Get to know Windows 11

Need some help?

Call 1300 742 212

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Windows 11 interface

Windows 11 was designed for security, productivity and ease of use and offers a modern, user-friendly experience.

Use this guide to get familiar with the new functions and options in Windows 11 to make it work for you!

Want more info?
Check out the **Windows 11 intranet** page for more resources

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Set up Windows Hello

Windows Hello is a quick, personal and secure way log into your Windows 11 device.

*Select Start > Settings > Accounts > **Sign-in options***

Under **'Ways to sign in'** you'll see 3 choices to sign in with Windows Hello.

Follow the prompts to set up your preferred option.

☺	Sign-in with facial recognition
🔒	Sign-in with a fingerprint reader.
⠿	Sign-in with a PIN.

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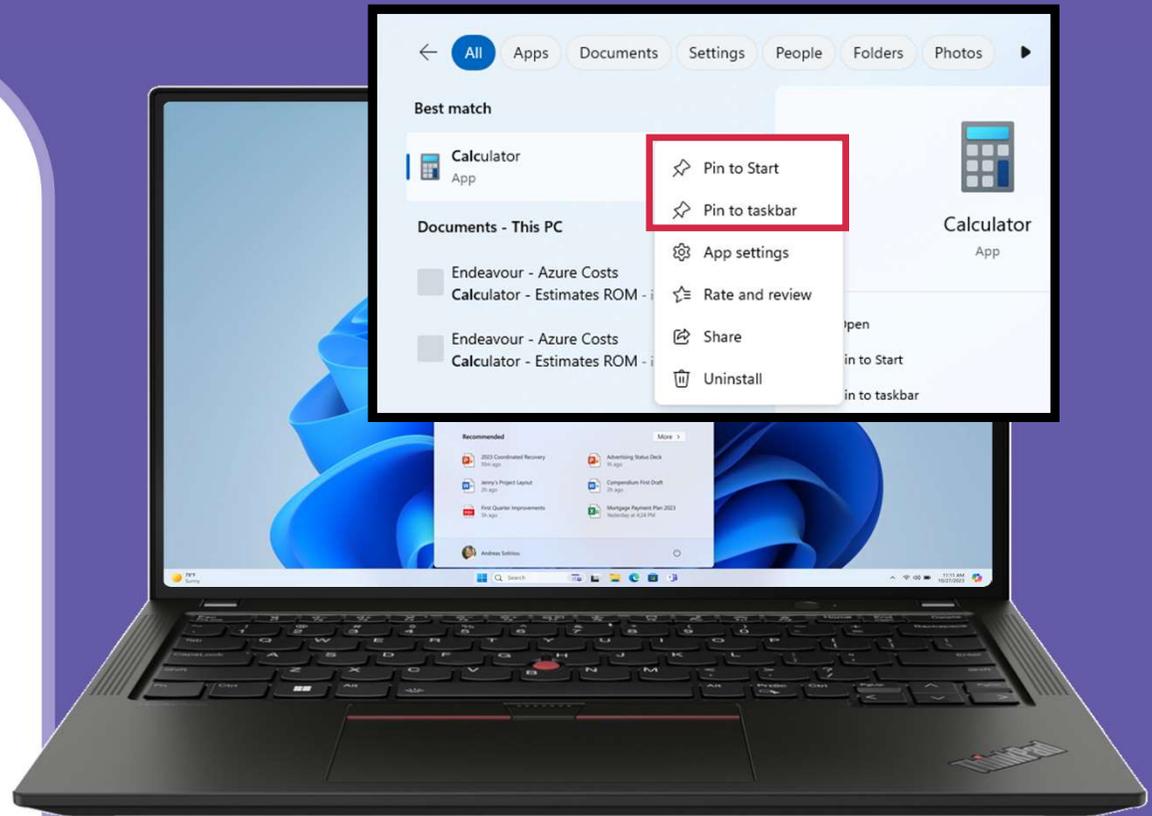
Pin your apps

Easily pin files, folders or applications to your **Start** menu or **Taskbar** for quick and easy access

