

#6 Navigating the Quick Setting Panel

This guide offers a step-by-step approach to effectively navigating the Quick Settings Panel in Windows 11. By following the instructions, users can streamline their access to essential features, enhancing their overall experience. It's particularly beneficial for those who want to improve their efficiency and customize their desktop settings with ease. Don't miss out on the opportunity to simplify your Windows 11 usage!

- 1 The Quick Settings panel in Windows 11 provides a convenient and centralized location to quickly access and manage common system settings from your Task bar.

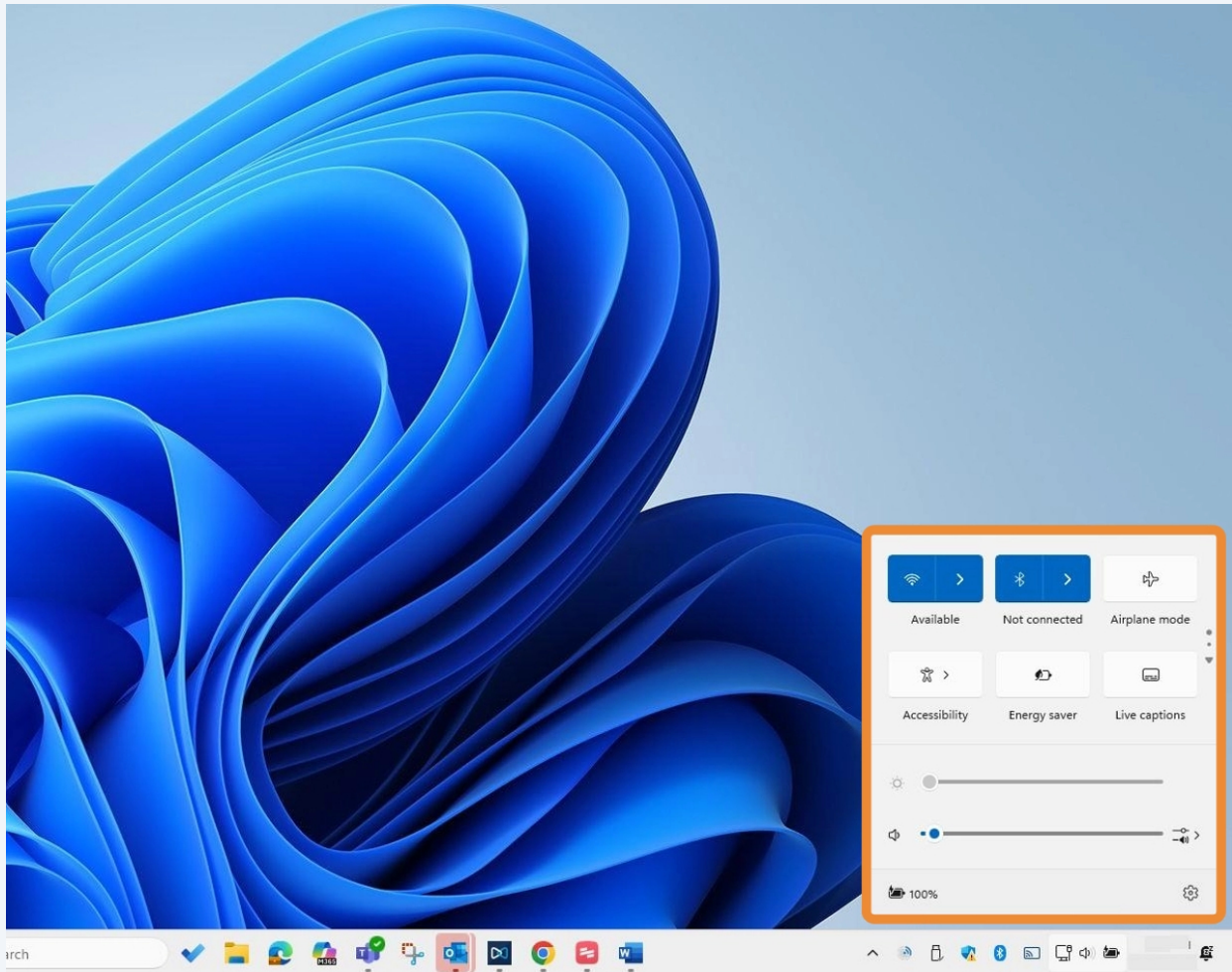
 Tip! Keyboard Shortcut: Windows + A

- 2 To access the Quick Settings panel select or press and hold the battery, network or volume icon in the quick settings panel.



3

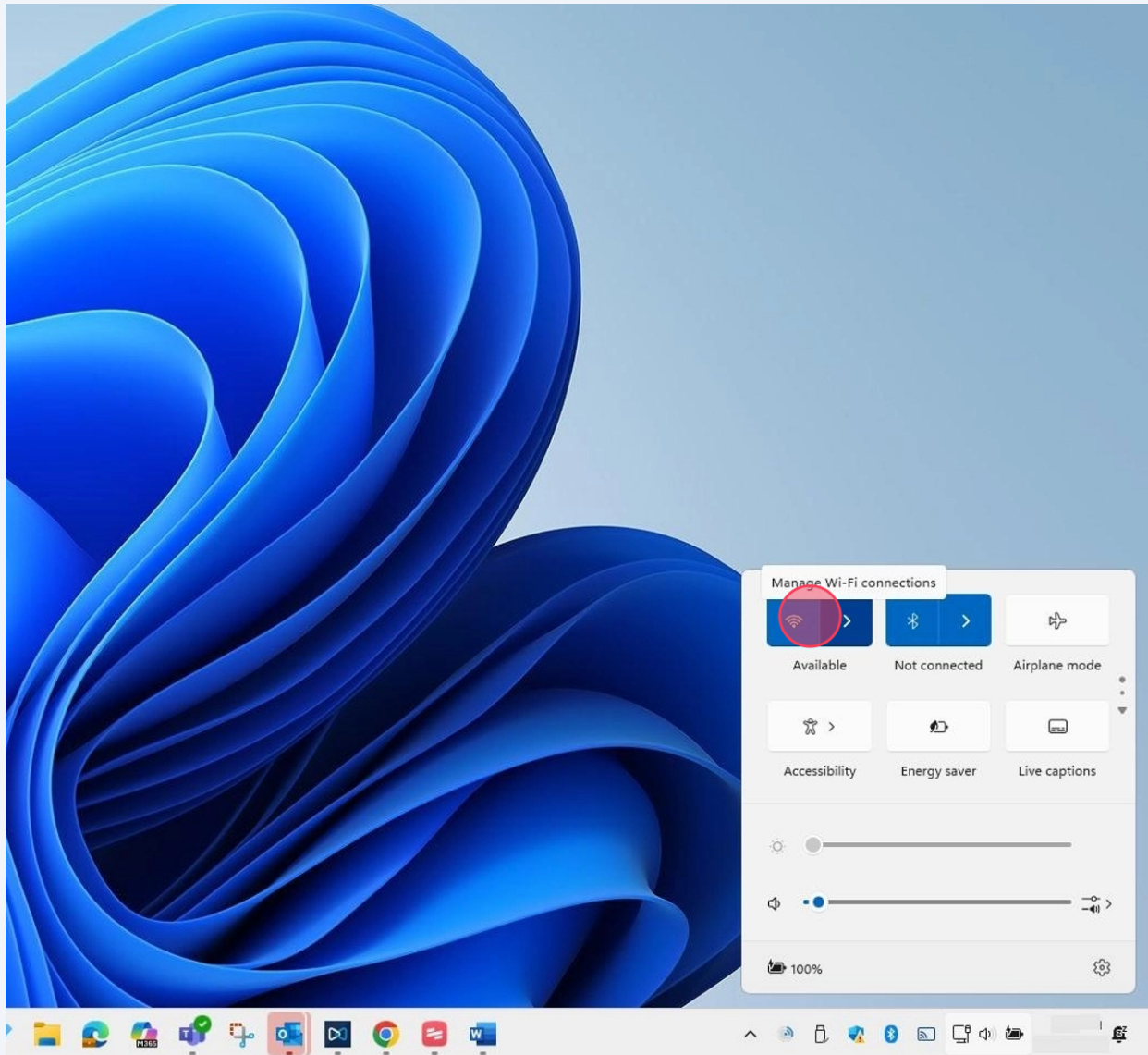
Several options appear such as WIFI, battery status, brightness, volume, casting and more.



