

I Have Windows 11, Now What?

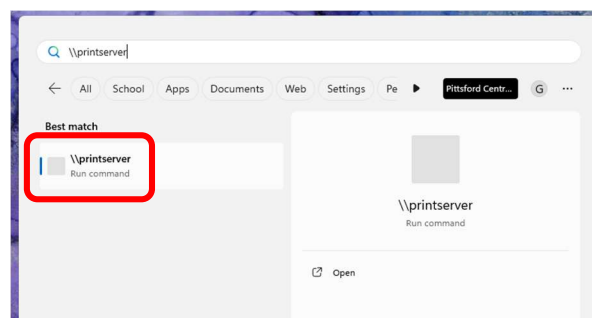
There are some customizations you can make to help make Windows 11 work more efficiently for you. The following customizations can be done in any order so please feel free to jump around as necessary.

The **Windows Button** is going to be frequently referred to in this tutorial. It is located in the middle of your task bar to the left of the search field.



Adding Printers

There are no printers installed with Windows 11. To add a printer, click on the **Windows Button** and type in **\\printserver** (please use the slash above the enter key, not the one to the left of the shift key) and then press the **Enter key** or select Open.



This will bring up a list of all the available printers in the district. They are listed alphabetically by building.

AC – Allen Creek

BE – Barker Road East

BM – Barker Road Middle School

CM – Calkins Road Middle School

JR – Jefferson Road

LM – Lomb Building

MC – Mendon Center

MH – Mendon High School

PR – Park Road

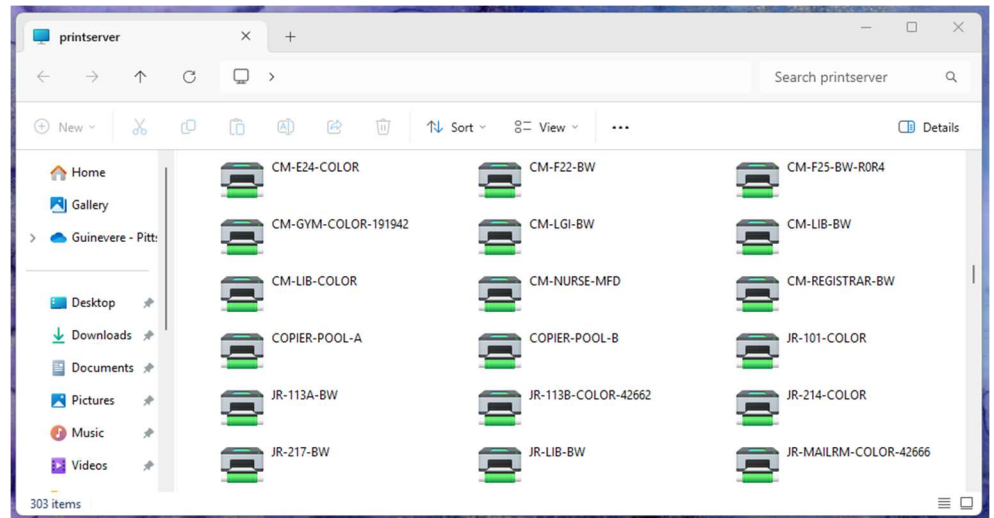
SH – Sutherland High School

TM – Transportation and Maintenance

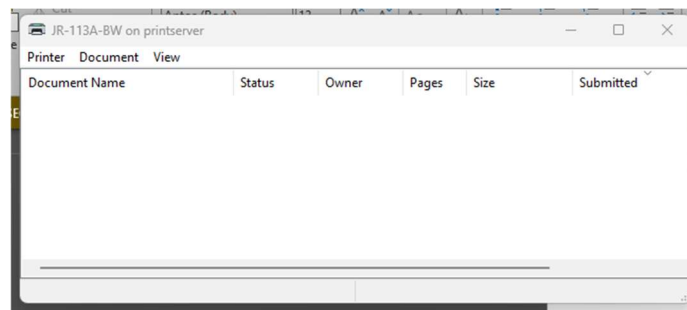
TR – Thornell Road

The two copier pools are not installed by default either, you will need to add those, and any other district printers you would like access to. Printers can be added at any time, you do not need to add them all at once.

Once you find the printer you would like to add from the list, double click on the name of the printer.