1. Open the **Start menu**.

2. Locate the file, folder or app you want to pin.

3. Right-click on the app.

4. Select the **Pin to Start** option to pin to your start menu
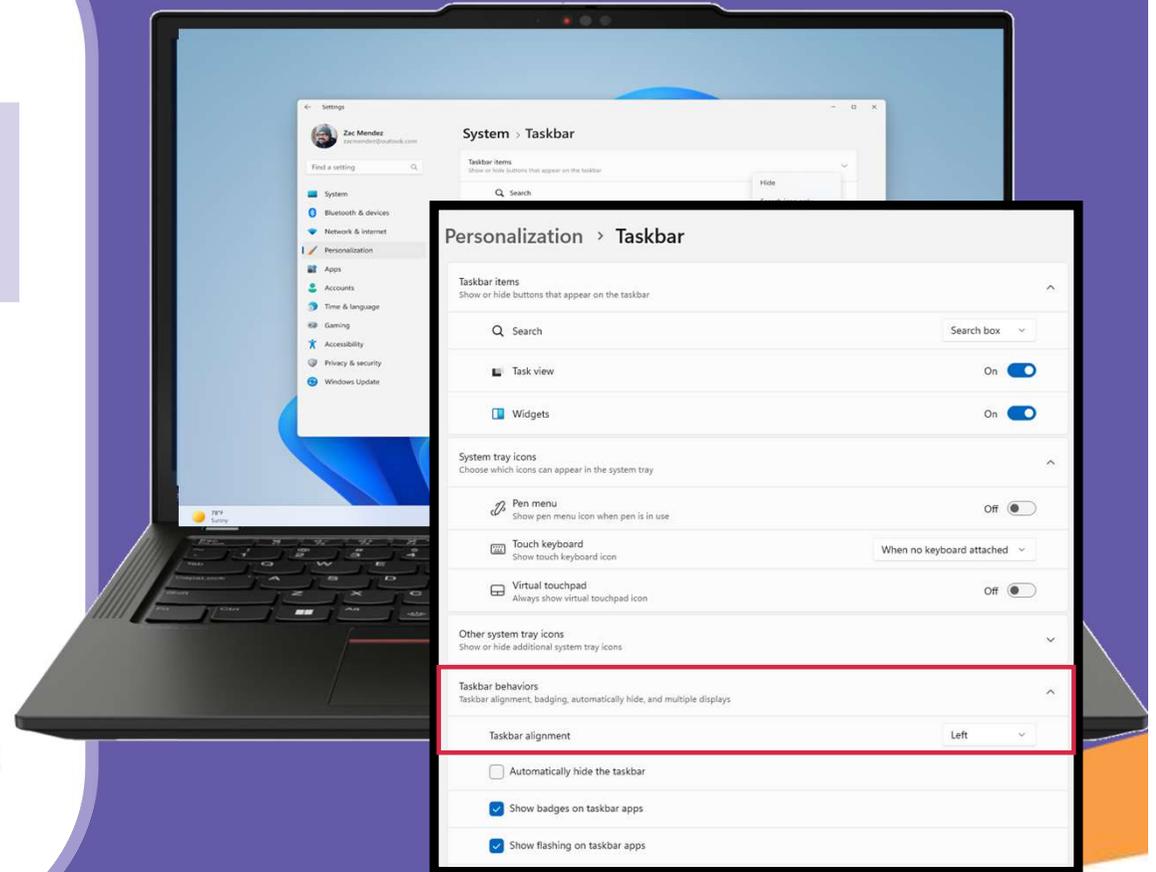
5. Select **Pin to Taskbar** to pin to your taskbar

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Taskbar Settings

The taskbar allows you to quickly access your favorite apps.

Prefer to have your start menu back on the left?

1. Right click any empty space on the taskbar, and then select **'Taskbar settings'**

2. Scroll down to **'Taskbar behaviors'**

3. Select '**left**' from the drop down option

4. Close the window

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Share from the taskbar

Sharing your screen just got easier!

In Microsoft Teams, you can easily share a window when in a meeting or on a call, straight from your taskbar.

