

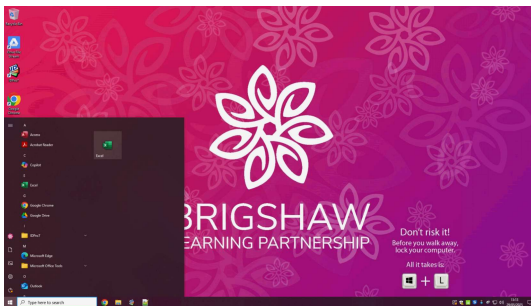


## Using windows 11

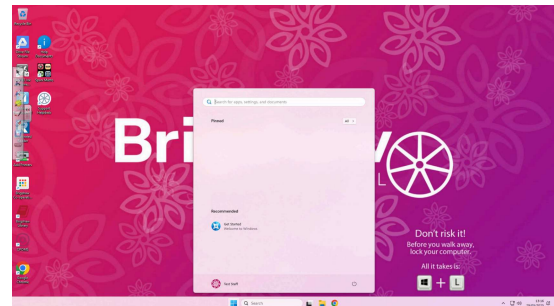
A quick starter guide outlining some of the main differences between windows 10 and 11.

### Using windows 11 Start Menu and Taskbar:

One of the most noticeable changes in Windows 11 is the redesigned Start Menu and Taskbar. The Start Menu is now centred on the screen, rather than aligned to the left as in Windows 10. It may automatically open when you log in. To close it, simply click the blue Windows icon or click anywhere outside the menu. The search function can still be used as in previous versions.

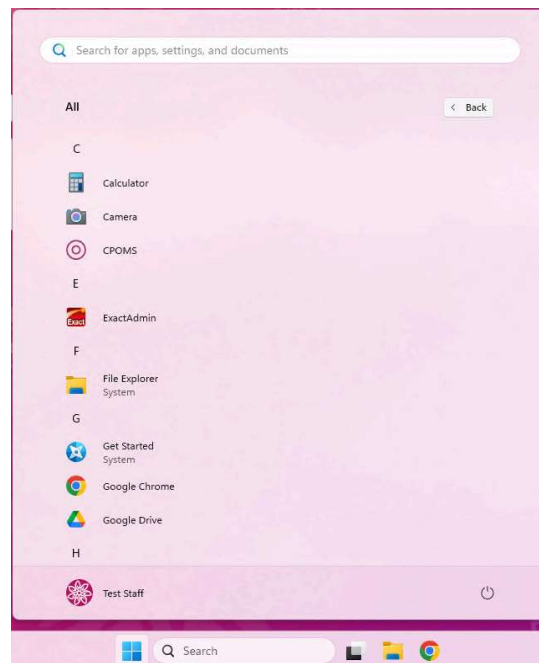


Windows 10



Windows 11

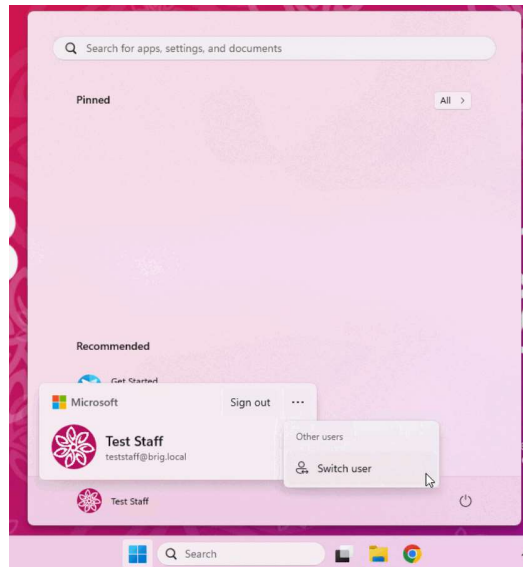
If the Start Menu appears mostly blank or missing common shortcuts, that's because many built-in apps have been removed. Unfortunately, Microsoft currently doesn't provide a way to repin them. To view all installed applications click the "All" button at the top-right of the Start Menu. This will display a complete list, similar to what you're used to in Windows 10.



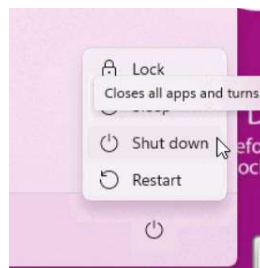


## Locking and logging in and out of Windows 11:

To log out of your session open the Start Menu. At the bottom, click your username and BLP flower icon. A menu will appear then select Sign out. To switch users choose the three dots in the top corner of the user popup and Choose “Switch user”.

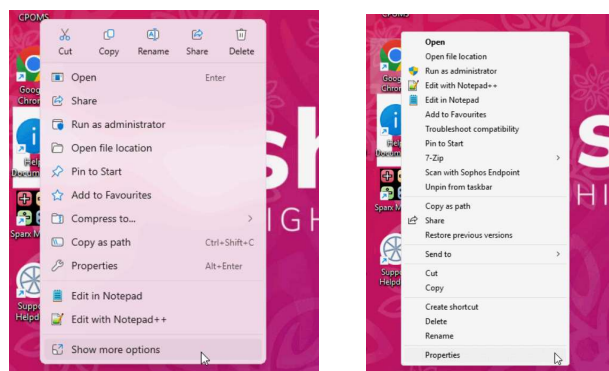


To turn off your computer click the power icon at the bottom right of the Start Menu and choose “Shut down” from the options. This process is very similar to Windows 10.



## Missing options in right click Menu on Windows 11:

When you right click to create a folder or copy a file etc, Windows 11 will look different to Windows 10. Sometimes some of the options we are used to are missing. If you encounter a missing option please click the show more options button. This should give you the old Windows 10 looking menu back.





### Missing Printers:

Occasionally, printers may not show up as expected after login. If this happens use the “Add Printers” desktop shortcut. Simply double-click it and wait a few moments. The missing printers should automatically be re-added.