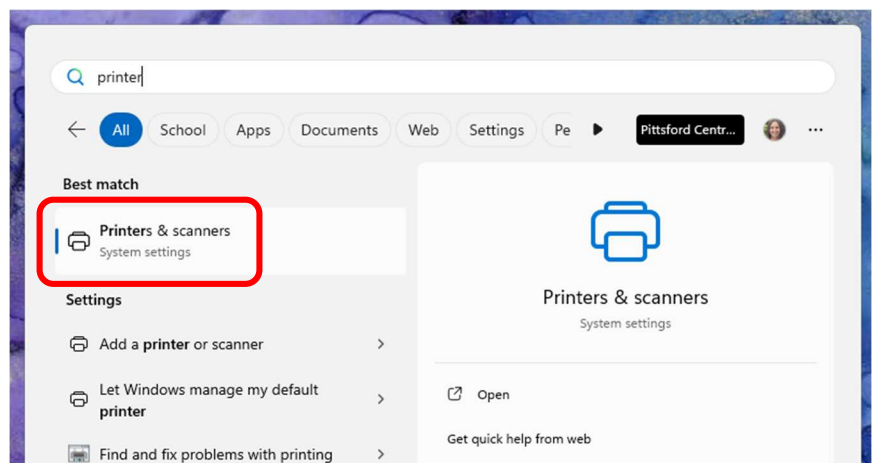
You will briefly see a window that says it's installing the printer. Once it is done, you will see the following window:



The printer is now installed and ready for you to use. You can continue to add additional printers or close the window to continue with your work.

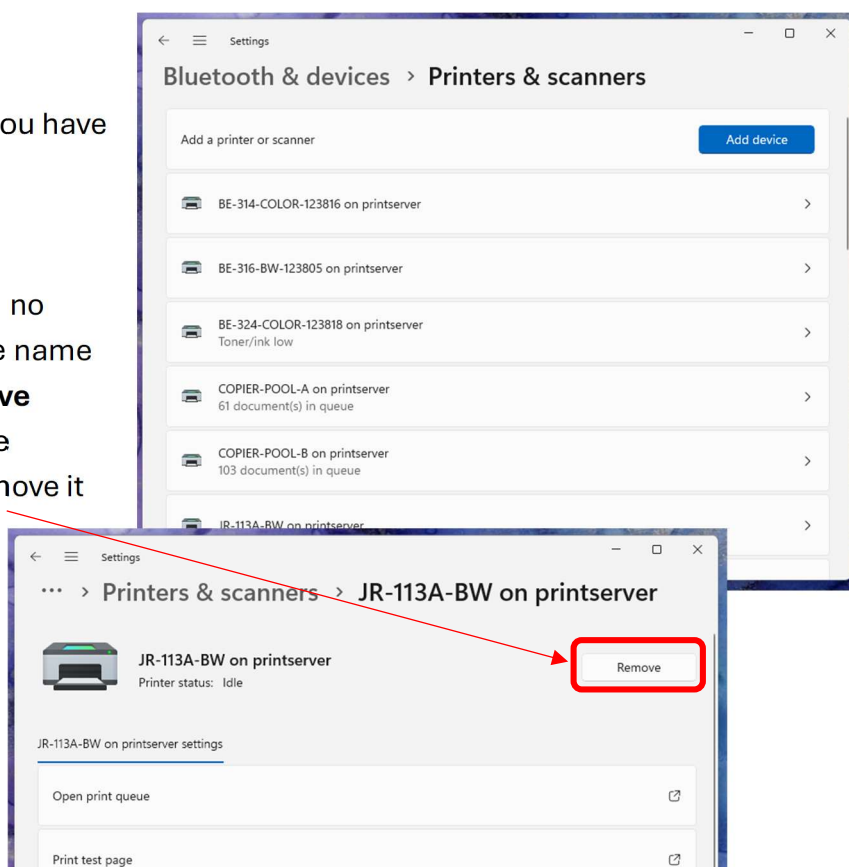
Managing Printers (Removing, Setting Default, etc.)

Start by clicking on the **Windows Button** and start typing “printer” until **Printers & scanners** appears as an option, then click on it to open.

