

 Windows 11

Windows 11 Pro Quick Start Guide

Discover easy ways to get started using Windows 11 Pro

September 2023

Welcome!

In this Quick Start Guide, we'll share our favorite Windows 11 personalization and productivity tricks.

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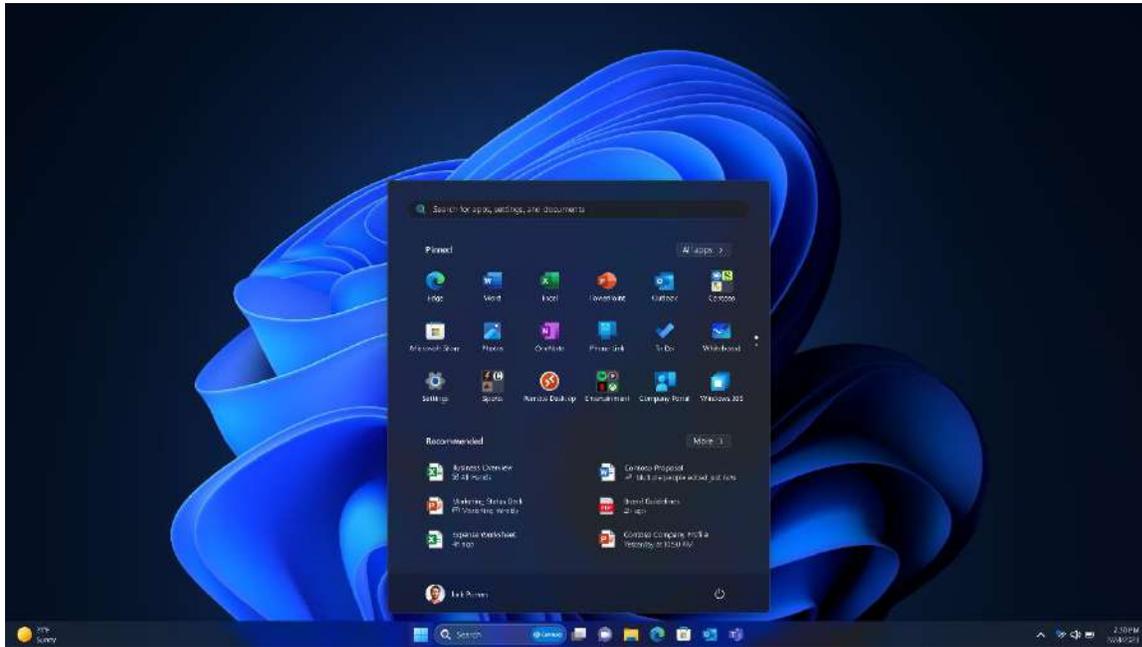
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Did you know? Windows 11:

- Supports multiple 4K monitors
- Can run any app, including Android
- Enables AI
- Offers quick access to device settings on the taskbar, including glanceable VPN

Get centered with your taskbar



The **Start menu**, **Search**, **Task view**, and **File Explorer** on your taskbar makes it easy to find what you need quickly.

Tip: Still prefer the taskbar on the left? Right-click on the taskbar > Open taskbar Settings > Select the taskbar behaviors drop-down > change Taskbar Alignment to the left.