WiFi Connection

4

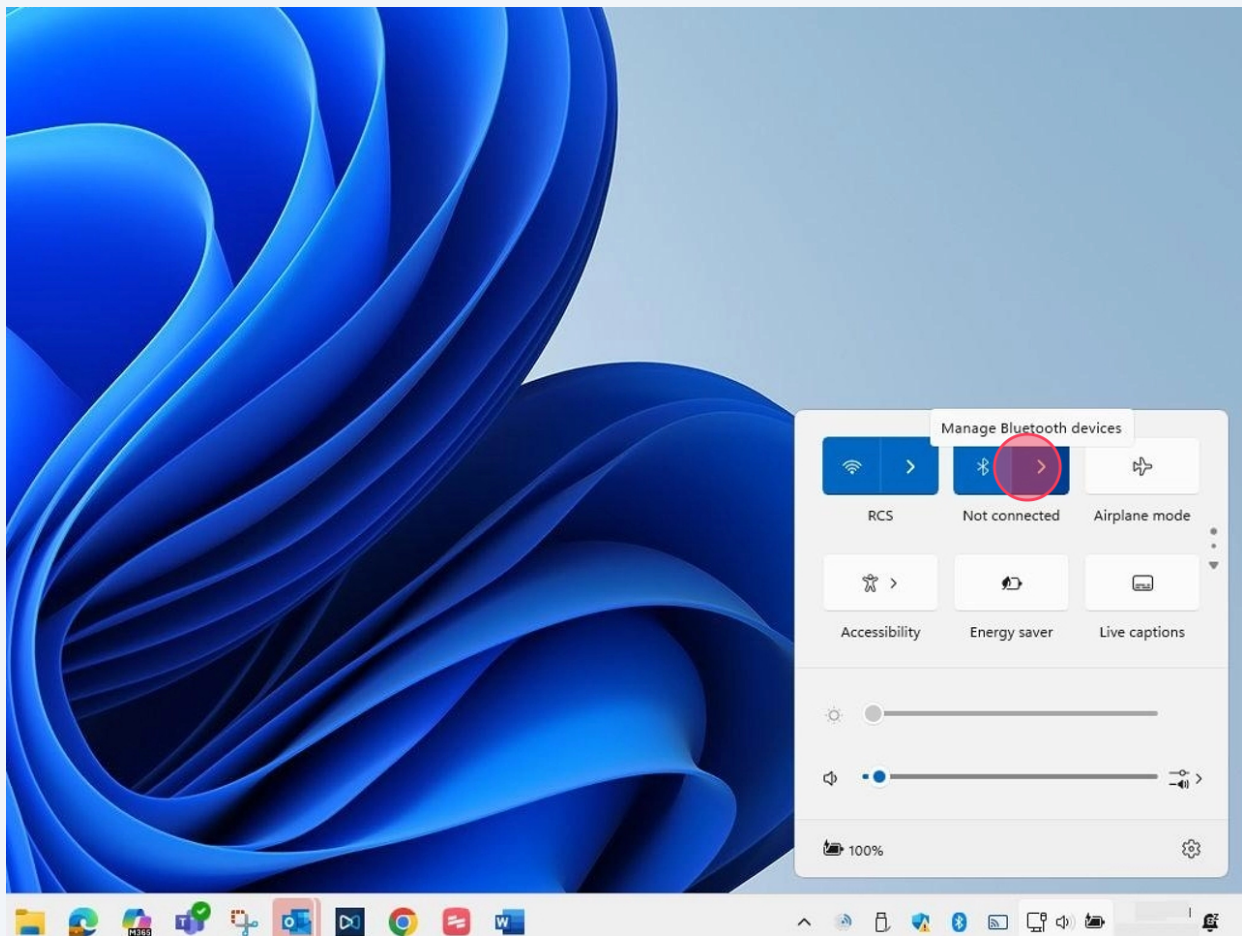
Choose the arrow to connect, disconnect, manage the location or turn off WiFi



Bluetooth

5

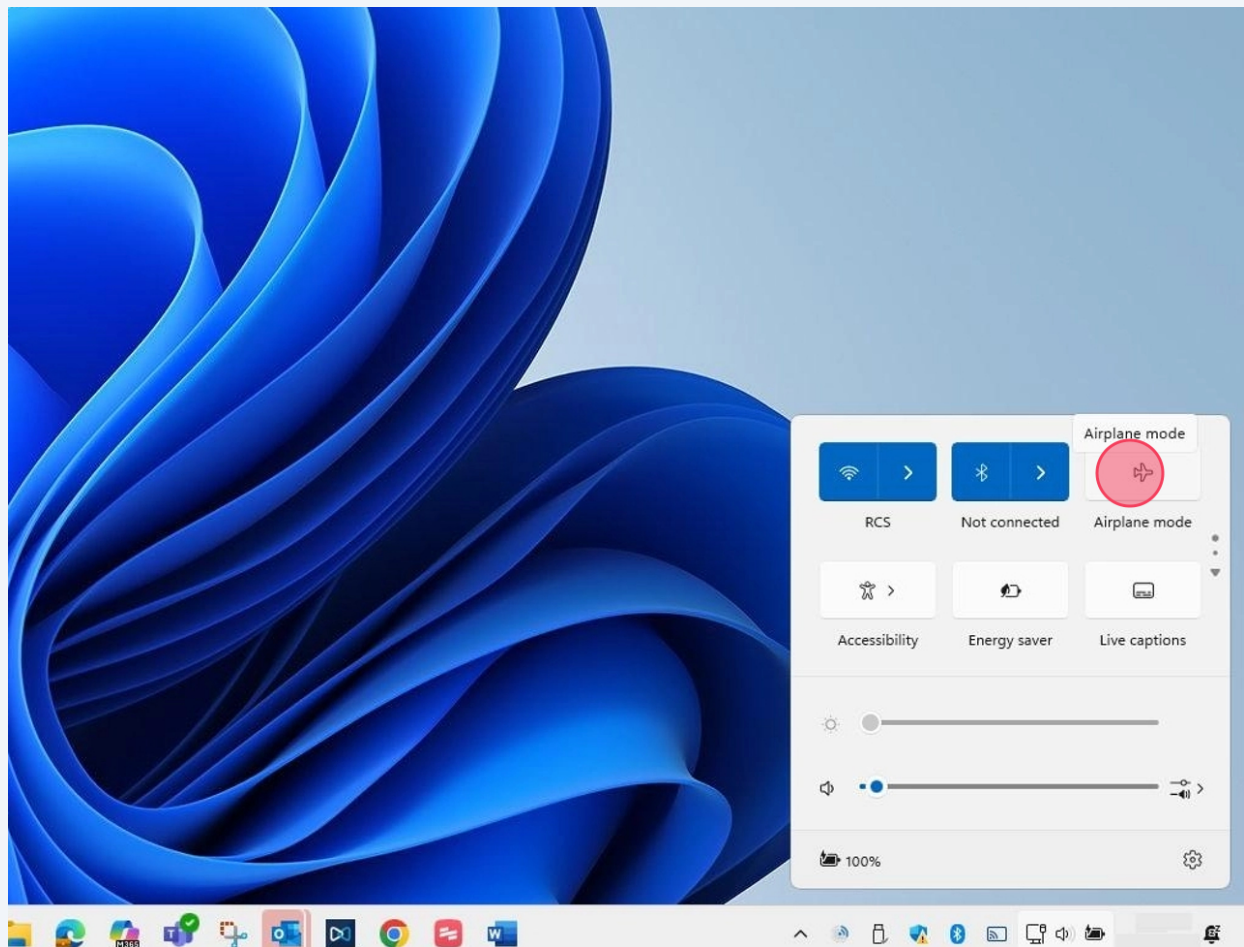
Click Bluetooth to turn off. on and connect a Bluetooth device