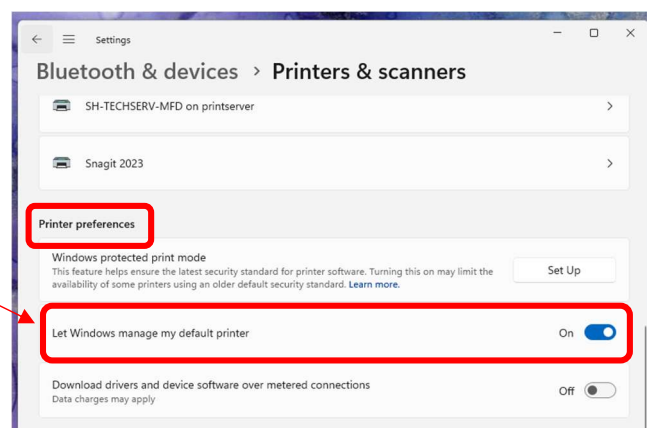
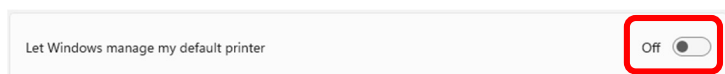


You should see all of the printers you have added in the window that opens.

If you want to remove a printer you no longer need access to, click on the name of the printer. You will see a **Remove** button in the top right corner of the following window, click on it to remove it from your list. Printers can be readded at any time.

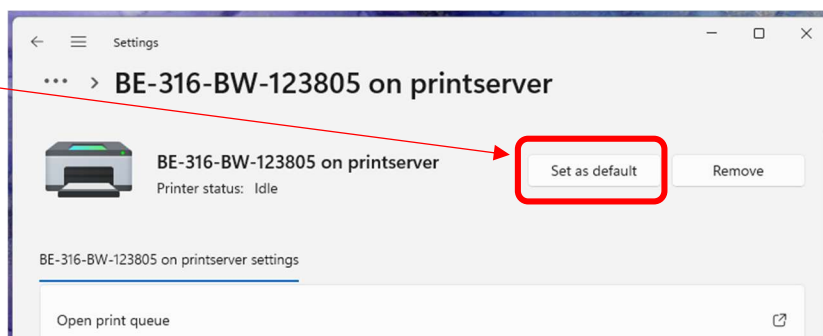


If you would like to set a default printer, first scroll down to the bottom of the list until you see the **Printer preferences** section. Toggle the “**Let Windows manage my default printer**” to “**Off**”.

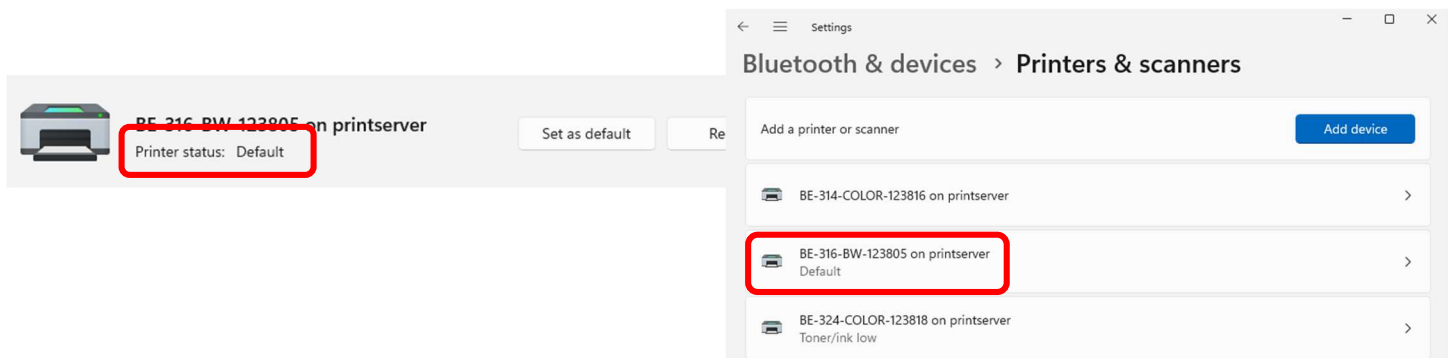


Select the printer you want to set as default from the list of printers.

In the top right, click on the **Set as default** button. If you do not see this button, the “Let Windows manage my default printer” is enabled, you need to turn it off before setting the default printer.