Simply select the open window and click **Share**.

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File Explorer

Just like opening tabs in a web browser, File Explorer lets you open or add new tabs.

Easily switch between File Explorer tabs, re-arrange opened tabs, and scroll the tab list. You can even copy files and folders between tabs.

You can also add files to favorites and view them on the File Explorer home screen, and easily find files and share with the right contacts in File Explorer.
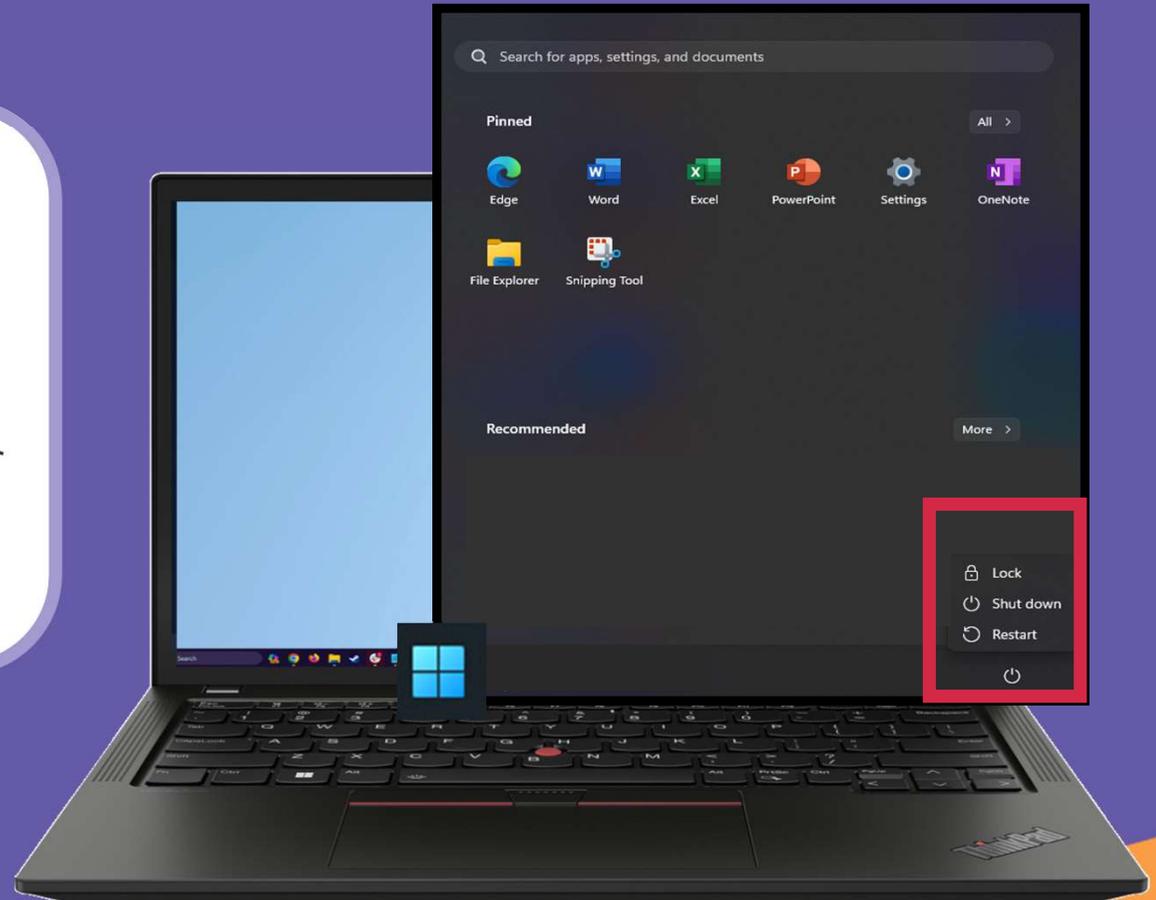
[Learn more here](#)

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Power off & Restart

Finished what you're working on?

Lock, turn off or restart your computer by clicking on the windows icon and the power icon as shown here:

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OneDrive

Sync files between your computer and the cloud so that you can access your files from anywhere!

