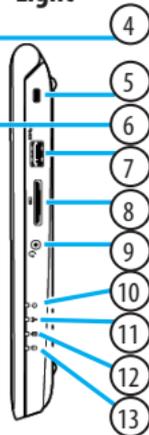
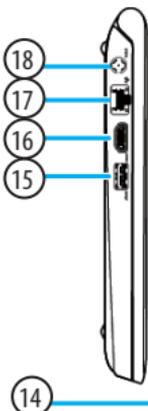
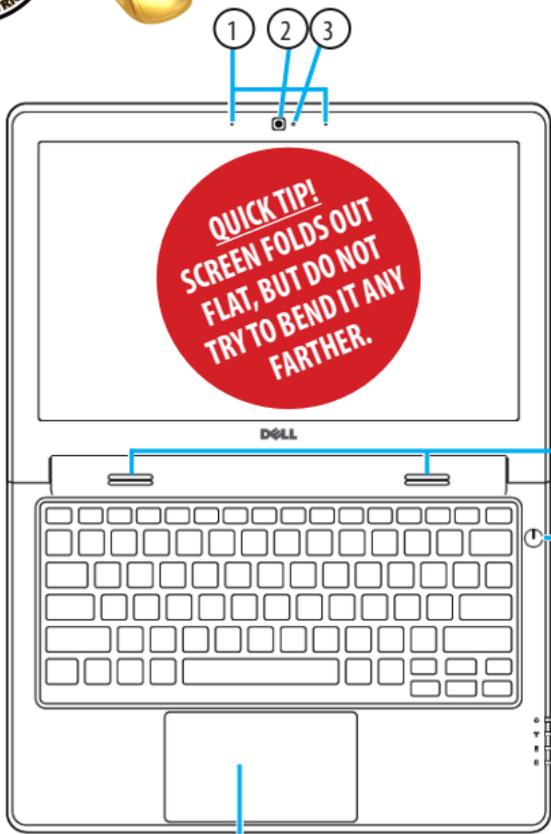




1 Dell Latitude 3160 Student Device

1. Microphones
2. Camera
3. Camera
4. Speakers
5. Security Cable Slot
6. Power Button
7. USB 3 Port

8. SD-Card Reader
9. Audio-Connector
10. Power Light
11. Wireless Light
12. Battery Light
13. Hard Drive Light



14. Touchpad
15. USB 3 Port
16. HDMI Port
17. RJ45 Network Port
18. Power Connector Port

QUICK TIP!
YOU CAN ADD MORE
FILE STORAGE TO
YOUR DEVICE WITH AN
SD CARD.

QUICK TIP!
RUN WINDOWS
UPDATES TO KEEP
YOUR DEVICE
RUNNING WELL.

Be a Good Digital Citizen

Keep your device charged!

1. **Plug it in AT HOME** daily so you are ready to learn!
2. **NEVER** let your device get below 10%.
3. **Shut it down** instead of letting the device die.
4. **Close apps** that you are not actively using.
5. **Adjust screen brightness** to a lower setting.

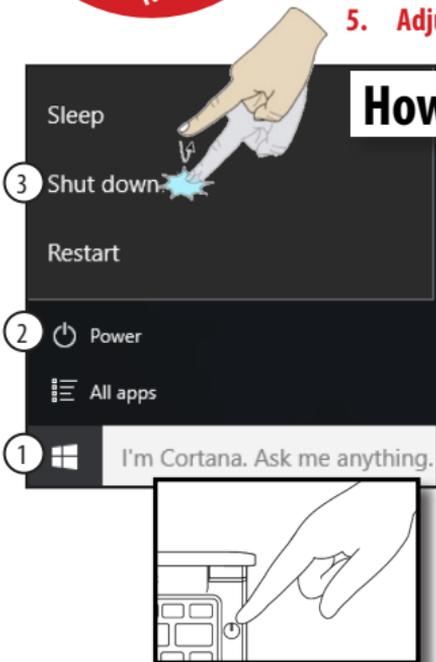
WARNING!
IF YOUR DEVICE DIES,
A DST WILL HAVE TO
RESET YOUR CLOCK
FOR YOUR DEVICE TO
FUNCTION
NORMALLY!

