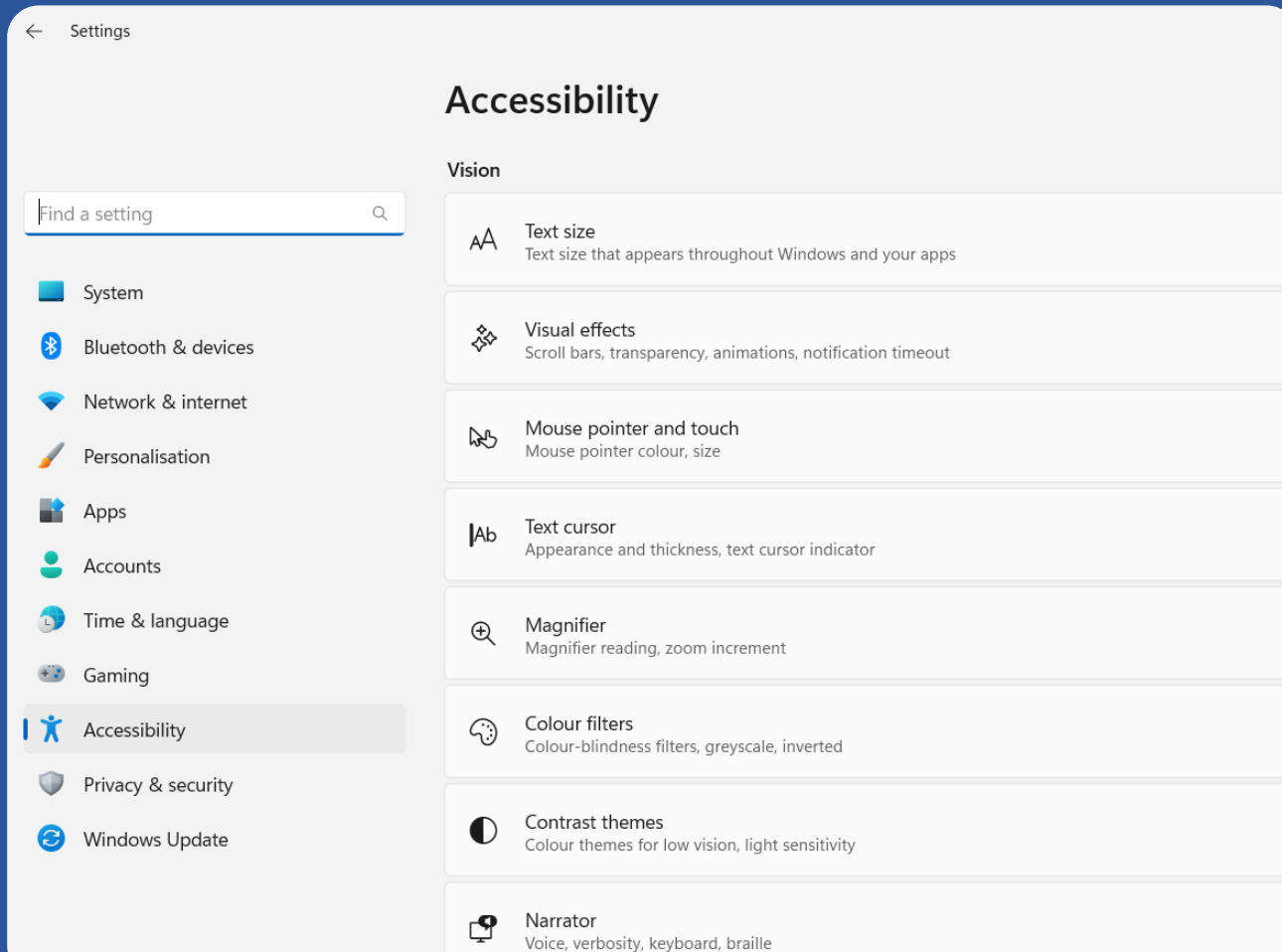


### Accessing system settings

To access system settings in Windows 11, head to the cog icon in the start menu. Alternatively type settings into the search bar in the taskbar. You can also use the shortcut: **Win + I**.

## Settings - Accessibility

Accessibility settings can be accessed with the keyboard shortcut **Windows key + U**. Here you will find all the familiar accessibility options that were available in Windows 10, such as colour filters, magnifier, and narrator.