You can work with your synced files directly in File Explorer and access your files even when you're offline.

When you are online, any changes that you or others make will synchronise automatically.

Set up OneDrive by typing "OneDrive" into the search bar.

Learn more about OneDrive here!

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Outlook
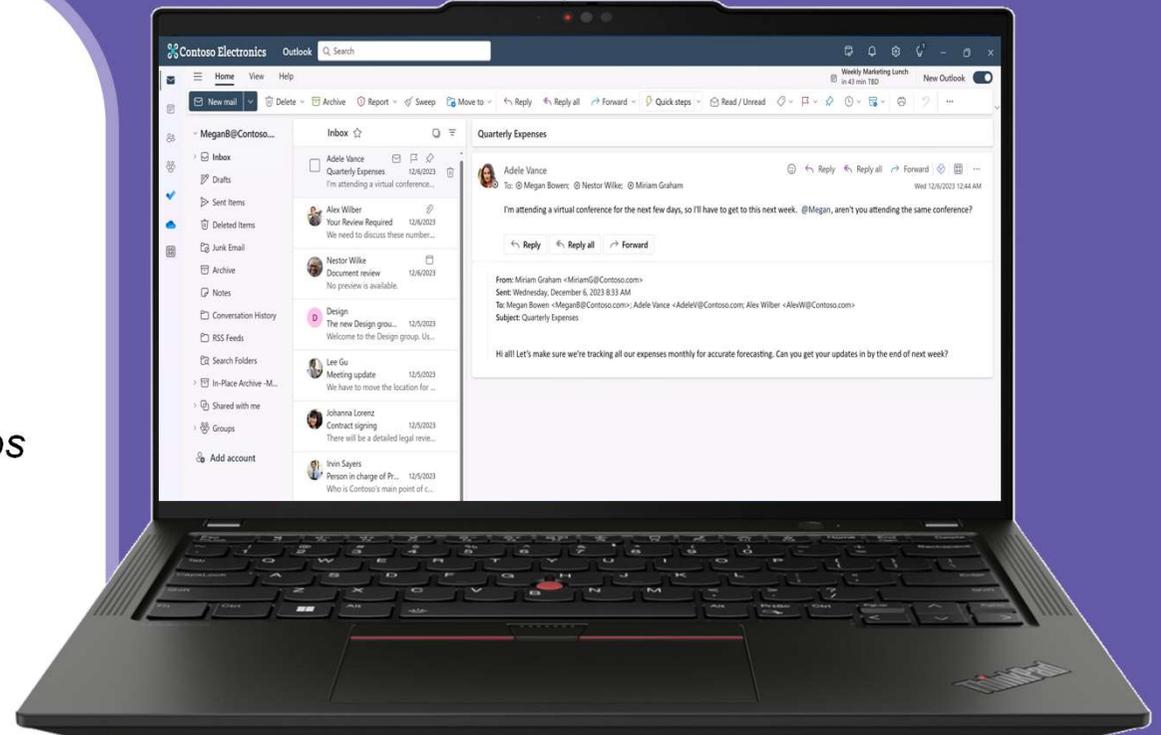
The new look outlook brings the latest features and a modern simplified look.

Prefer it the old way?

Change your settings by going to

'File → Options → Advanced → Show apps in Outlook'

Right click on the ribbon and click '**Use Classic Ribbon**'

[Learn more about Outlook here!](#)