How to Shut Down and Sleep

Please **DO NOT** use the physical Power Button to Shut Down your device. Use the **Power** icon on the **START** screen.

Touch, or click with your touchpad:

1. The Windows Icon
2. The Power Icon
3. **Shut Down**
4. Always **shut down** if you won't be using it for more than 30 minutes!
5. Gently press the Power Button to **wake** from **sleep**.



Be a Good Digital Citizen

Take Care of Your Device

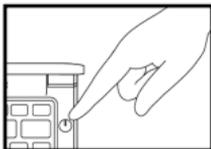
Avoid:

- | | |
|---------------|-------------|
| 1. heat | 4. water |
| 2. magnets | 5. crushing |
| 3. direct sun | 6. dropping |



2

Windows 10 Basics



1 Turn it on

If it freezes, hold the power button for 10 seconds to reboot.

2 Log in

Before you take it home!

User name:

student ID

password:

8-digit birthdate

SAMPLE:
610045682
12252005

3 Start Menu

This PC

Gale Student

Most used

- Windows PowerShell
- Sway
- Maps
- Control Panel
- People
- Notepad

Suggested

- SNOW WORLD
- Movie Maker
- Photo Gallery
- OneNote 2016
- Microsoft Edge
- Calendar
- Update & sec...
- Groove Music
- Outlook 2016
- Word 2016
- PowerPoint 2016
- Movies & TV
- Camera
- Photos
- Store
- Get Started
- Calculator

File Explorer

Settings

Power

All apps

I'm Cortana. Ask me anything.

Windows 10 Education

10:40 AM 7/28/2016

Recycle Bin

QUICK TIP!
CORTANA CAN FIND THINGS ON-LINE, AND SEARCH YOUR FILES FOR YOU TOO!

On your keyboard—or on screen—press, touch, or click the  **Windows Key** to see the **START** menu.

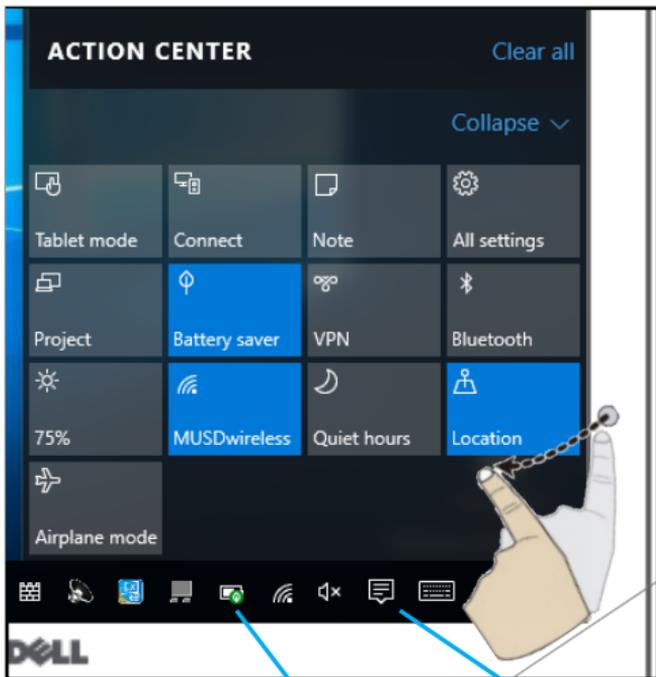
All apps

I'm Cortana.

If you do not see an app you want, use "All apps," or type the name of the app into the Cortana search box.

Your device is loaded with powerful learning tools. Use Microsoft Edge to visit manteca.usd.net for internet learning tools.

4 Action Center



Swipe in from the side of your bezel, or use the on screen icon, for the **Action Center**.

