

Setup a New User on any Windows 10 Device

Have the user login with the network credentials given by Network Services. Once at the desktop complete the following tasks before they start learning their new responsibilities. Be advised that not all items will appear on the desktop. If you find one that is missing or already completed skip it and move on to the next item.

Desktop Cleanup

- Right click on Microsoft Edge. You want it to say Unpin from Start, Unpin from Taskbar and then Delete it from the desktop.
- Right click on Microsoft Store and Microsoft Mail and Unpin from Taskbar
- Right click on people and deselect Show People on the Taskbar
- Click OK on the Greenshot language for English if the box pops up

Configure Greenshot

1. In the notifications area find the Greenshot icon and right click.
2. Select Preferences
3. Deselect Use default system proxy
4. Change the Update check interval in days (0=no check) to 0 (zero).
5. Select OK to accept the changes.

Set Default Apps

1. Click Start
2. Type Default app settings. Once it displays select it.
3. Select Apps, then select Default apps
4. Click on the program shown under the heading Mail. From the pop-up box select the mail program you would like set as the default. Choose Outlook.
5. Click on the program shown under the heading Web browser. From the pop-up box select the browser you would like set as your default. Choose Internet Explorer and then select Switch anyway from the pop-up box.
6. Click on Choose default apps by file type.
7. Scroll way down to .pdf and change it from Microsoft Edge to Nitro or Adobe Acrobat Reader DC if the user doesn't have Nitro
8. Click the X in the upper right corner and the items you selected will now be your default browser, mail client, and PDF reader.