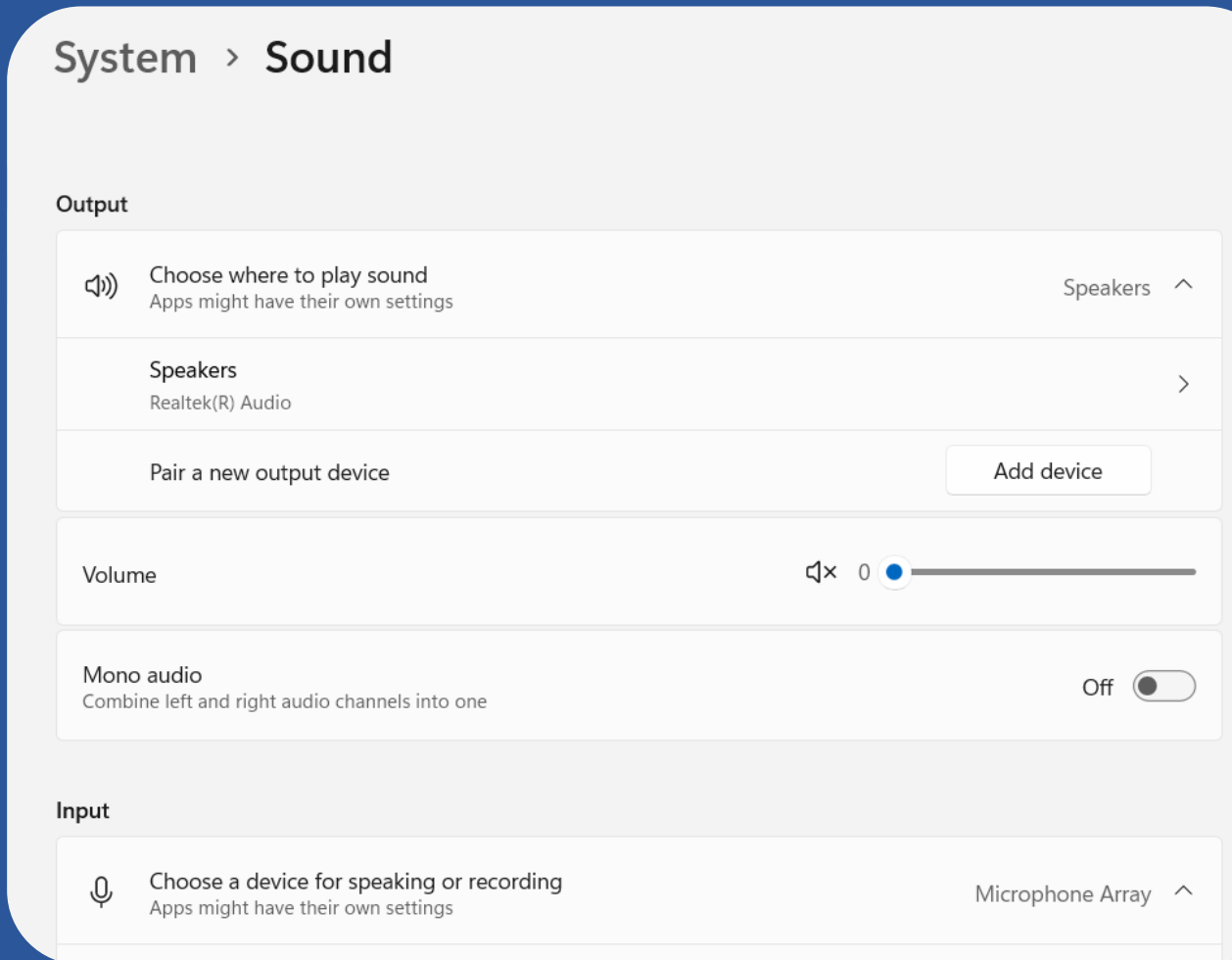


### Accessibility options available in Windows 11:

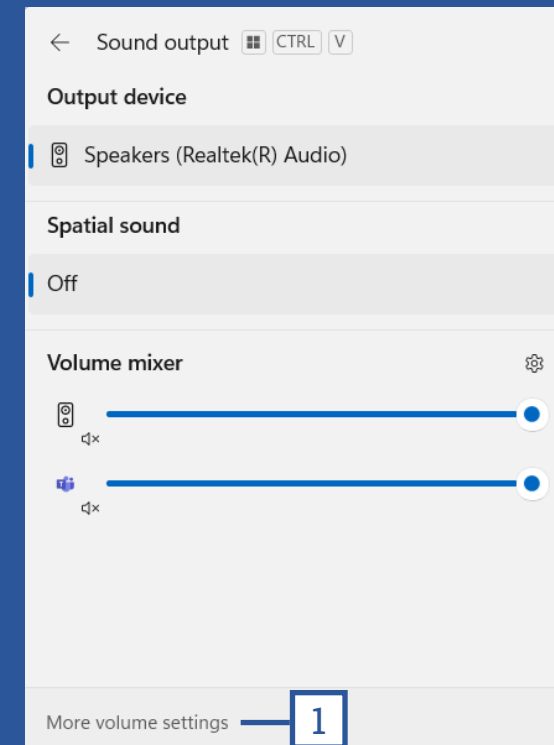
- Text size
- Visual effects
- Mouse pointer and touch
- Text cursor
- Magnifier
- Colour filters
- Contrast themes
- Narrator