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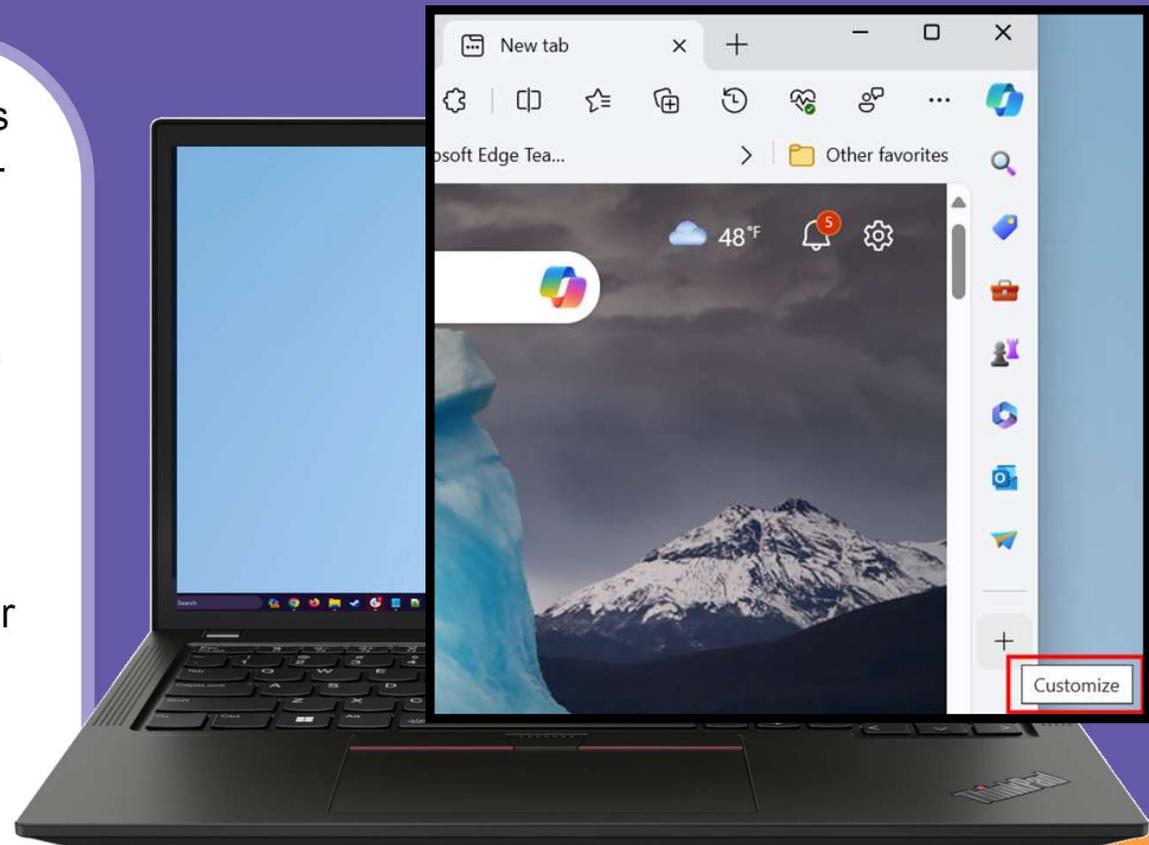
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Multitasking in Edge

The new sidebar in Microsoft Edge lets you access tools and features side-by-side within your browser, even as you navigate between tabs.

From being able to search specifically within the page you're viewing, to using tools for quick help without navigating away.
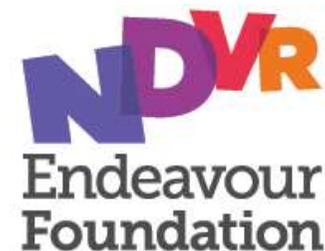
You can access the following guides for more information:

Quickly access your files
Browse alongside Outlook

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Accessibility Features

Accessibility

Simplify your navigation and listen to image descriptions with a natural, human sounding voice with Narrator, Windows built-in screen reader

Adjust for light and color sensitivity with Dark and Contrast themes.