Airplane Mode

6

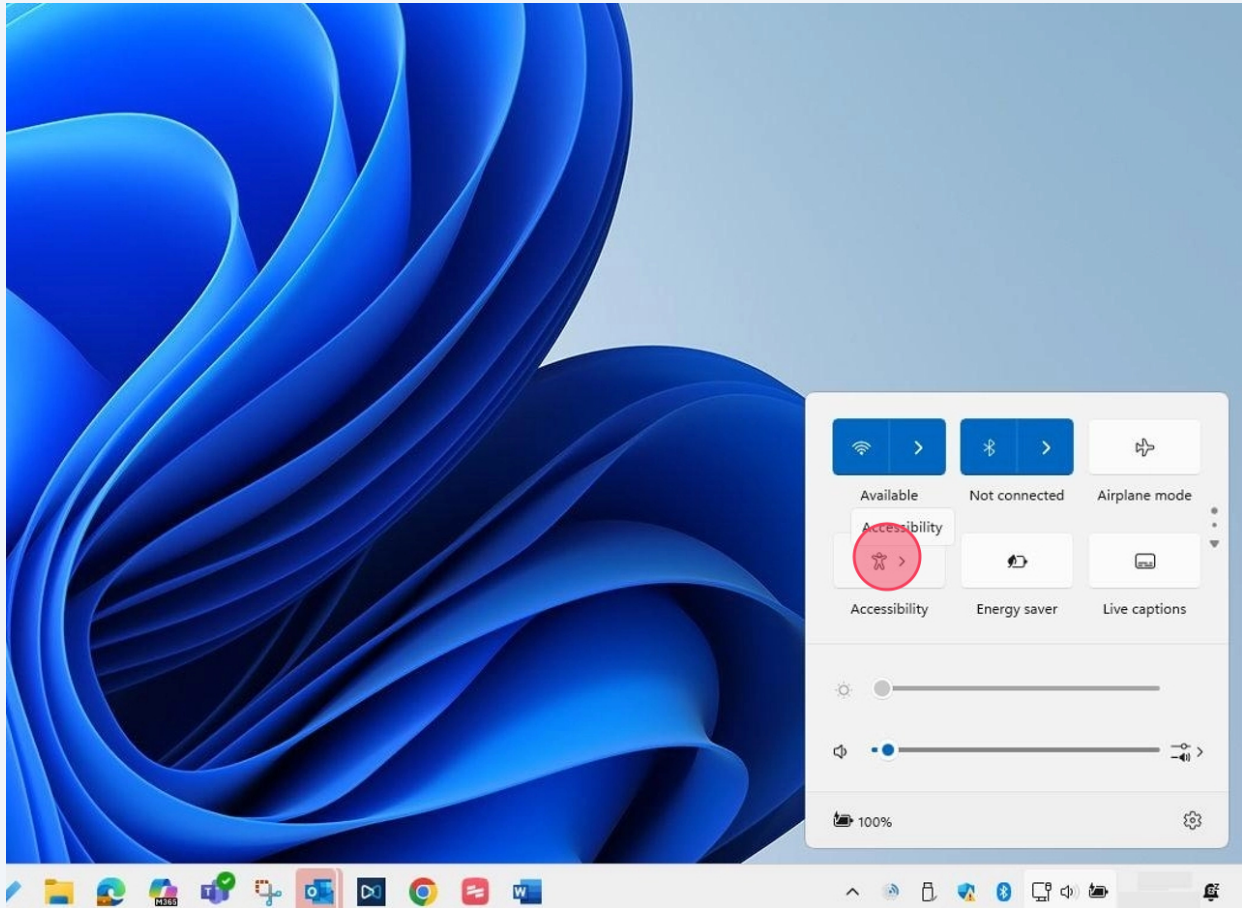
Click on Airplane mode to turn off all wireless communications, including Wi-Fi, cellular, Bluetooth, and Near Field Communication (NFC).



Accessibility

7

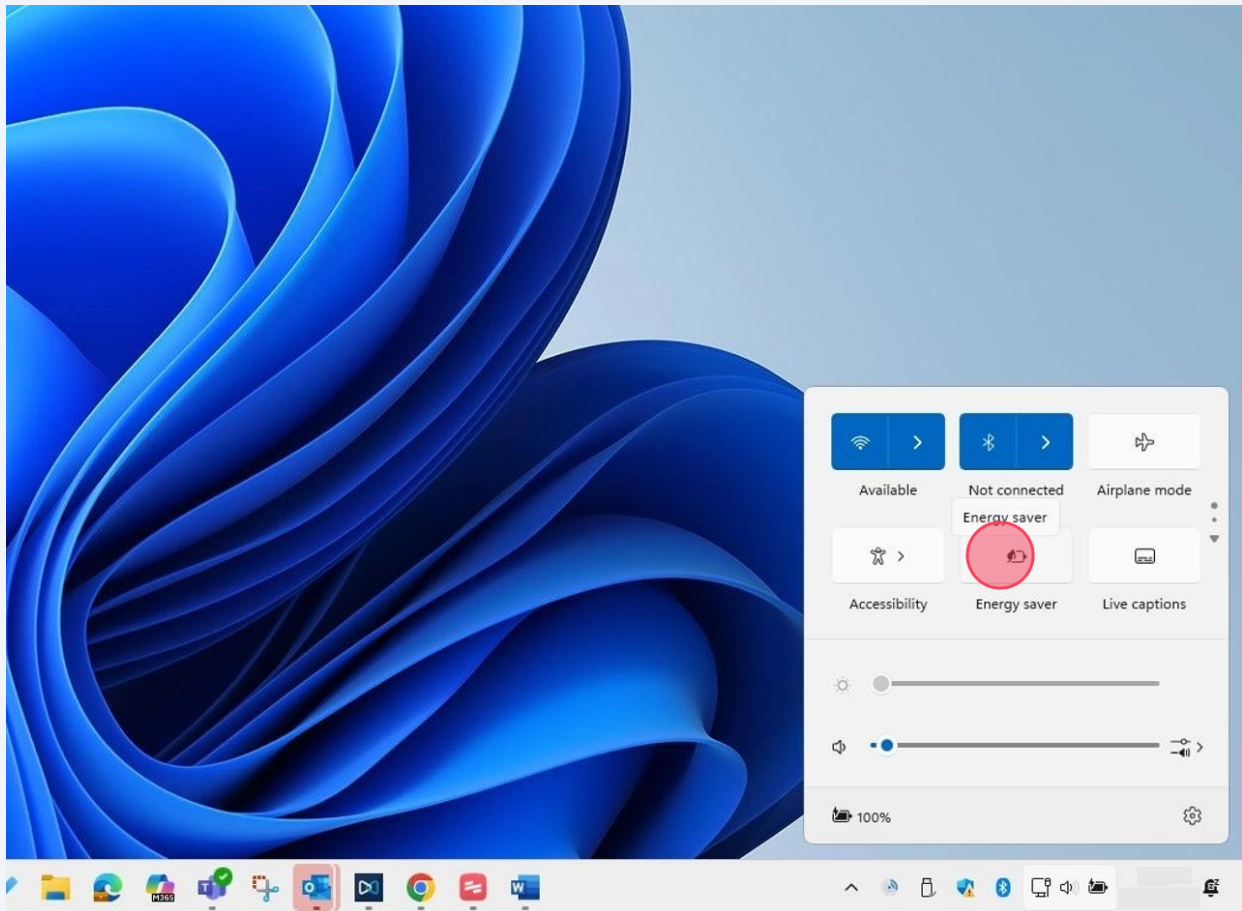
Click the Accessibility option to enable accessibility features such as:
Narrator: A built-in screen reader that describes images and simplifies navigation
Magnifier: Helps with reading
Color filters: Adjusts the colors on the screen
Mono audio: Adjusts the audio
Live captions: Provides captions for what is being said on the screen
Sticky keys: Turns sticky keys on or off