## Settings - Audio


Audio settings can be changed by pressing CTRL +  + V on your keyboard. Once opened, you can access expanded audio options by selecting the “more volume settings” option at the bottom of the window.



**1** **More volume settings** - Access further volume settings (volume mixer, pairing devices, audio output source).

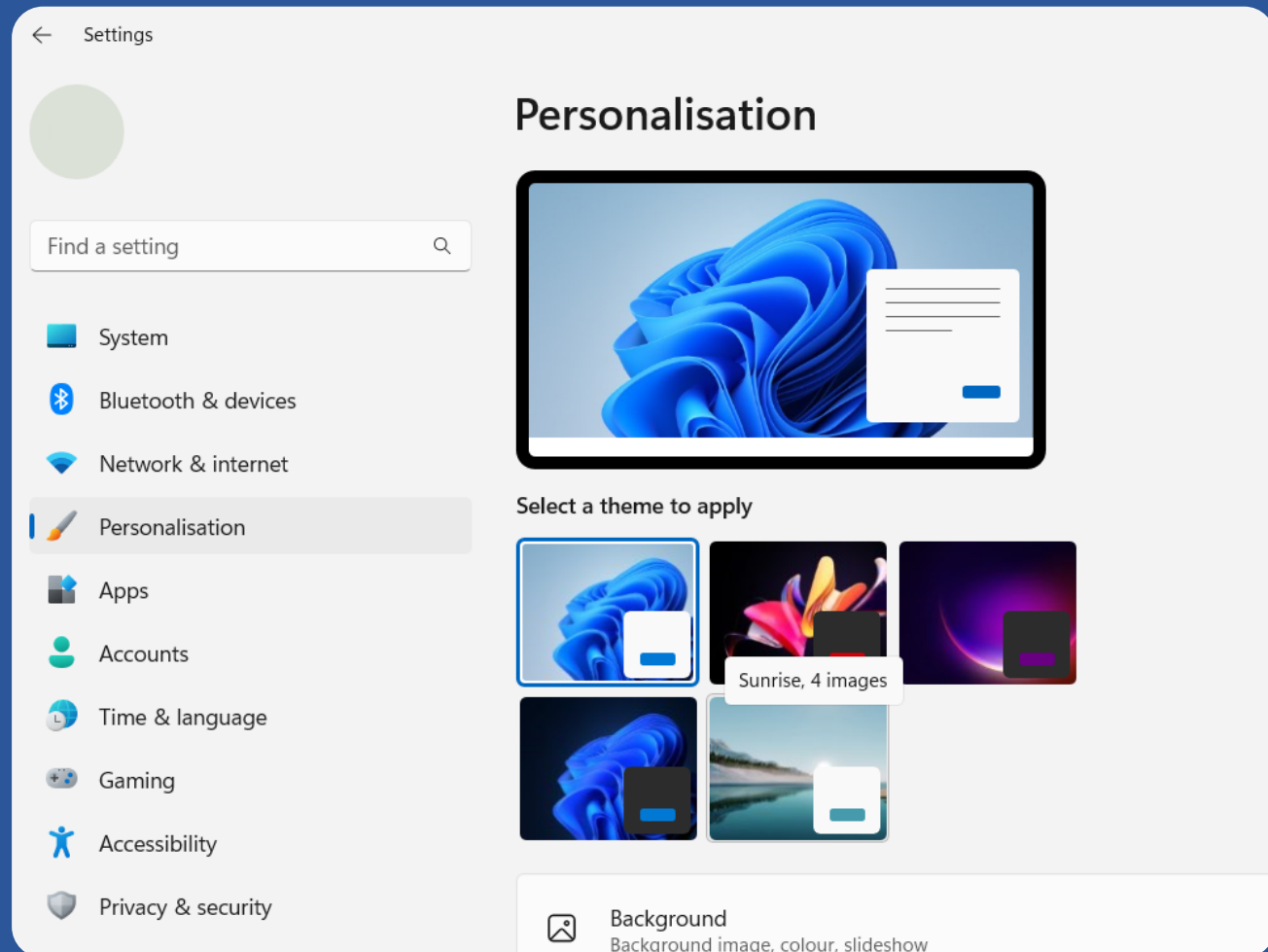


## Personalisation

Personalisation options can be accessed by first heading to the settings menu (  + I ) then clicking on the “Personalisation” option in the navigation bar on the left. Here you will find options to change the wallpaper, theme, and taskbar setup.