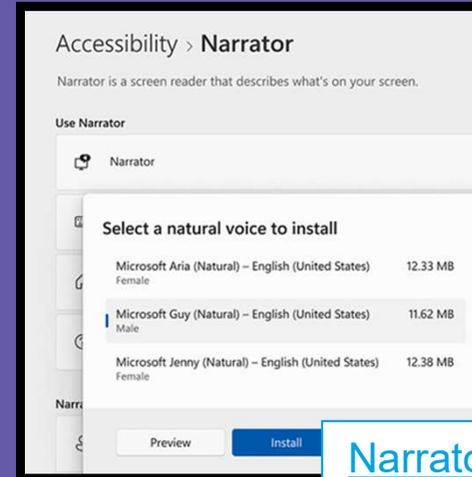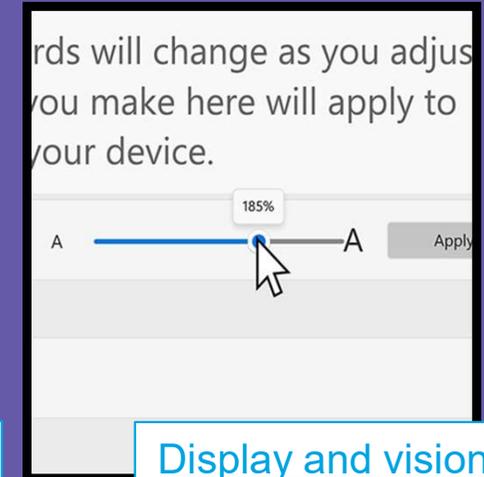Tailor your screen experience with display and vision settings.

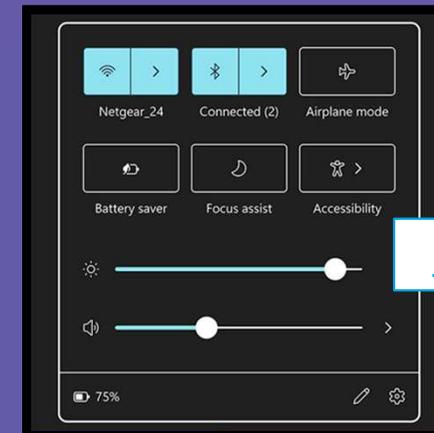Personalise cursor, text size, color, and more. Zoom in on words and images with Magnifier.

Click here for more information about Windows 11 accessibility features.

Accessibility › Narrator

Narrator is a screen reader that describes what's on your screen.

Use Narrator

Narrator

Select a natural voice to install

Microsoft Aria (Natural) – English (United States)   12.33 MB
Female

Microsoft Guy (Natural) – English (United States)   11.62 MB
Male

Microsoft Jenny (Natural) – English (United States)   12.38 MB
Female

Narr

Preview   Install

Narrator

rds will change as you adjus
ou make here will apply to
your device.

185%

A ——————•—— A   Apply

Display and vision

Netgear_24   Connected (2)   Airplane mode

Battery saver   Focus assist   Accessibility

75%

Colour control

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Captioning and audio

Live Captions

Catch every word from any audio with live captions.

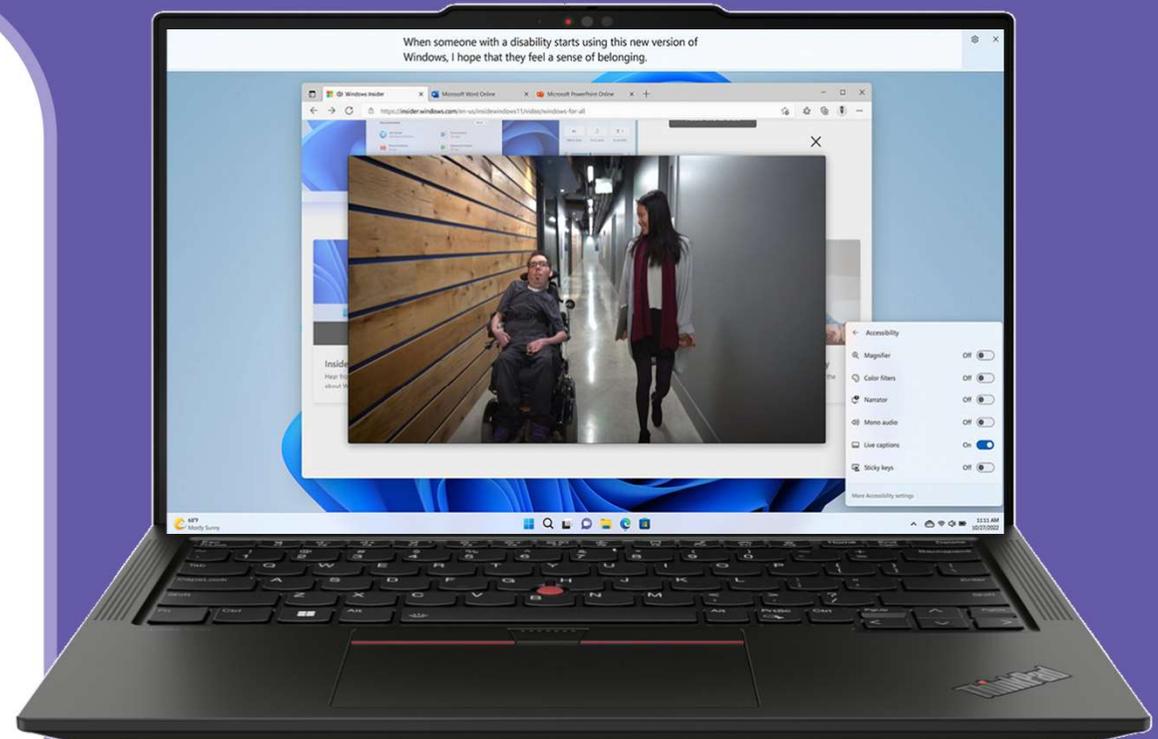You can also transcribe spoken content from any audio