Search everything, everywhere

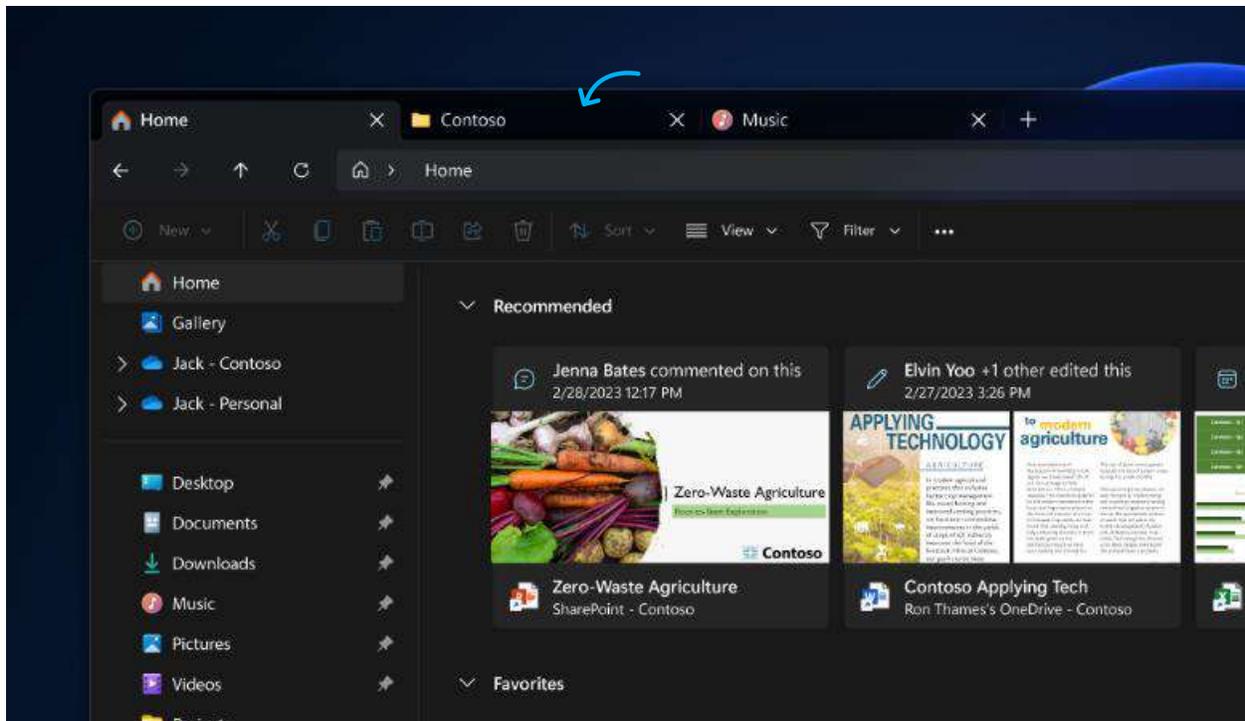
Find everything you need faster with Microsoft Search. Find and open apps, websites settings, documents,¹ and more from **Search in the Start menu or taskbar**.

Start typing your search word or phrase, click tabs to filter results.

You will also see recommended content and dynamically updated search highlights.

Pin your favorite apps, folders, and files to your Start menu, File Explorer

Get to work faster. Pin your favorite apps, folders, and files for quick and easy access.



