Windows 10 Beginner/Refresher Course 2020
Session Two: Understanding Microsoft Store, Edge, & Mail

Microsoft Edge

- Windows 10 replaces Internet Explorer with a new browser named Microsoft Edge.
- Explaining the working of Edge presents as a quandary because:
    - Microsoft just released a new "Chromium-based version Edge on January 15, 2020.
        - Windows Update could take 6 weeks to update the current version.
    - It will eventually replace the current version of Edge released originally with Windows 10.
    - Some may already have it, but others may wait significantly longer.
    - Depending on which version you have, how it looks and customizes differs somewhat.
    - More than likely you will currently still have the original Edge.
    - The new version icon looks like a multicolor wave.
    - For comparisons, we will refer to the original Edge as **Edge**.
    - We will refer to the Chromium version as **New Edge**.
    - The New Edge with work much like Google Chrome.
        - But its appearance will also be influenced by the current Microsoft's Edge look.
        - Example, Favorites will still be Favorites, not bookmarks as labeled in Chrome.

Edge version Similarities

- Almost all browsers work very much the same.
- If you currently use Chrome, New Edge will feel very familiar.
- All browsers have Address bars at the top in which to enter web addresses or search criteria.
- They all have tabbed browsing. Meaning multiple pages may be open at once in separate tabs.
    - These tabs can be toggled through or bounce from one to another.
- They all have a New Tab button to the right of the right-most website tab, usually a plus + sign.
    - The tabs look like this:
    - Which opens a second "blank" tab to go to enter a different website address.
        - Or the same website twice to compare different areas of the same page.
- The same keyboard shortcuts work for most. Examples:
    - For example: By typing the main domain name **microsoft** without the dot com extension and:
        - Holding down CTRL key while hitting the ENTER key inserts the **.com** for you.
            - To make **microsoft.com**.
        - It will not insert any other extension but **.com**
        - Unfortunately, if you need **.net** or **.us** or similar, you must still type it in.
    - Another example: Holding the ALT key while hitting the letter "D" selects the address bar contents for immediate change.
        - Just start typing a new address.
- You can drag Favorites from one location on the pinned-open list to another location as always.

Using Edge

- Edge has a **Favorites bar** which displays just below the Address bar, and contains icons representing websites you want to access quickly without opening the Favorites list.
    - These are websites visited previously and saved as Favorites in the Favorites bar folder.
    - For the Favorites bar to show requires a setting change.
        - Using the **3-dot ellipsis** "More" **menu** ··· at the top right of the browser window:
            - Edge uses the 3-dot menu Settings | General Settings | Show Favorites bar.
            - New Edge uses the 3-dot menu | Favorites | Show Favorites bar | Always.
- To add sites to the Favorites bar, simply visit the desired website and click on **the star icon within the address bar** ☆. The Star icon outside the address bar to its right will not work ⭐≡ .
    - Hover over the star will display **Add to Favorites** (Edge) or **Add this page to favorites** (New Edge).
    - Now save it to the Favorites bar folder on Add Favorite window which opens.
    - Chrome has the Bookmark bar as well. Show it: 3-dot menu | Bookmarks | Show Bookmark bar.
- To display a Home button also requires a settings change.
    - Edge, 3-dot menu Settings | General Settings | Show Home button.
        - Set the desired home page just below the Show Home button.
    - New Edge and Chrome, 3-dot menu | Settings to open a Settings page.
        - On the Settings page: Appearance | Turn on Show Home button.
        - On this same Appearance page, set the page you wish to appear when you click the Home page button.
- Displaying the Favorites list
    - Edge: Click on the Favorites icon at the top near right.
    - New Edge: Click on the same Favorites icon at the top near the right-hand side.
        - The Favorites bar folder contents is displayed, with all the other Favorites below or possibly under a separate folder labeled **Other** found at the bottom of the list.
            - If so, there is also an **Other favorites** icon to the right side of the Favorites bar.
- Adding Favorites to the Favorites list
    - Edge: Click the Star in the address bar (not the Favorites icon farther right).
        - Hovering over the Star displays the words "Add to Favorites...".
        - Choose the folder you wish the new Favorite to be saved in, or create a new folder.
    - New Edge & Chrome: Have the same Star but hovering on Chrome displays "Bookmark this tab" rather than "Add this page to Favorites" on New Edge.
        - Clicking it opens a similar dialog box to choose the folder to save within.
- Pin a Favorite (such as your webmail site) to the Taskbar.
    - You cannot place website shortcuts on the Desktop by dragging as with Internet Explorer.
    - Edge: Navigate to desired website and using 3-dot menu | Pin to Taskbar
        - Pin to Start menu tile pane with 3-dot menu | Pin to Start
    - New Edge: 3-dot menu | More Tools | Pin to Taskbar.
        - Then give it a name and click Add button.
        - So far does not offer an option to Pin to the Start menu.