Adjust your screen brightness, turn on **battery saver**, or quickly turn off **Bluetooth**.

You can also try out **Tablet Mode** or visit **All Settings** to check if you need a Windows Software Update.

5 Tool Bars

Many types of tool bars can help you quickly make changes to your device.

Be sure to check your **battery level** as you work and learn.

You may need to lower your screen brightness or turn on the battery saver.

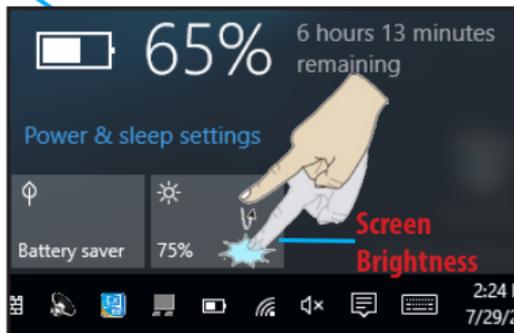
Charge your device each night!



The **Battery Level** icon.



The on screen **Action Center** icon.



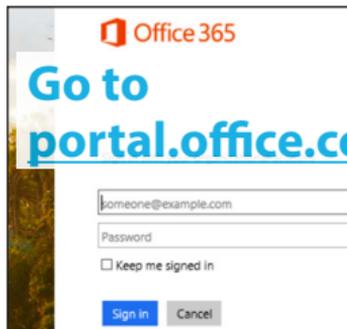
**3**

Work Online with Office 365

USERNAME: student email**PASSWORD:** birthdate

Office 365 gives you the tools and resources you need to create and share files from anywhere on-line.

Work together with your classmates on the same file at the same time! More than a dozen powerful on-line apps are ready to help you learn.



Office 365

Go to
portal.office.com

someone@example.com

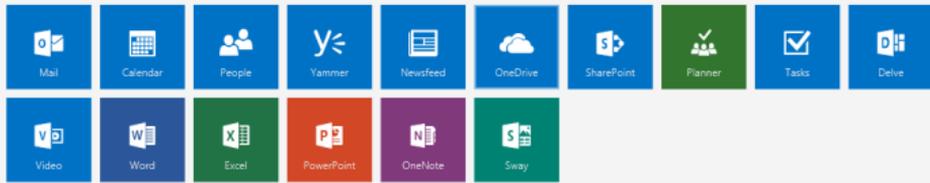
Password

Keep me signed in

Sign in Cancel

Good morning, Gale

Use the online apps



Click the "student email" link to get to Office 365 and access your on-line Apps.

App Launcher

Outlook

By working and saving in the cloud, your files are available from any on-line device—even from a smart phone!

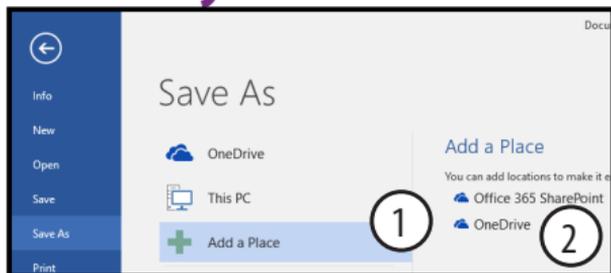
Active App Name

Word Online

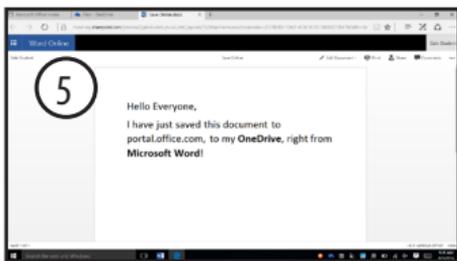
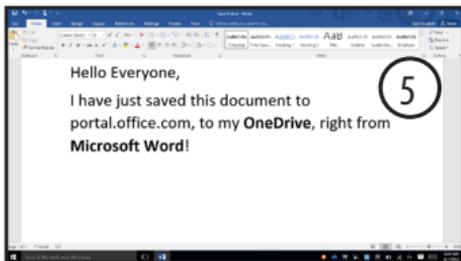
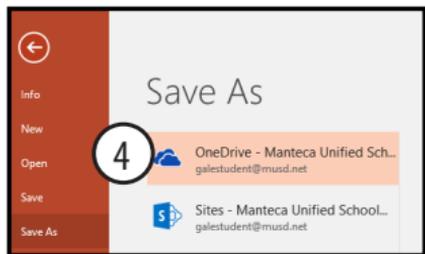
OneNote Online