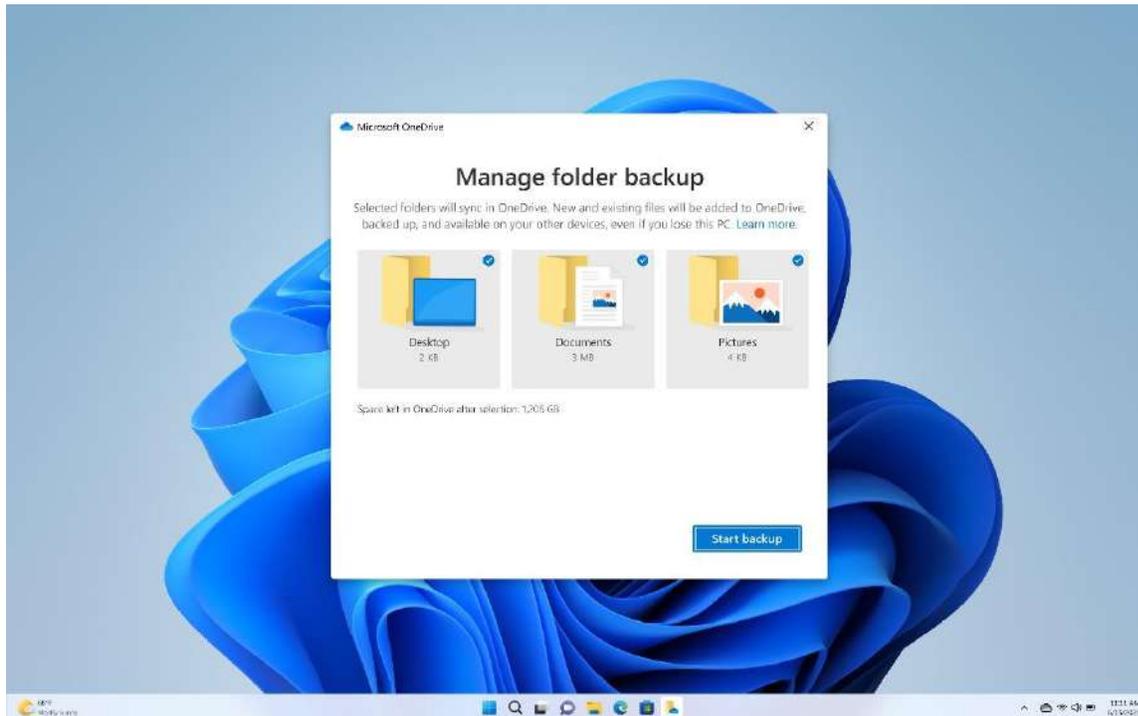
Save time with tabbed File Explorer

Use tabs in File Explorer for different searches and keep related files and folders separate and organized. To open a new tab, click the + button next to the existing tab.

Get AI enhanced recommendations in File Explorer and Start

Windows shows your most relevant files in File Explorer. If you're using Azure Active Directory (now called Microsoft Entra ID),² recommendations appear in both the File Explorer and Start menu. Find content to help you to prepare for meetings, quickly access files you're collaborating on, and more.

Sync with OneDrive



Keep files backed up and synced on OneDrive.

Click the OneDrive icon in the taskbar, near the clock. Click the "Show hidden icons" arrow if you don't see it.

Sign into OneDrive with your Microsoft account, or your work or school account.

Select the folders you want to sync to your computer and click Next. Wait for OneDrive to finish syncing your files.

Access your synced files in File Explorer, under the OneDrive folder.

Add multiple OneDrives for Business to File Explorer

Click or tap on Help & Settings, then select Settings. Choose the Account tab and click or tap on Add an account. Sign in with another OneDrive for Business² credential. Repeat for each additional account you want to add.

Streamline your workflows

Simplify your workday with productivity tools and AI-powered features that help save time and streamline multitasking.



Copilot in Windows

Get more done with fewer clicks. Copilot in Windows delivers AI at work and brings intelligent tools together in your desktop.³

If your organization is using Copilot in Windows, you can take advantage of AI-powered search and content generation when you're signed into your work account. Personal and business data stay private and protected. Chat data isn't saved, it's invisible to everyone outside your organization, and it won't be used to train the data models.

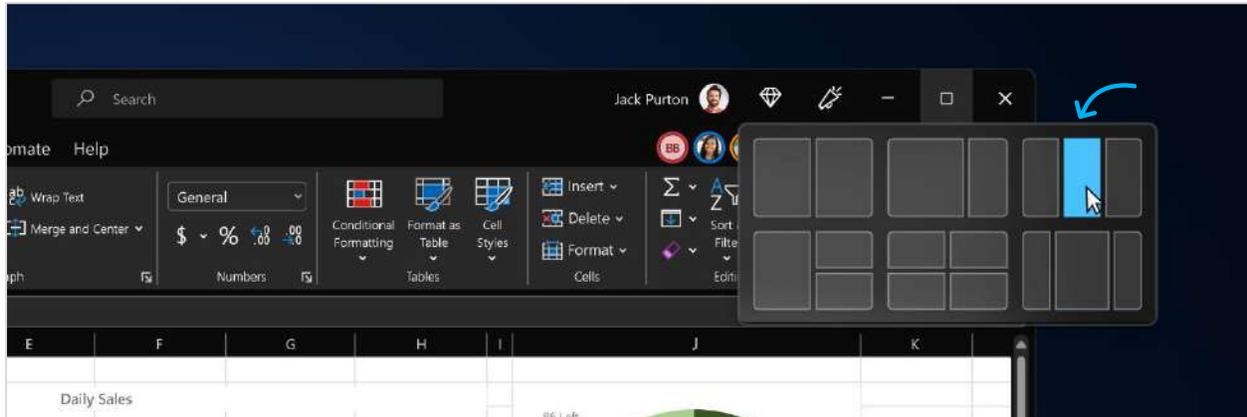
Create prompts to get comprehensive, precise answers, find new insights, or help create content.