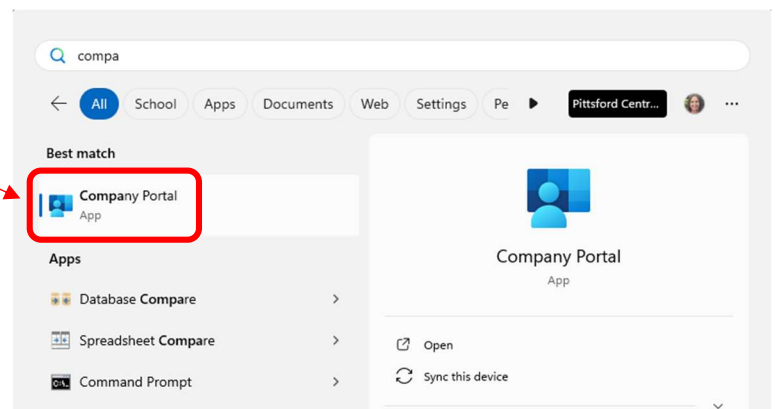
Once it is set as the default, you will see the printer status change to say default and you will also see it say **Default** in the list of printers.



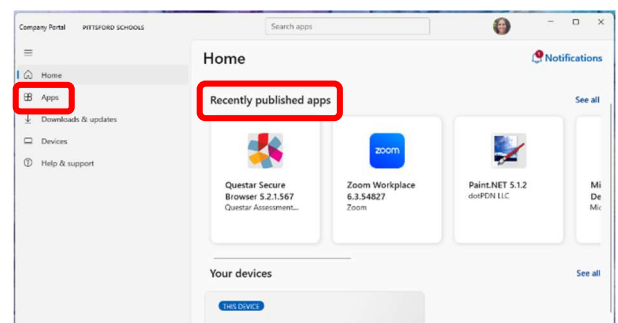
Adding Apps Using the Company Portal

With the move to Windows 11, the district no longer has custom images for different departments and instead, teachers are able to get the software they need from the Company Portal. It can take a little while after the install for some of the apps to appear, if they are not available after 12 hours, please submit a help desk ticket.

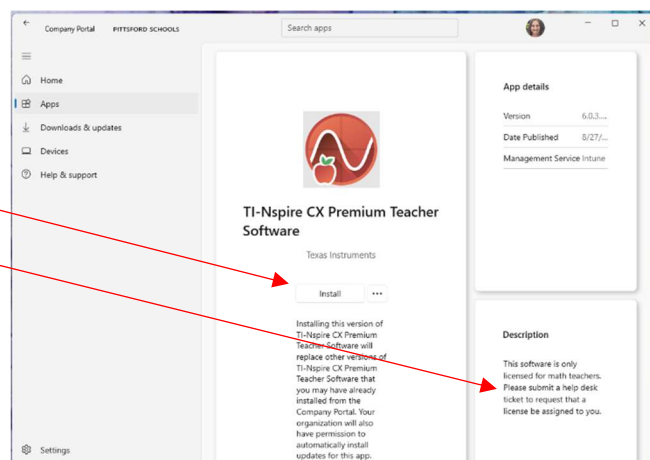
Click on the **Windows Button** and start typing company until you see **Company Portal** appear, then click on it to open it up.



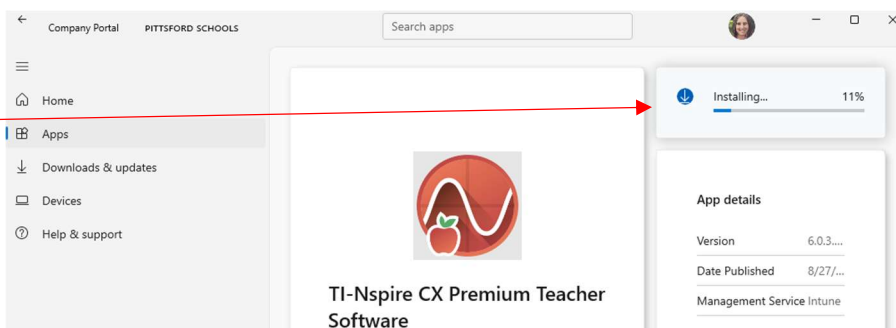
Find the application you would like to install. If it is not under **Recently published apps** you can click on **Apps** in the left panel to open all of the available apps.