Energy Saver

8

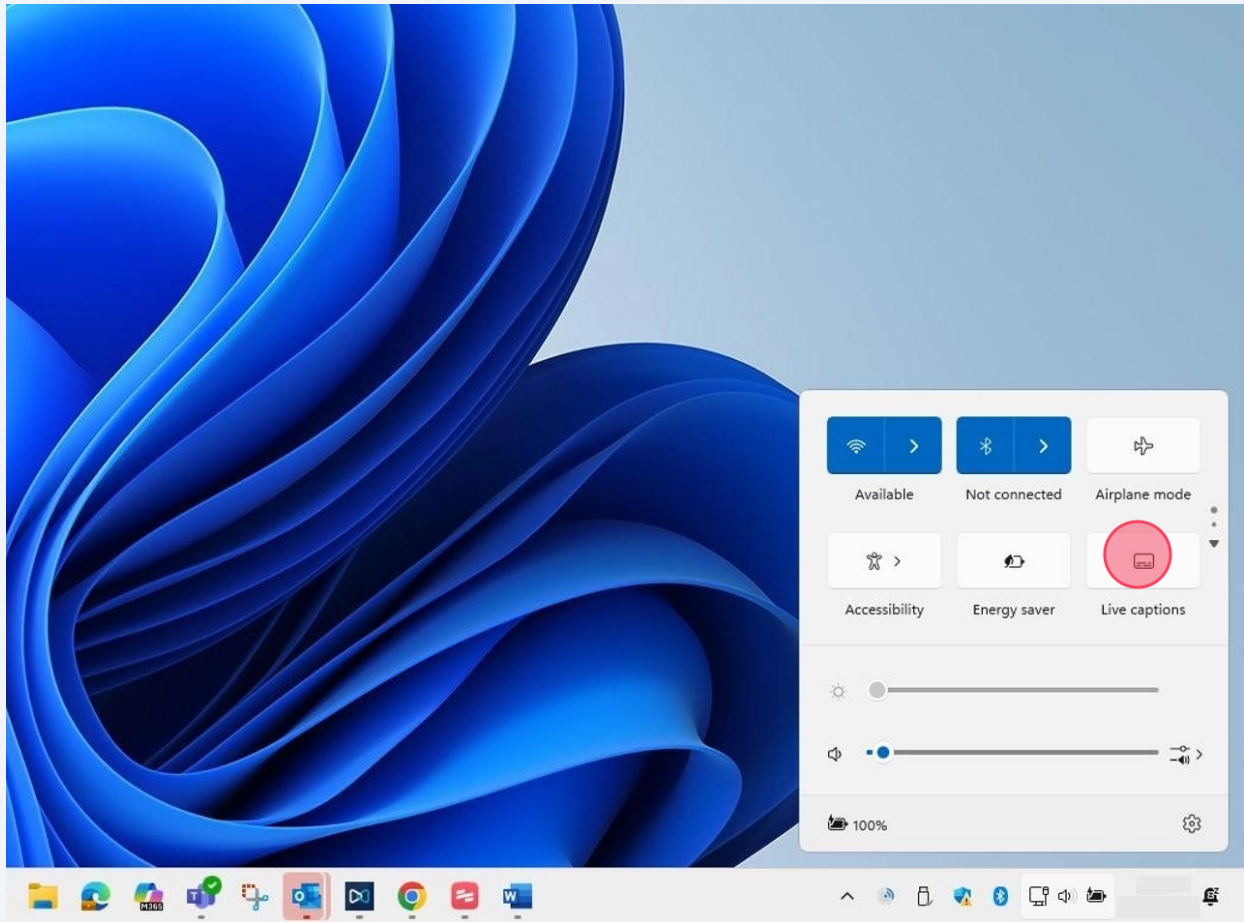
Click Energy Saver to help extend your computer's battery life, however this can also affect performance. When Energy Saver is on, your screen may dim and some background apps may be blocked.