Copilot in Windows is always available on your taskbar. To use Copilot, click the chat icon in Search on your taskbar, bing.com/chat, or your Microsoft Edge sidebar.

Tip: Use Copilot with your voice. Click the microphone button in the chat box, then click "Allow" to give Copilot access to your microphone. As a question or request content, and Copilot will search and narrate the results.

Sync your phone to your PC

Connect your phone to your PC using Microsoft Phone Link. Microsoft Phone Link syncs your phone to your PC. With Android™ phones, users can access photos, messaging, calls, contacts, notifications, and more. Phone Link also works with iPhone® for messaging, calling, contacts, and notifications.⁴



Optimize desktop space with Snap layouts

Snap layouts enable you to quickly drop open apps into preconfigured layouts that automatically adapt to the dimensions of your screen.

Snap groups

You can minimize multiple snap groups to the taskbar, and quickly switch between them.

Seamless redocking

Open apps and windows stay in place when you plug and unplug from displays.

One device, multiple desktops

Stay organized by creating separate desktops for projects, or to keep work and personal tasks separate. You can customize each desktop with a unique set of apps and snap layouts.

Tip: Click on the far right of your taskbar to show your open desktop (or click Windows +D) without minimizing open files.

Personalize your experience



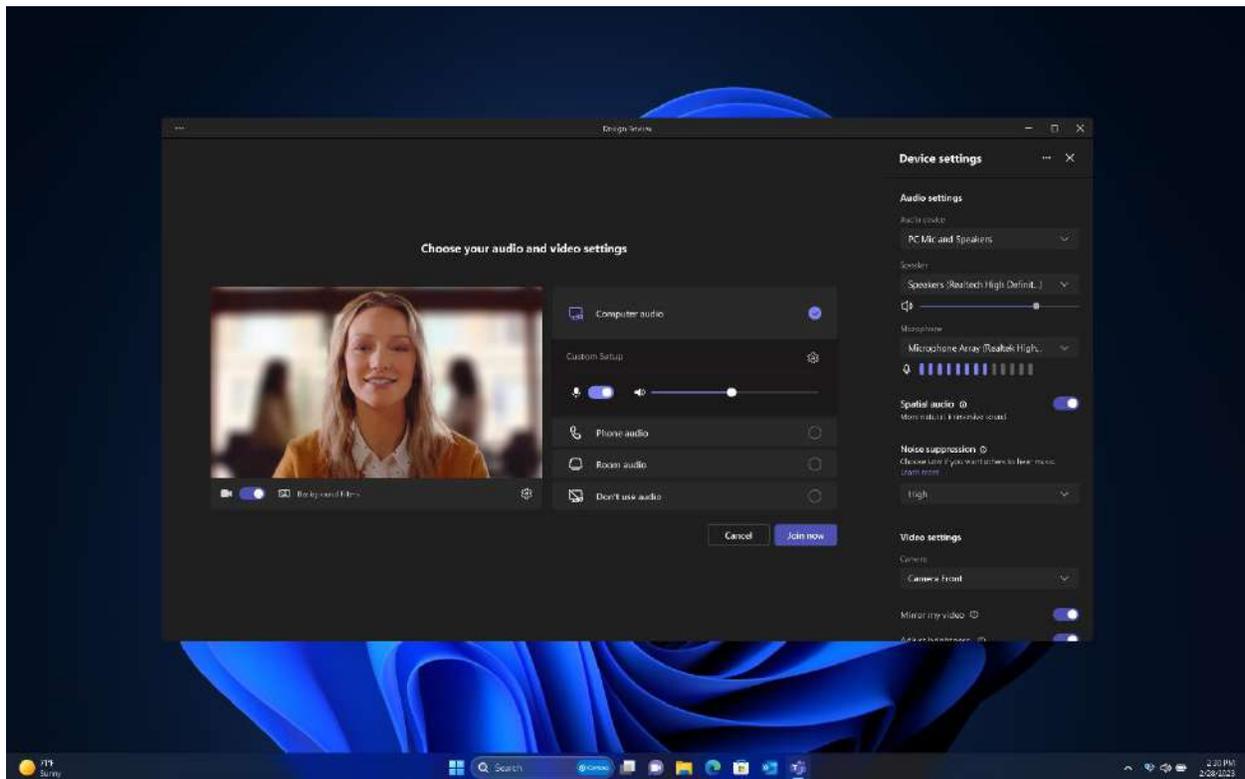
Personalize your setup including monitors, accessories, applications, and settings. Windows 11 Pro works with almost any application and accessory, including multiple 4K monitors and specialized peripheral devices.