Using Edge (cont'd)

- Organizing Favorites
    - Edge
        - Click on the Favorites icon and use the Push Pin icon to make Favorites remain open.
        - Drag Favorites and Folders around to desired locations or into another Folder.
        - **Sort by Name** to alphabetize.
            - To alphabetize item within a folder, right-click on the Folder and choose **Sort by Name**.
            - To alphabetize the entire list, right-click on a single Favorite below the folders and choose Sort by name.
                - All the "parent" folders are alphabetized.
                    - Along with the list of individual Favorites below (non-foldered).
                - The contents within each individual folder is NOT alphabetized.
    - New Edge (and Chrome)
        - To hold the Favorite list open: 3-dots More menu | Favorites | Manage Favorites.
        - On the Favorites page which opens:
            - In the left pane, select any folder you wish to move or organize.
            - The contents of the selected folder appears in the right pane.
            - To move entire folder, use the left pane and drag the folder to the new location or into another folder.
            - To move an individual Favorite from one folder to another, select the folder from which to move a Favorite.
                - Now drag the desired Favorite from the right pane into the new folder in the left pane.
        - Alphabetizing Favorites is achieved on the Manage Favorites page.
            - Alphabetizing is accomplished in the right folder contents pane.
            - Right-click outside the Favorites list and choose Sort by Name.
                - To alphabetize the contents of the displayed folder.
                - Select Other favorites folder on the left to sort the entire list.
            - Note on Chrome: Sort by Name is found in the Ellipsis menu on the right side of the Bookmark title bar.
- Edge and New Edge both have a **Reading mode**, but in New Edge it is **Immersive reader**.
    - When available an Open Book icon appear at the right side of the address bar.
    - Reading mode is not available with all websites or pages.
    - This mode eliminates all the ads and extraneous material on the web page.
        - Allowing concentration on the article or copying without distraction.

Using Edge (cont'd)

- Other customizations are possible using the 3-dot menu and Settings.
    o Explore it and ask questions if necessary.
- Internet Explorer had the "pinning" of the Favorites List or History list open on the left.
    o Edge pins the same, but on the right-hand side instead.
        ▪ Including the Reading list and Downloads list.
    o The purpose was to manage those lists (remove, rename or put into folders).
        ▪ Or revisiting and reconfirming the saved sites.
        ▪ Clicking a Favorite on the list opened a selected website into an alongside viewing pane, while never losing the pinned list.
    o And you could toggle between Favorites, History, etc.
    o New Edge doesn't yet offer this function quite like previously.
        ▪ To get something similar, with New Edge open, you need to use the 3-dots.
        ▪ Click the 3 dots and hover over Favorites, then choose Manage Favorites.
        ▪ The page changes to a page displaying all the Favorites in the left column.
        ▪ Organize as we have discussed, but if you want to test sites:
            • Clicking on a link in the list changes the page to the selected link.
            • The Manage Favorites page is lost, only to reappear by using the Back button.
            • Instead, hold down the CTRL key while clicking on a link in the list.
            • The link will now open in a new tab to the right.
                o Leaving the tab with the Favorites list open.
                o View the newly opened tab by clicking on it.
        ▪ To open instead History or Downloads, repeat the above instructions.
            • But instead of hovering over Favorites, hover over History and select Manage History.
            • Or click on Downloads (hovering won't work) to open the same Downloads list as a tab.

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Using Edge (cont'd)