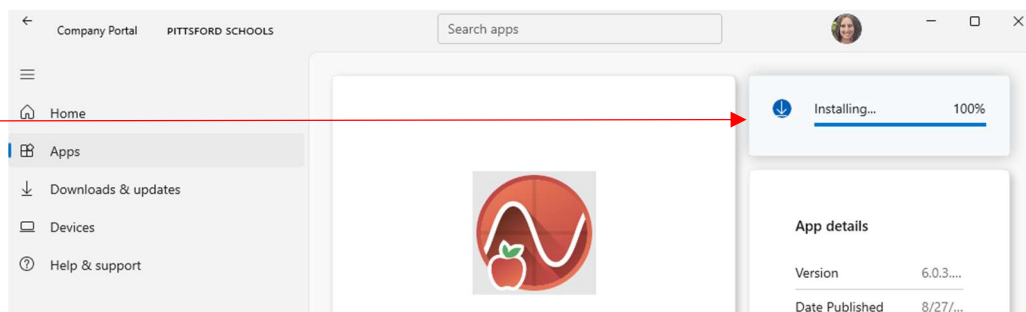
Click on the **Install** button to install the software. In the **Description** you will see important notes about the software, including restrictions if any apply (in the example shown only certain staff can install this application).



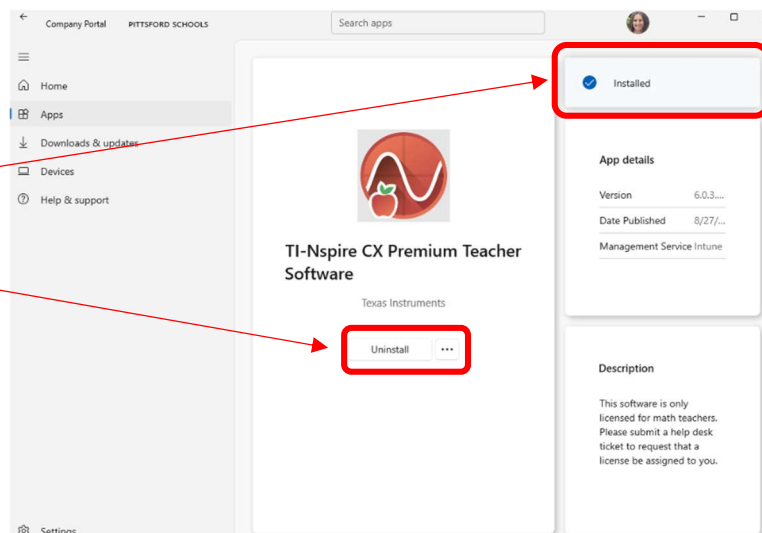
You will see a progress bar as the application is installing. Installation time will vary based on the application.



When you see it say **Installing... 100%** it's not done yet, please be patient!



The application is done when you see the **blue check mark**, it says **Installed** and the button changes to **Uninstall**.

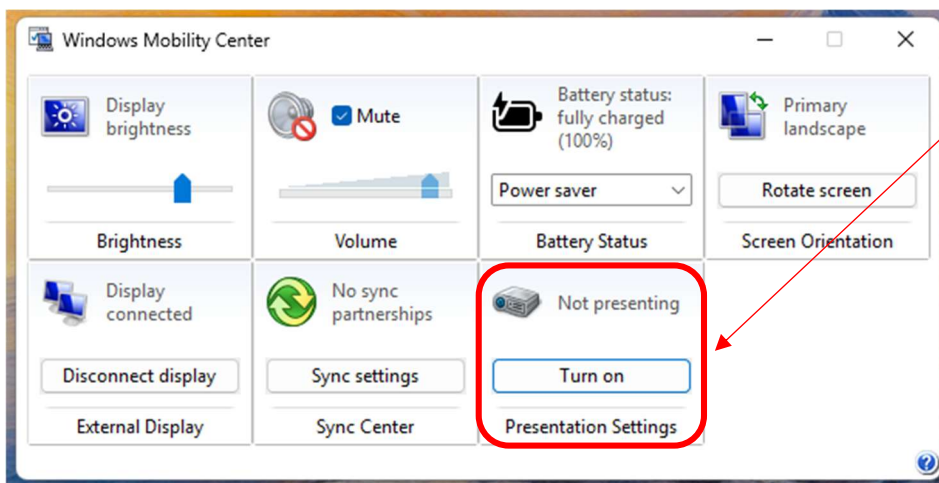
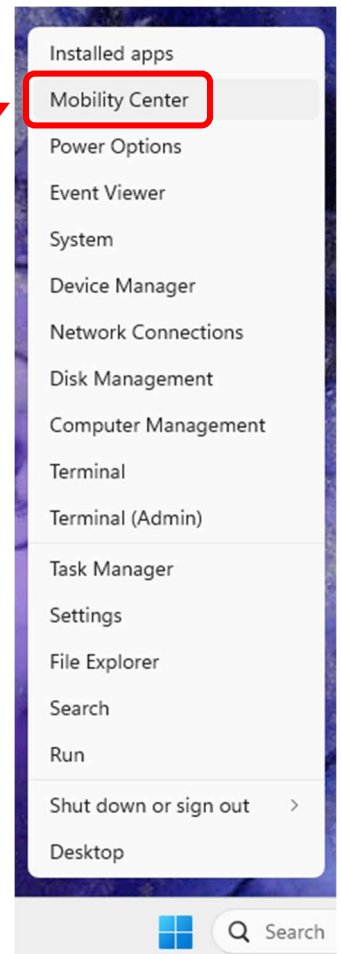