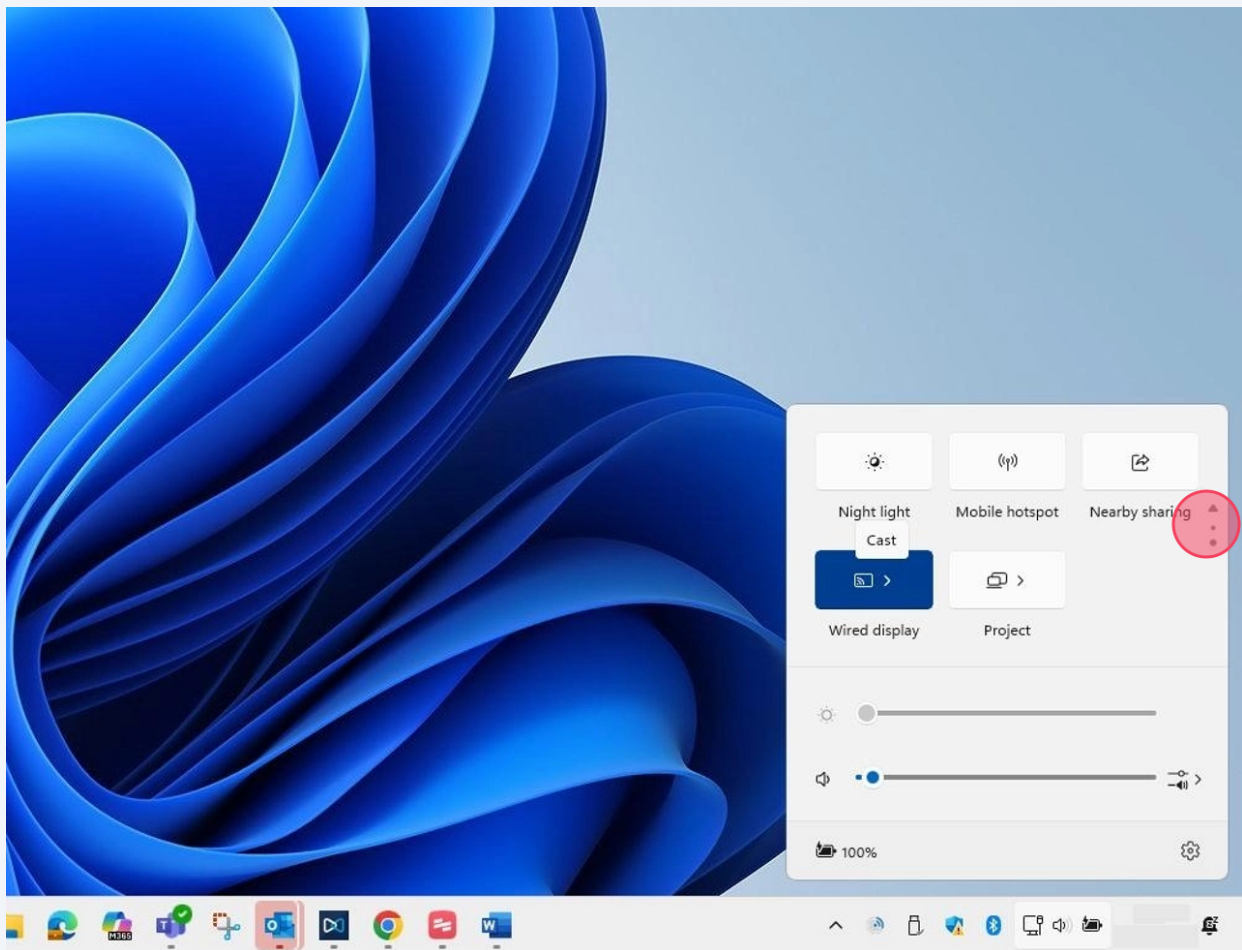
Live Captions

9

Click Live Captions for audio and video captions to appear on screen in real time.



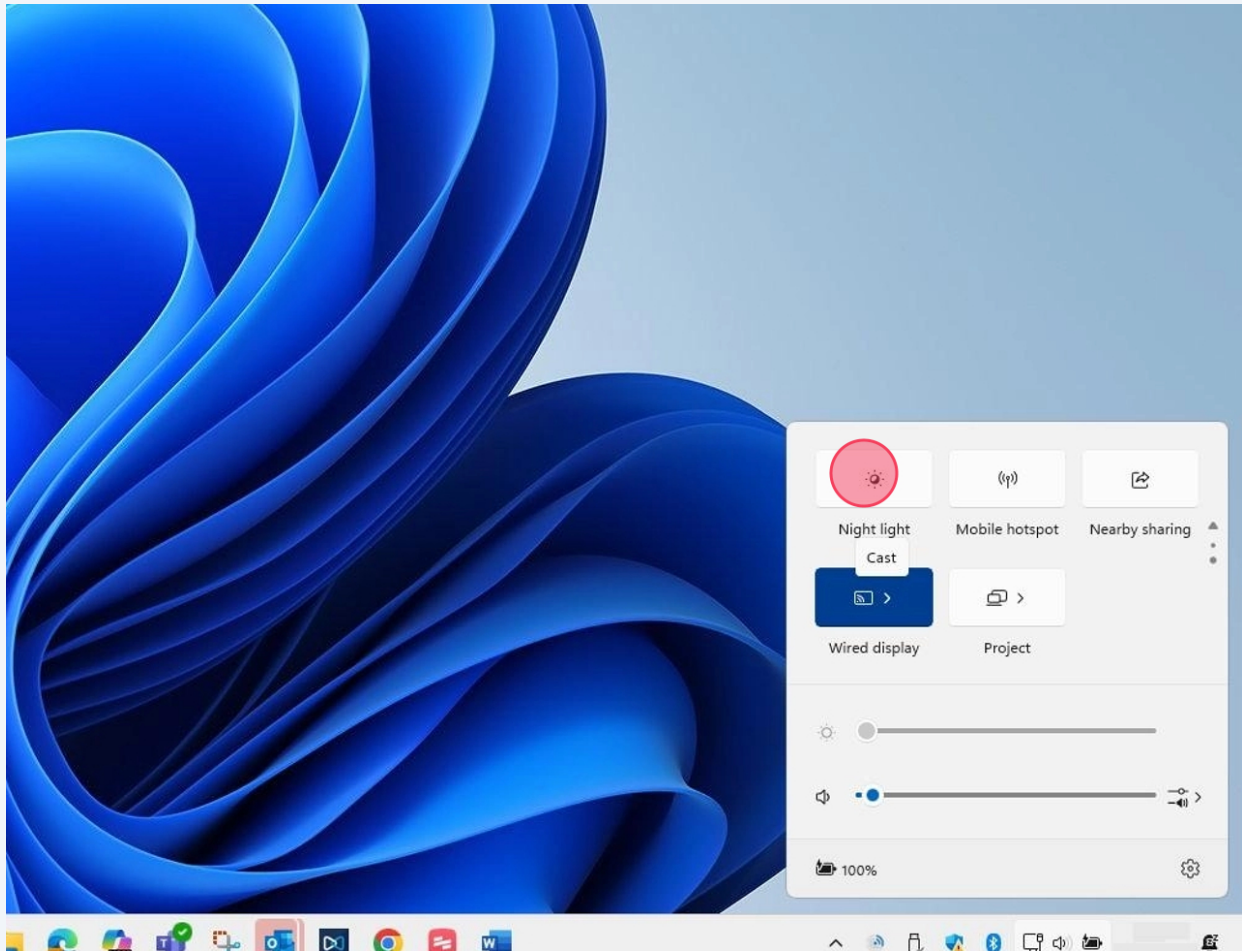
10 Click the down arrow to see more options.