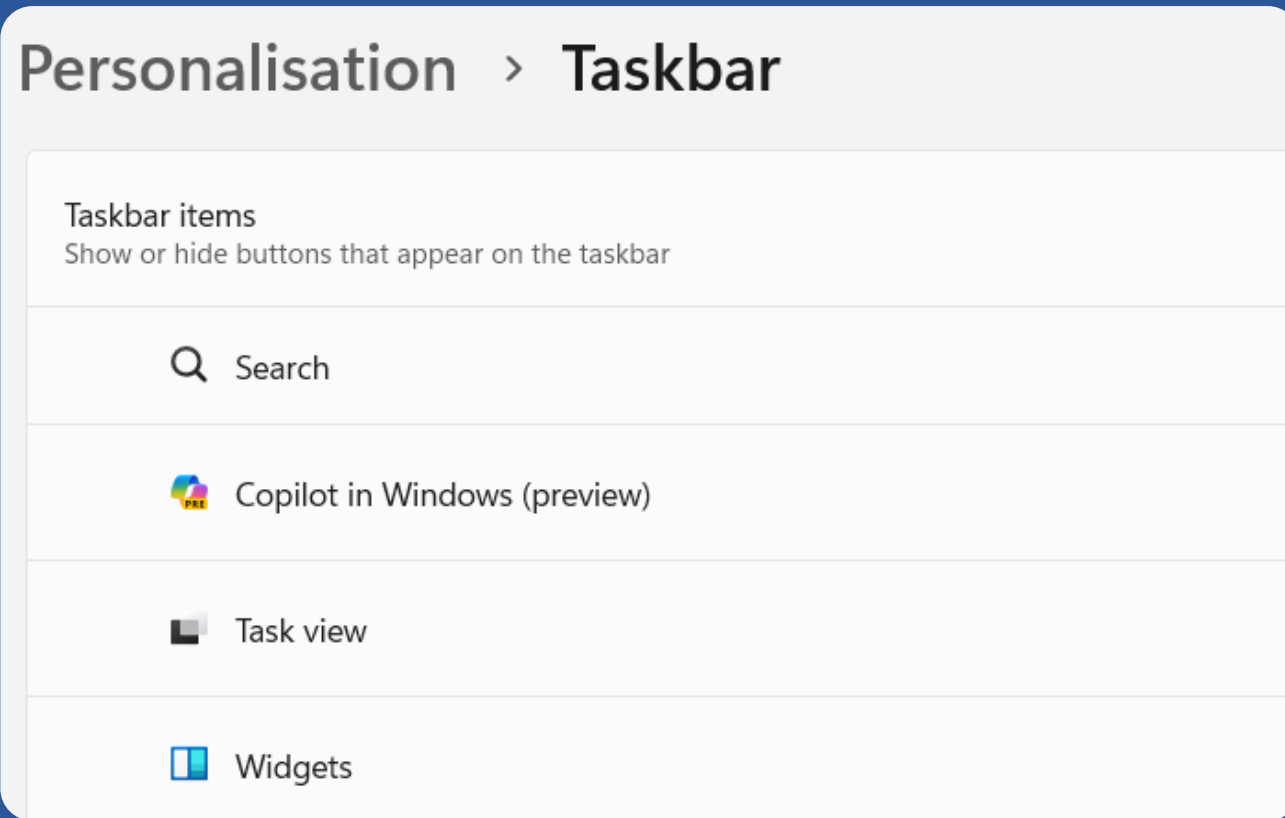
### Personalisation options that can be customised:

- Background image
- Colours
- Themes
- Dynamic lighting
- Lock screen features
- Text input (touch keyboard, voice typing)
- Start menu
- Taskbar
- Fonts



## Personalisation - Taskbar

In Windows 11, you will notice the taskbar has been centred for easier access to your currently in-use (and pinned) applications. You can change certain aspects of the taskbar, such as moving the start menu and search bar over to the left of the screen to mimic the design of the Windows 10 taskbar.



Just head to settings, then click on personalisation. You will see the option to change the taskbar settings towards the bottom of the list of personalisation options.