- Change the Address bar search engine.
    - By default, when placing a search item in the address bar, Edge searches with Bing, Microsoft's search engine.
    - Change the address bar to use Google or Yahoo, or another search engine of your choice.
    - Edge:
        - First, open Edge and go to the search engine page you wish to use.
            - Such as google.com or yahoo.com
        - Click the 3-dot button and choose Settings near the bottom.
        - Click on Advanced in the left-hand column.
        - Scroll down to the bottom and click Change search provider.
        - Now click on www.google.com for example.
    - New Edge:
        - Offers multiple search site options, so you needn't go to a desired site.
            - Just open New Edge.
        - Click the 3-dot button and choose **Settings** near the bottom.
        - Click on **Privacy and Services**.
        - Scroll down to the bottom and find **Address bar**.
        - Click **Manage search suggestions and search engine used in address bar**.
        - Now pick from those offered.
            - Or choose **Manage Search engines** to add other site possibilities to the list.
- Handling of Downloads:
    - Edge opens a small bar at the bottom center offering **Run, Save, Save As**.
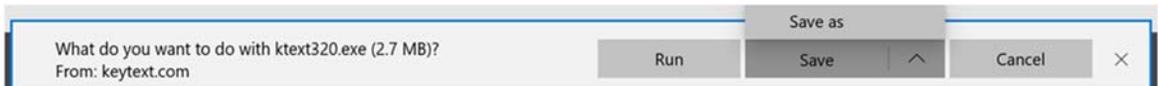
        - Run immediately runs the downloaded file to install or work.
        - **Save** puts the Download in your Downloads folder.
        - **Save As** lets you decide where to save the Download.
        - To run or install a download, go to the folder in which you saved it.
            - Now double-click the download.
    - New Edge displays the download in the lower left corner.
        - A typical Save As box opens to decide where to save the file.
        - Then in the lower left corner you will have the option to **Open** the file, or Show in Folder, which will open the folder the download was saved in..
            - Which is the equivalent of Run.
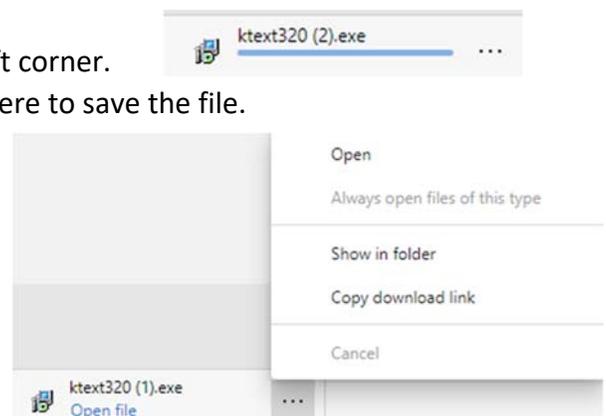
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Mail App Overview

- Windows 10 offers an App to handle email accounts.
  - This Apps works well to read and manage email messages.
  - The Mail app lacks the ability to create groups for mass mailings.
  - The Mail app uses the People App as its contact list.
    - Unfortunately, the People app offers no official way to create groups of email addresses.
  - The **Mail** app ✉, **Calendar** app 📅, **People** app 👥, and **To Do** app ✔ are interrelated and opened with the bottom bar on the left.
  - People App is straightforward.
    - To create a new contact, click on the Plus sign.
  - A workaround to unofficially create a mailing group using the People App:
    - While creating a new contact in the People App:
    - Give the contact a Group name.
    - Now, instead of inserting a single email address, insert multiple email addresses in the Personal email dialog box.
    - Separate each additional email address by a semicolon. No spaces are necessary.

Example: jfdupre@comcast.net;dreamskier46@comcast.net;james@gmail.com

- Even if not planning to use the Mail app, it is still important to set it up.
  - Windows 10 modern apps can only use the Mail app to share content by email.
- Although only the Mail App can be used by the modern Windows 10 apps to share anything via email,
  - Any installed email client may be set as the default email client.
    - Such as Microsoft Outlook, Thunderbird, or AOL Desktop.
    - The Send to mail command recipient **cannot** use a website-accessed email service.
  - The right-click command **Send to Mail recipient** will still use the default email client you set.
    - And open a new message window for MS Outlook, Thunderbird or AOL respectively.
- To set up the Windows 10 Mail App, all you usually need is the email ID, and email password.
  - Inserting those two items are enough to let the Mail App set up the account.
    - Such as Gmail, Comcast, CenturyLink, AOL, Yahoo, Outlook.com, and iCloud.
  - Only smaller, less known email providers may need to be set the mail up manually.
    - Then you will need settings provided by your provider.
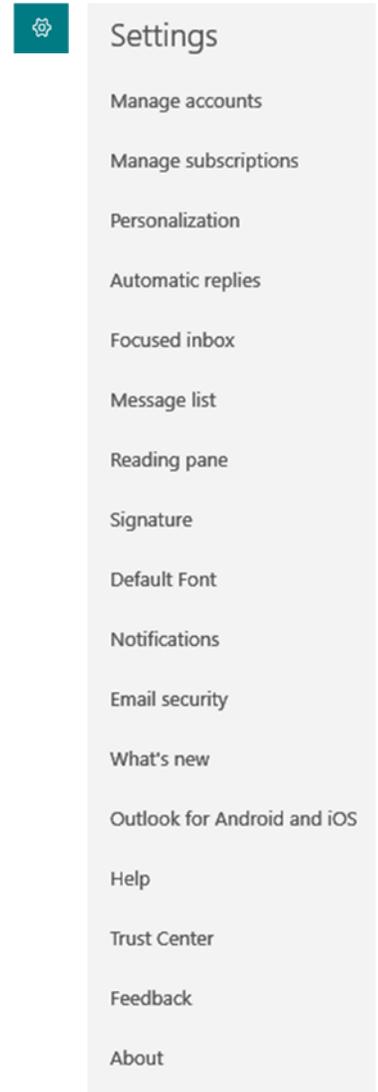
Using Mail App