Night Light

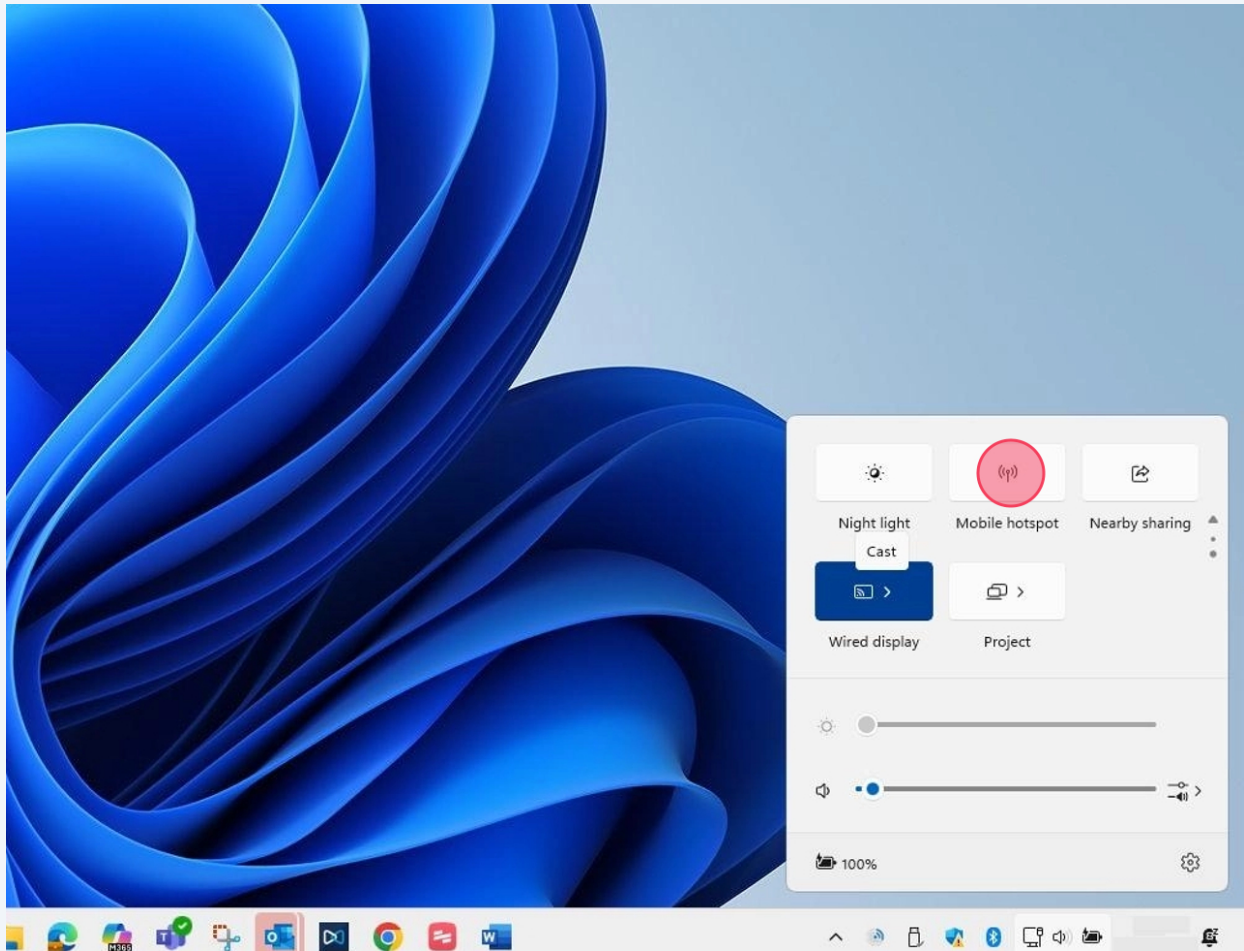
11

Click Night Light to reduce eye strain by adjusting the color of your screen making it warmer and easier on your eyes especially in low light.