Find out how here

Customise captions via text size, font color, and background.

Find out how here

Hear more from your computer with **single-channel audio.**

Combine the left and right stereo audio channels to a single channel to hear everything.

Find out how here

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Voice access

Voice access

Control your PC, author text and even switch between apps using your voice

Learn more here

Talk instead of type

Use your voice to write a document or email. AI converts your speech to text - even taking care of punctuation!

Learn more here

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Extra Features
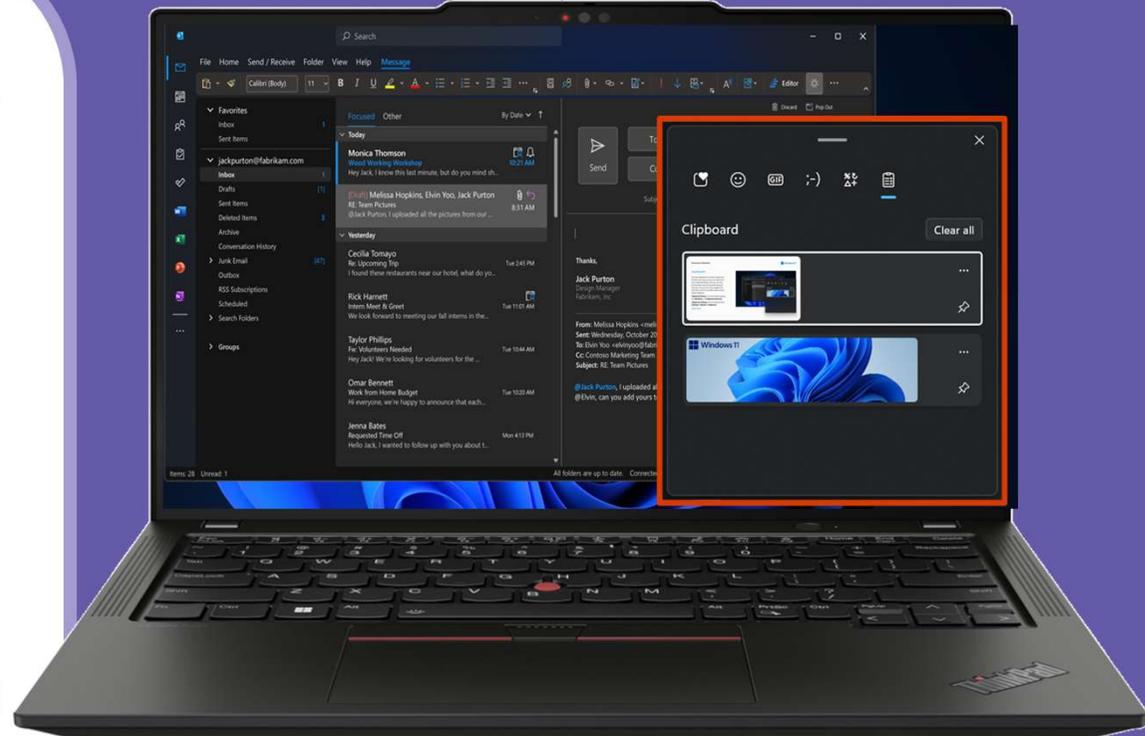
Enhanced Clipboard

The new Clipboard means you can paste from your clipboard history, but you can also pin the items you find yourself using all the time.