Accessing Presentation Mode

With Windows 11, the time it takes for your laptop to go into the screensaver has been set and you are no longer able to change it. If you find that this is an issue, you can use Presentation Mode to temporarily prevent the screensaver from turning on.

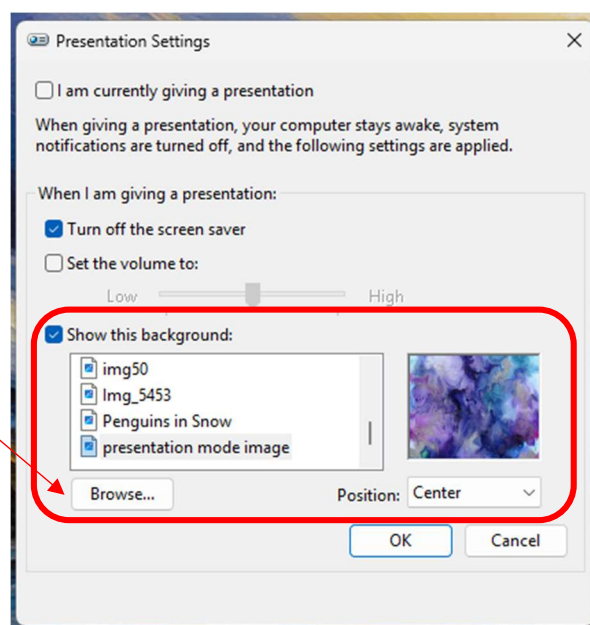
Presentation Mode is part of the Windows Mobility Center. To access it, right-click on the **Windows Button**.

Select **Mobility Center** from the menu and the window will open.

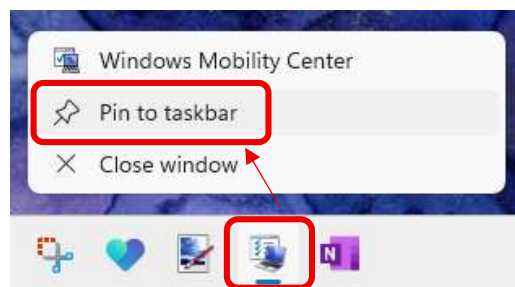


Presentation mode is in the bottom row. Click the button to toggle it on and off. You can customize presentation mode, click on the projector icon to open the settings window.

You can have the image change when you're in presentation mode, choose to **Browse** to select an image you would like to appear when you're presenting. Click **OK** when you're done with the settings.