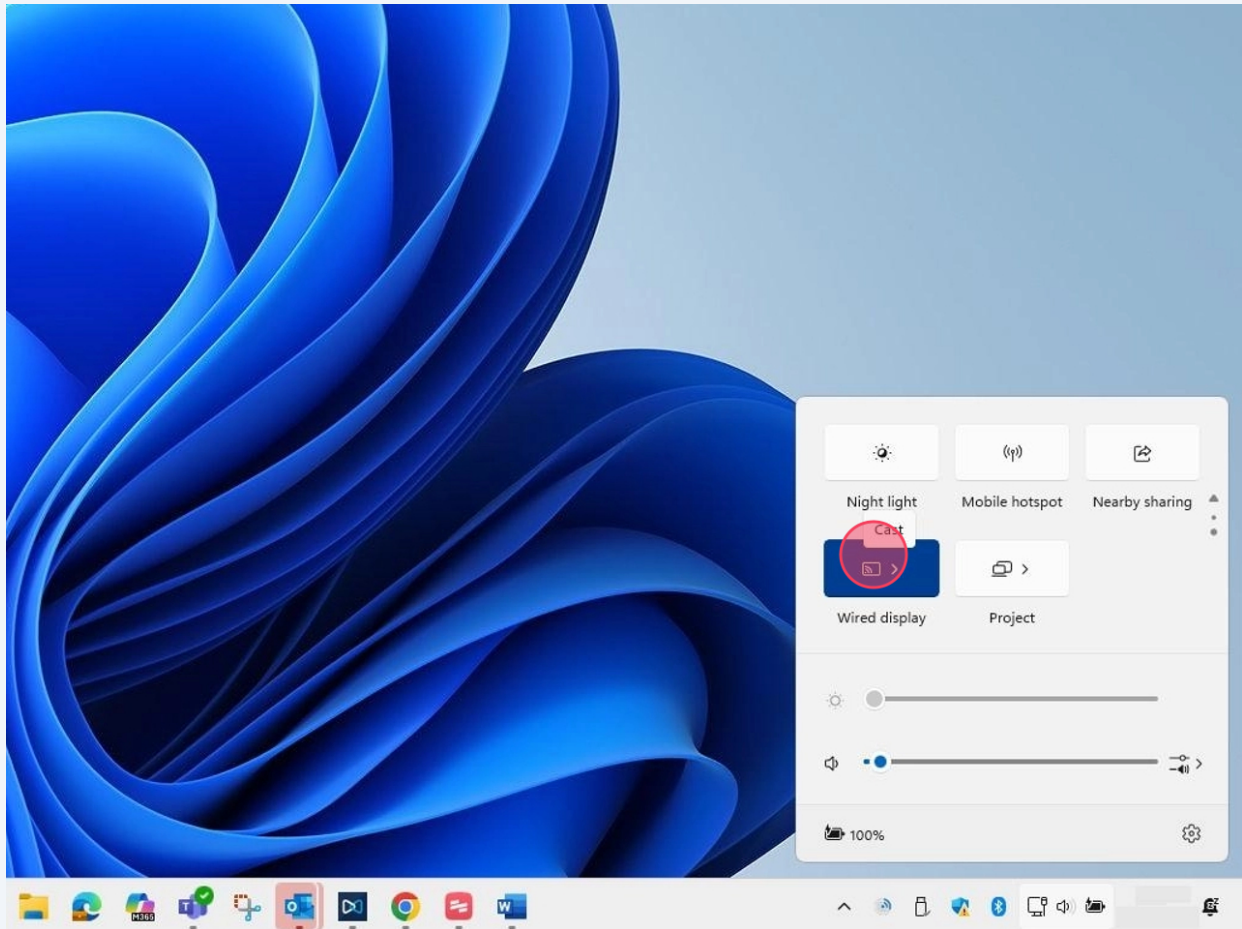
Mobile Hotspot

12 Click Mobile Hotspot to turn Hotspot on or off



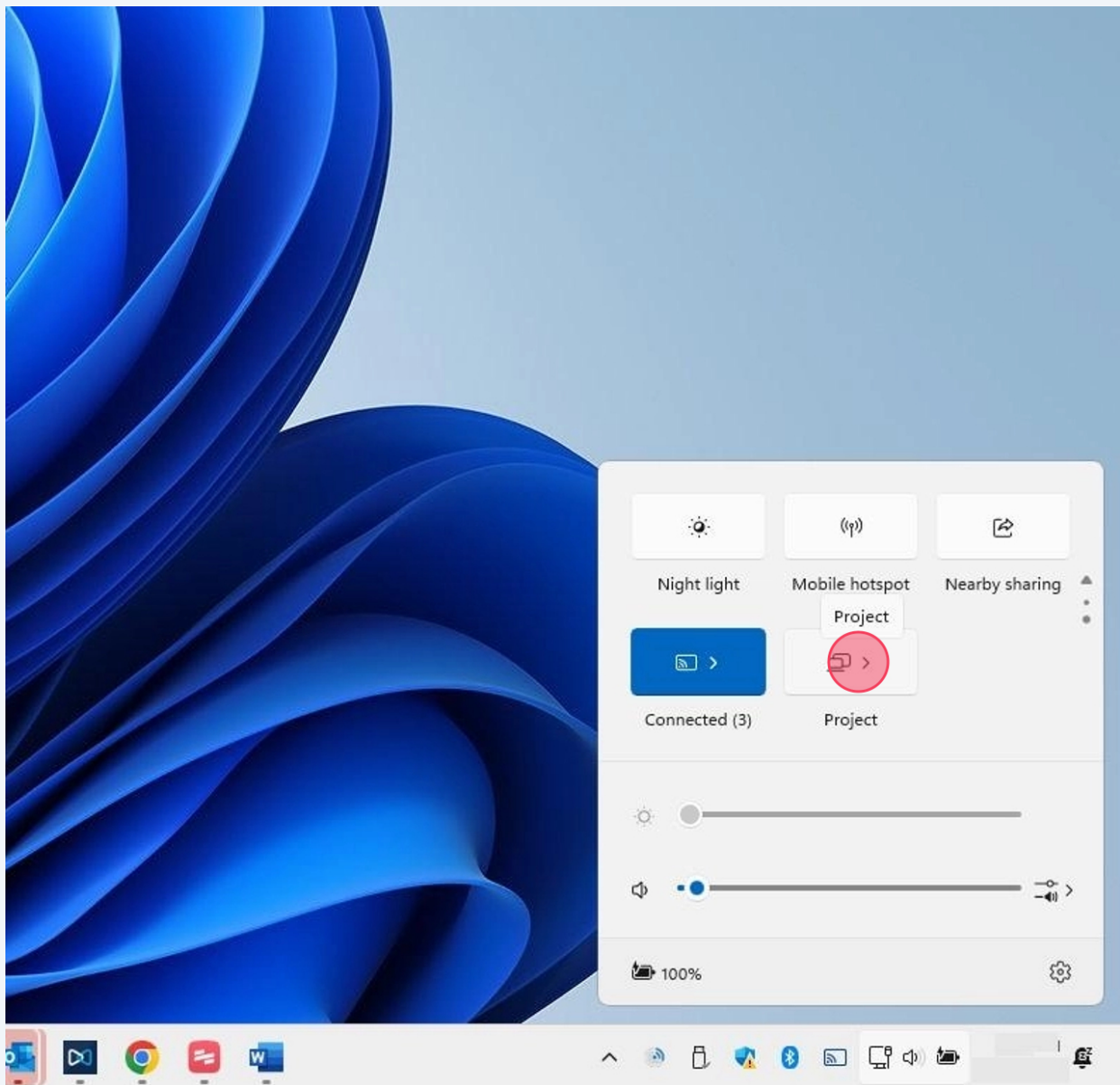
Cast

13 Click Cast/Wired Display to cast to an alternate display



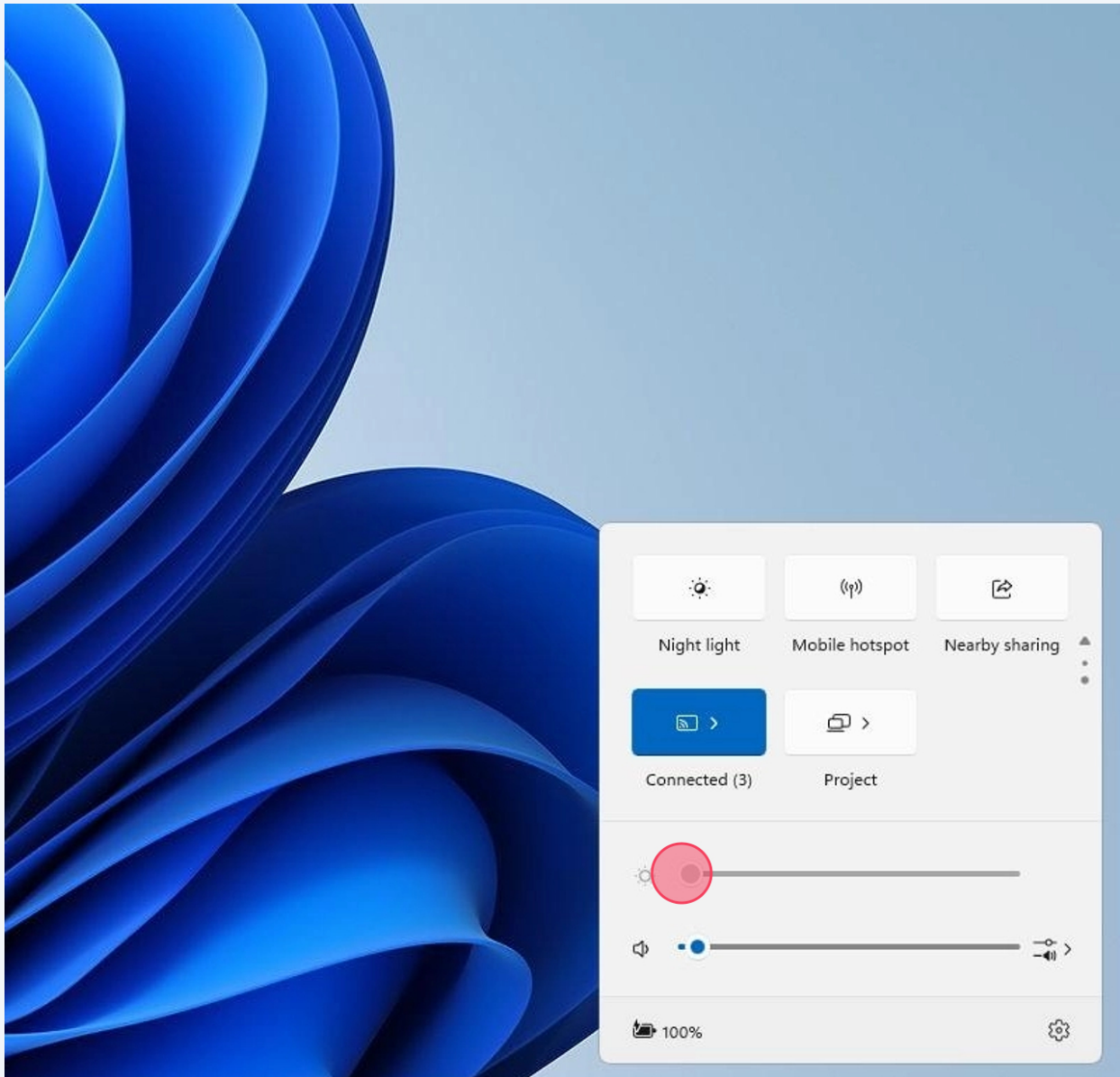
Project

- 14 Click Project to choose how your screen will project (extend, duplicate, disconnect)