You can also copy images and text from one PC to another with a cloud-based clipboard.

Clipboard history can be found by typing the '*Windows + V*' keyboard shortcut.

Clipboard settings can be accessed from *Settings → System → Clipboard*

[Learn more here](#)

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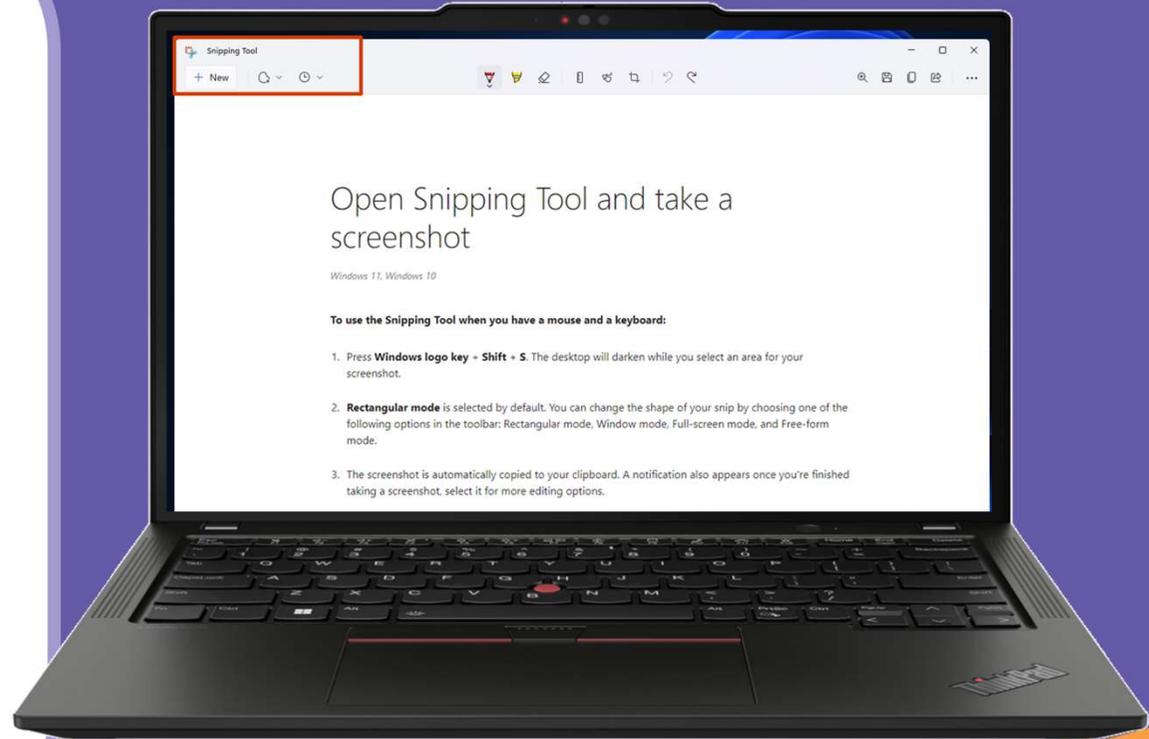
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🔲 New Snipping Tool

The Snipping Tool is great for capturing and editing screenshots and now includes screen recording!

The image or video can be a selected area, the full screen or a freeform shape.

You can even take a delayed screenshot for items that require you to click first

The Snipping Tool can be found by typing 'Snip' into Windows Search or with the *'Windows + Shift + S'* keyboard shortcut.

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