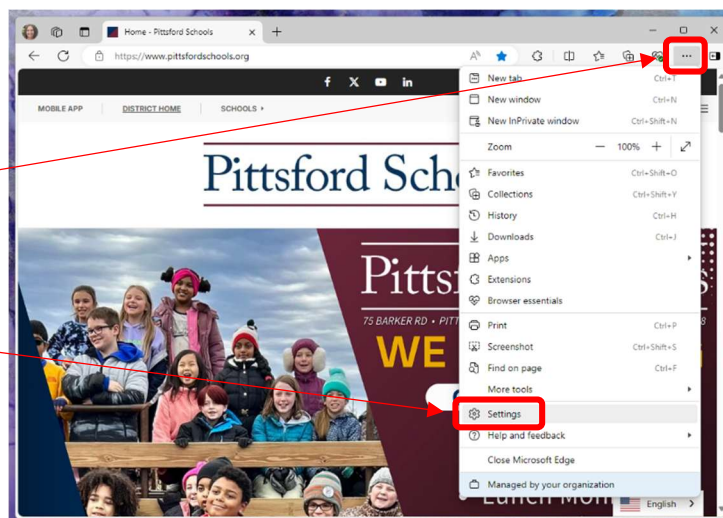


If you find that you will be using **Presentation Mode** frequently, you can pin the **Mobility Center** to your task bar. When **Mobility Center** is open, **right-click** on the icon and choose **Pin to taskbar**.

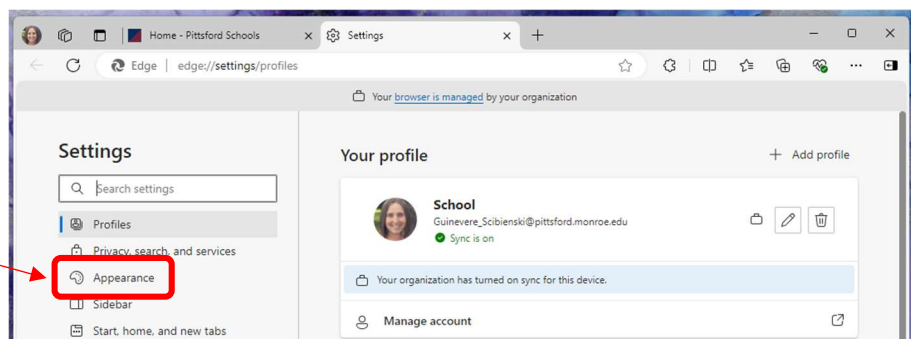


Edge Favorites Bar

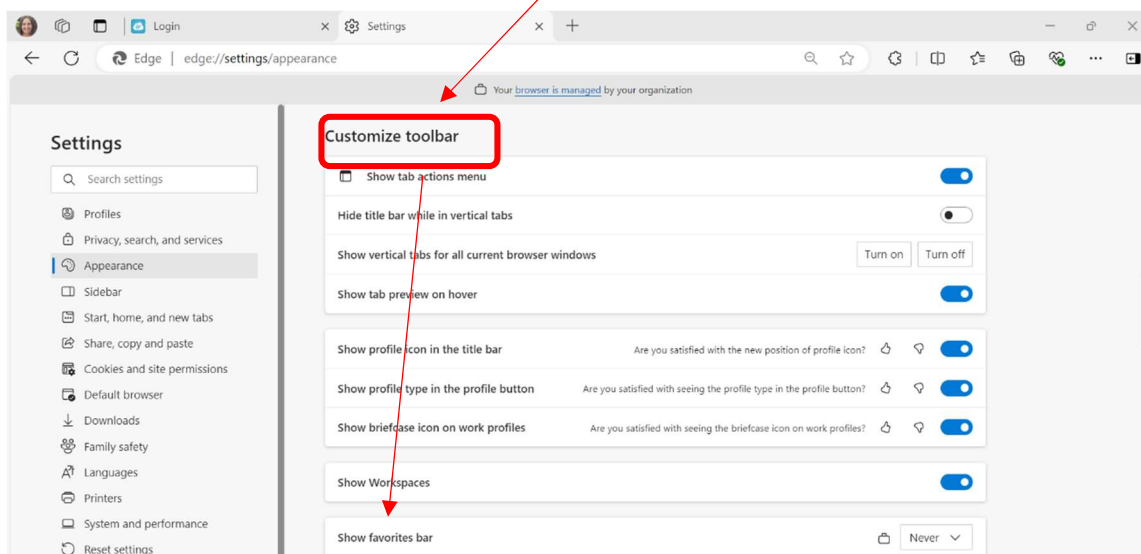
By default, the favorites bar does not appear in Microsoft Edge. If you would like to have access to this, start by clicking on the **three dots** in the top right corner and selecting **Settings** from the menu.



Click on **Appearance** in the Settings menu.



You can choose other settings for the appearance in this section as well, but to enable the Favorites bar, scroll down until you see **Customize toolbar**.



Under **Show favorites bar** select the option you prefer. There is no need to save your preference, you can close the settings tab and you will see your favorites bar.