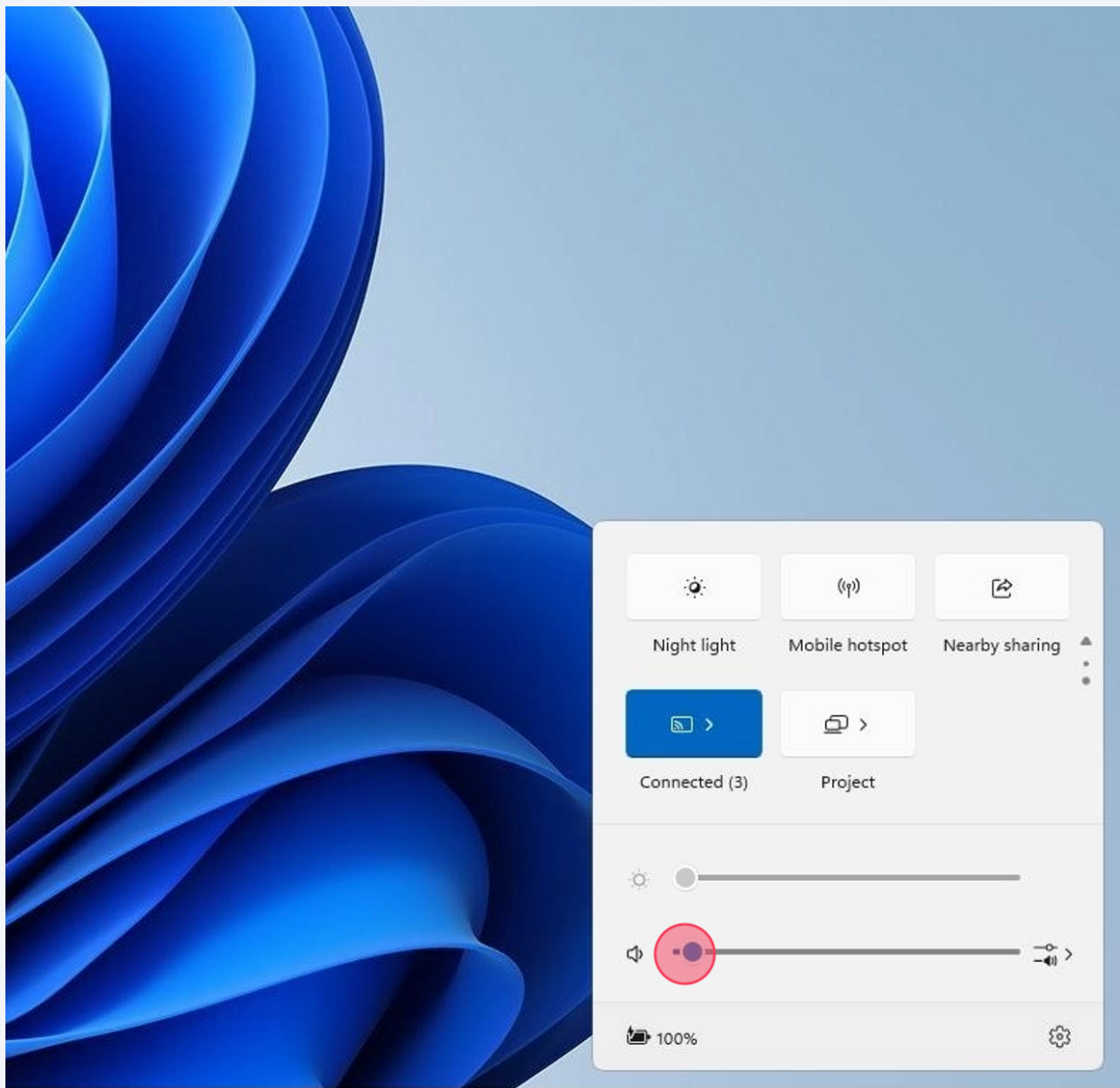
Brightness

15 Use the slide bar to increase/decrease your brightness

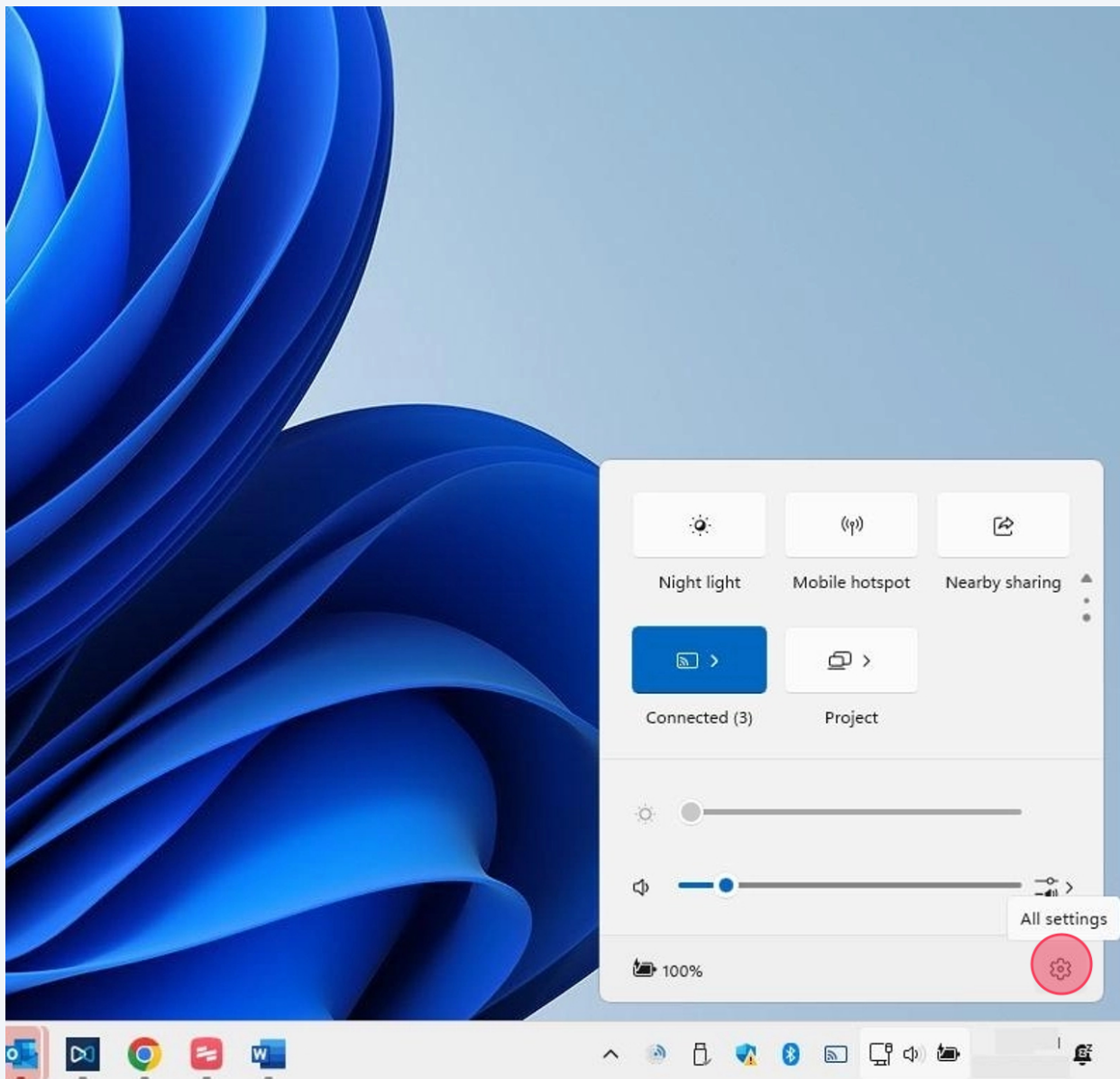


Volume

16 Use the slider to increase/decrease the volume



- 17 You can also access All Settings by clicking the gear icon at the bottom.



- 18 If you experience any issues, please fill out a tech ticket at <https://rochester.incidentiq.com/> and someone from our Tech Team will get back to you as soon as we are able.