Tip: To get set up quickly and discover new features, use the [Get started app](#).

Customize your desktop. Right-click anywhere on your desktop, and open display settings to add and optimize multiple screens. Choose "Personalize" for more options.

Enable **Widgets** to get your favorite apps, news, and interests at a glance without opening your phone. (Windows +W or swipe from left edge of screen to activate)

Simplify videoconferencing

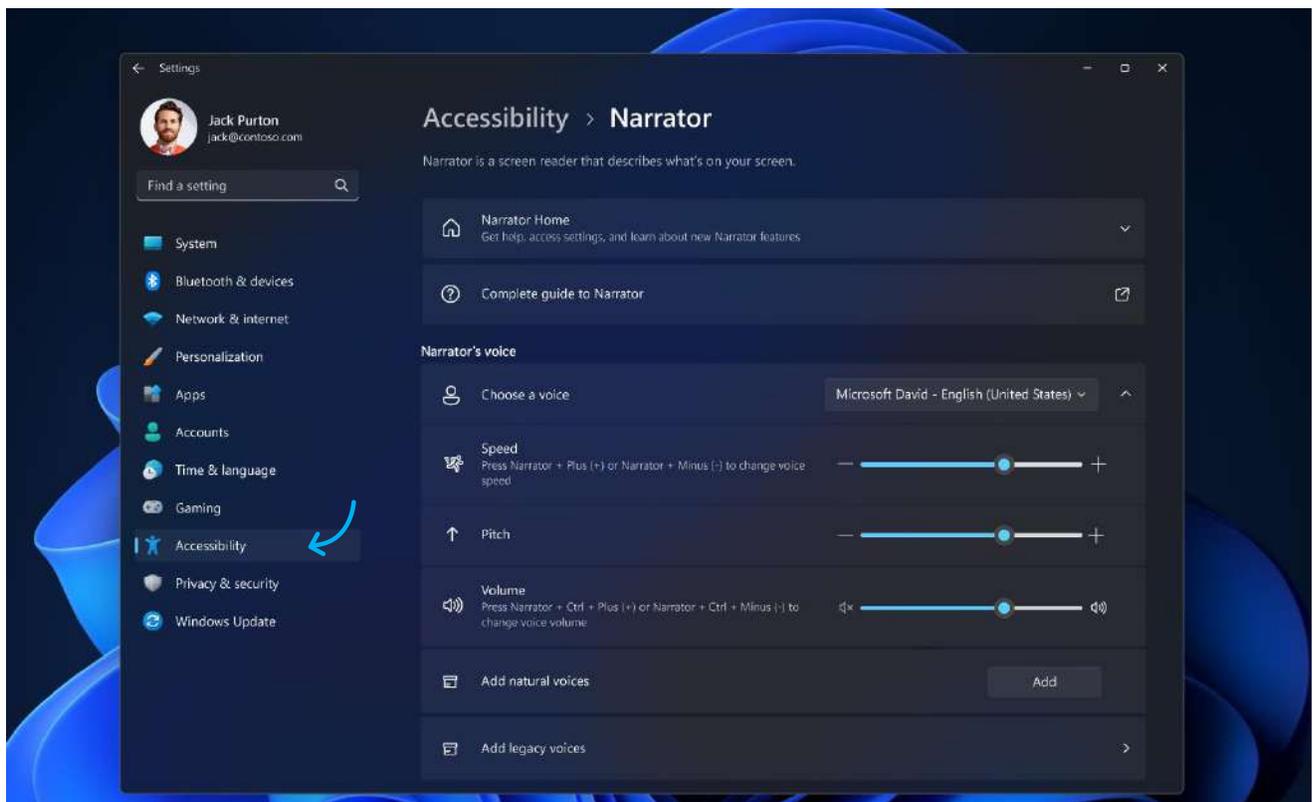


Put your best face forward from any location with features like **intelligent noise cancelling**, **background blur**, and **taskbar controls**.⁵

Mute and unmute your microphone from taskbar in live calls.