- The Mail App has three panes.
  - o The leftmost **Account/Folder** Pane.
    - Is split into an upper Accounts section, and a lower Folders section.
    - Just above the Account section is the New Mail button to initiate a new message.
      - There is a hamburger menu above this which shrinks the list to icons only.
    - Below the title **Accounts** is a list of the Account or Accounts if multiple.
    - In the lower half, under the title **Folders** is a list of folders, which by default includes only Inbox, Sent items, Deleted, and More.
    - If multiple accounts are set up, each account name with email address is listed.
    - With multiple Accounts, when a different Account is selected in the Account section,
      - The folders listed under Folders relate only to that specific Account.
  - o A middle **Folder Contents** Pane.
    - Displays a list of messages contained within whichever folder is selected in the lower portion of the leftmost pane.
  - o And a rightmost **Message Preview** Pane.
    - When a message is selected in the middle pane, it previews on the right.
    - If you wish to have it appear in its own window, click the upper right icon   .
  - o By default, each inbox is isolated to only the respective account.
    - You can "link" inboxes using Settings | Manage Accounts | Link inboxes
- Account Setup:
  - o When you open Mail App for the first time, it will ask to set up an account.
    - If not, click on the sprocket icon (Settings) at the bottom of the leftmost pane.
      - Another pane opens from the right-hand side.
      - Choose Manage Accounts, and then **Add account** at the bottom.
  - o It will want:
    - The entire email address.
    - The Name you wish to display when an email is sent.
    - And the Password.
  - o Gmail, outlook.com and Yahoo may only start with the email address and display **Next** before asking for the Password. And may require agreeing to things. Follow the prompts.
  - o Mail will attempt to acquire and set up the account without further input.
  - o Mail will try to set up an IMAP account in all instances when possible.
- Now the App works like most email.
  - o Clicking on a message in the middle pane displays the message on the right.
  - o Reply, Reply to all, Forward, Delete are at the top of the Preview Pane.
    - Also can drag a message from the middle column into a different folder on the left.
  - o Print, Move, Mark as Read or Unread are found by using the 3-dot ellipsis icon upper right.
- By default, only a few folders are displayed under the Folder section of the Account/Folder pane on the left. Click on the **More** to see all the folders associated with the respective account.

Using Mail App (cont'd)

- To changes appearance or preferences, click on the Settings cowheel at the bottom of the left-most pane.
    - A pane opens on the right labeled Settings.
    - Change colors, background, or Light or Dark mode with Personalization.
    - Set an automatic reply.
    - Change preview options under Message List.
    - Create a signature.
    - Control Font, size, and color.
    - Control notifications
    - Help not very helpful.

Settings

Manage accounts

Manage subscriptions

Personalization

Automatic replies

Focused inbox

Message list

Reading pane

Signature

Default Font

Notifications

Email security

What's new

Outlook for Android and iOS

Help

Trust Center

Feedback

About

Snip & Sketch App

- Windows 7 introduced the Snipping tool to use to capture a portion of the screen for copying, pasting, saving as an image or printing.
- Windows 10 has added an app called Snip & Sketch which expands upon snipping.
  - It did not replace the Snipping tool.
  - Which is still present under Windows Accessories in Start's menu Apps list.
- Snip & Sketch offers the options to capture a portion of or the entire the screen in 4 different ways.
  - The first icon (currently in green) is the rectangle selection tool.
    - Drag a rectangular box around the desired area.
  - The second icon is a freehand selection tool.
    - Drag the mouse pointer around the area desired to be captured.
    - A free-form image is captured.
  - The third icon captures an entire window.
    - Hover over the window on the desktop you wish to capture.
    - That windows undims.
    - Click on that window to capture it.
  - The fourth icon captures the entire screen (same as the Print Screen key always did.
  - The "X" closes the snipping tool.
    - As does hitting the ESC (escape) key.
- The Snipping tool is helpful to send screen shots or error messages or problems when requesting outside help.
  - Take a screen shot and paste it into an email or into a Word document to seek help.
- Set Snip & Sketch to be triggered by the Print screen key.
  - This is quite helpful to capture an error message.
  - Often, it can be difficult or impossible to catch an elusive error message.
    - Just hitting the print screen key or attempts to open the Snipping tool closes the error box.
  - Once set to open with the print screen key, the screen is immediately frozen upon hitting the **PrtScn** key.
    - The screen immediately dims and a small box appears at the top center of the screen.
    - To perform a snipping, drag the box over the area you wish to capture.
    - Such as the error message remaining now on screen for selecting.
    - The snip is immediately stored to the Clipboard for pasting into an email, word processing document, or any other productivity project document.
  - Set the Print screen key to trigger snipping:
    - Start | Settings | Ease of Access | Keyboard
    - Scroll down to the Print Screen shortcut to turn on:
    - You may need to restartthe computer before it takes effect.
    - Now you can use the **PrtScn button to open screen snipping**.