Microsoft provides 1,000 GB of on-line storage for all your learning needs.

Save to your OneDrive!



1. **Add a Place.**
2. **Choose OneDrive**
3. **Sign in with Student Email**
4. **Now, OneDrive will be a save option for you from every Office 2016 app.**
5. **Work with someone else on the same file, from the desktop OR on-line!**



Work on files Together!

1. **One group member creates the file.**
2. **That group member shares the file with the other group members.**
3. **They click on the email link they receive.**
4. **Everyone edits the file together.**
5. **Example:** Each person could work on a different slide—in the same presentation—at the same time!



4

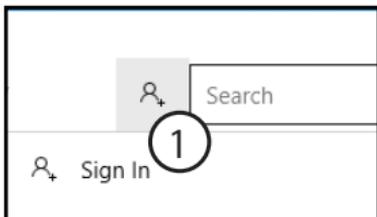
Learning Apps in The Microsoft Store

Log-in to Learn!



In order to access more MUSD learning apps, you will need to log into the Microsoft Store with your district student account.

1. Use the Account icon to Sign in.
2. Choose "Work or school account."
3. Download your MUSD apps!



Choose an account

-  Microsoft account
Outlook.com, Hotmail, Live.com, MSN
-  Work or school account
Assigned by your organization

2

Store

Home Apps Games Music Movies & TV Manteca Unified School District

Manteca Unified School District Apps **3**

Signed in as Gale Student (galestudent@musd.net)

Sway Free

OneDrive Free

OverDrive - Library eBooks &... Free

Network Speed Test Free

City Art Search Free

Fresh Paint Installed

Star Chart Free*

Periodic Table Free*

Khan Academy Free

Flashcards Pro Free*

Math 4 Kids Free

3:45 PM 7/25/2016

Setup Desktop Email

For most adults, email is their main tool for work communication. As a student, you need to **check your email every day.**

Your teacher, your school, and the district will use your email to communicate with you.

Your email address is **your student number@musd.net**, for example, if my student number was **610045682**, then my email address would be **610045682@musd.net**

Your password is your 8-digit birth date.

Setup the **Mail** app, or for advanced features, setup **Outlook 2016**. Best of all, Outlook also has a calendar program to help you stay organized.

1. The first time you run Outlook, it will detect your student email address for you automatically.
2. Enter your student password.
3. You are now ready to connect to **OneNote Class Notebook** links and other information!



● E-mail Account 1

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

A screenshot of the Microsoft Outlook 2016 interface. The window title is "Inbox - galestudent@musd.net - Outlook". The ribbon shows "File", "Home", "Send / Receive", "Folder", "View", and "Tell me what you want to do...". The "Home" ribbon is active, showing options like "New", "Delete", "Reply", "Forward", "More", "Move to?", "Team Email", "Reply & Delete", "Create New", "Move", "Rules", "OneNote", "Unread/Read", "Categorize", "Follow Up", "Find", "Search People", "Address Book", and "Filter Email". The left sidebar shows "FAVORITES" with "Inbox 17" selected. The main pane shows an email from Peter Gale: "Peter Gale has shared 'English Class Notebook'". The email body says: "Here's the folder that Peter Gale shared with you. Go to English Class Notebook". A circled number "3" is overlaid on the bottom right of the email content. The bottom of the email says "Get the OneDrive mobile app! Available for [Android, Apple, Windows Phone icons]".