Share files directly from the taskbar in video calls. Hover over the open app on your taskbar and choose a document to start sharing.

Accessibility features for inclusive experiences



Windows 11 Pro has multiple features built in to accommodate diverse ways of working.

To access all accessibility features, go to Settings -> Accessibility. Some features are also available within applications. Accessibility features include:

Narrator with natural voices: Use this built-in screen reader to navigate apps, read Office apps, browse the web, and complete common tasks without a mouse. Narrator also supports braille and multiple external screen readers.⁶

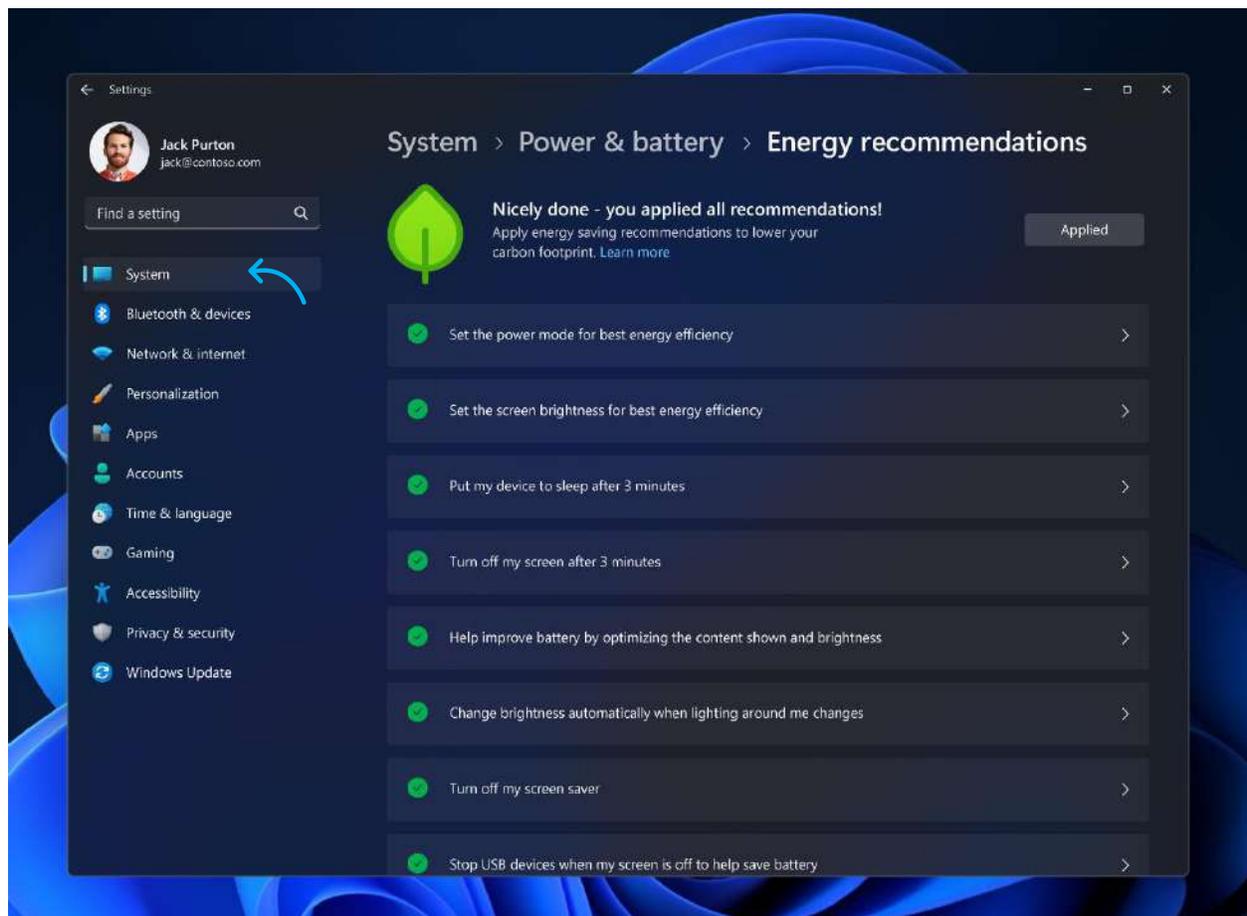
Systemwide live captions: Get live captions for any content with audio, from meetings to podcasts.⁷

Voice access: Turn on voice access to talk instead of type. Use your voice to sign into Windows, navigate and control apps, search, use File Explorer, and dictate content in Word and other Office apps.⁸

Focus tools.

To learn more about accessibility settings in Windows 11, visit the [Accessibility for everyone](#) on Microsoft.com. See the [full list of Windows keyboard shortcuts for accessibility](#).

Improve energy-efficiency



Take advantage of smart updates, settings, and recommendations to help reduce your carbon footprint.

Energy recommendations in system settings

To get started, type energy into Search. Click "Lower your carbon footprint by applying these settings." Customize settings as needed, then click Apply.

Windows carbon-aware updates

Take advantage of renewable energy resources to reduce your carbon footprint. When devices are plugged in, turned on, and regional carbon intensity data is available through the Internet, Windows will schedule updates at times when more renewable energy sources are available on the power grid.

Helpful keyboard shortcuts

Discover productivity shortcuts you might be missing below. You can also check out a list of [common productivity shortcuts](#) and the [full list of Windows shortcuts](#).

Press this key	To do this
Windows logo key	Open or close the Start menu
Windows logo key + W	Clipboard history, emojis, and symbols
Windows logo key + E	Open File Explorer
Windows logo key + W	Open Widgets flyout Windows
Windows logo key + Z	Snap layouts Windows
Windows logo key + Ctrl + Enter	Start or stop Narrator
Windows logo key + Shift + S	Take screenshots Windows
Windows logo key + H	Voice typing
Windows logo key + D	Minimize Windows
Windows logo key + period (.)	Clipboard, emojis, symbols

¹ Microsoft 365 required; sold separately.

² Sold separately.

³ Screen simulated, subject to change. Copilot availability and rollout timing varies by market. Copilot with commercial data protection requires Microsoft 365 E3, E5, Business Standard, Business Premium or A3 or A5 for faculty, or accessed using Microsoft Entra ID.

⁴ To experience the full functionality, mobile phones must be running Android™ 7.0 or later. Microsoft Phone Link and PC both need a Wi-Fi connection, or you can give permission for the app to use your mobile data. Phone Link for iOS requires iPhone® with iOS 14 or higher, Windows 11 device, Bluetooth connection and the latest version of the Phone Link app. Not available for iPad® (iPadOS®) or MacOS®. Device compatibility may vary. Regional restrictions may apply. Trademarks are the property of their respective owners.

⁵ Videoconferencing software sold separately.

⁶ Narrator availability varies by market: [See Appendix A: Supported languages and voices](#).

⁷ Supports English, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Spanish, and Danish.

⁸ Hardware dependent Voice access now works during Windows log-in and across Eng locale. US English only.