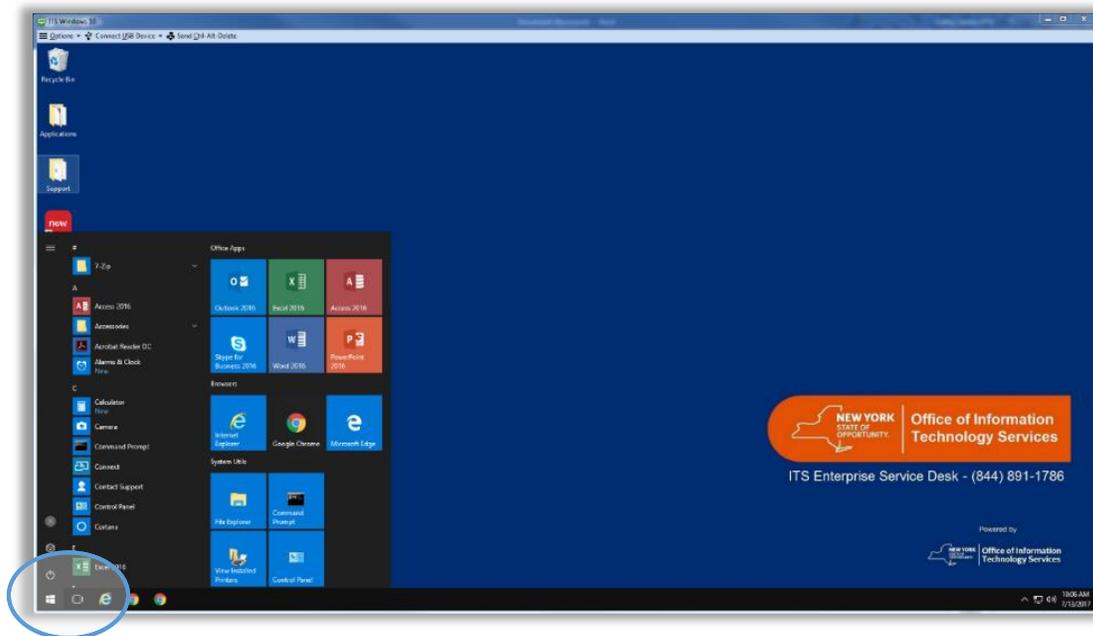## Windows 10 VDI – The Basics

The Start menu

The familiar Start menu is back, with some improvements, including a space you can personalize with your favorite apps, programs, people and websites.

To get to the Start menu, select ⊞ Start in the lower-left corner of the taskbar. You can also open the Start menu by pressing the Windows Key located on your keyboard.
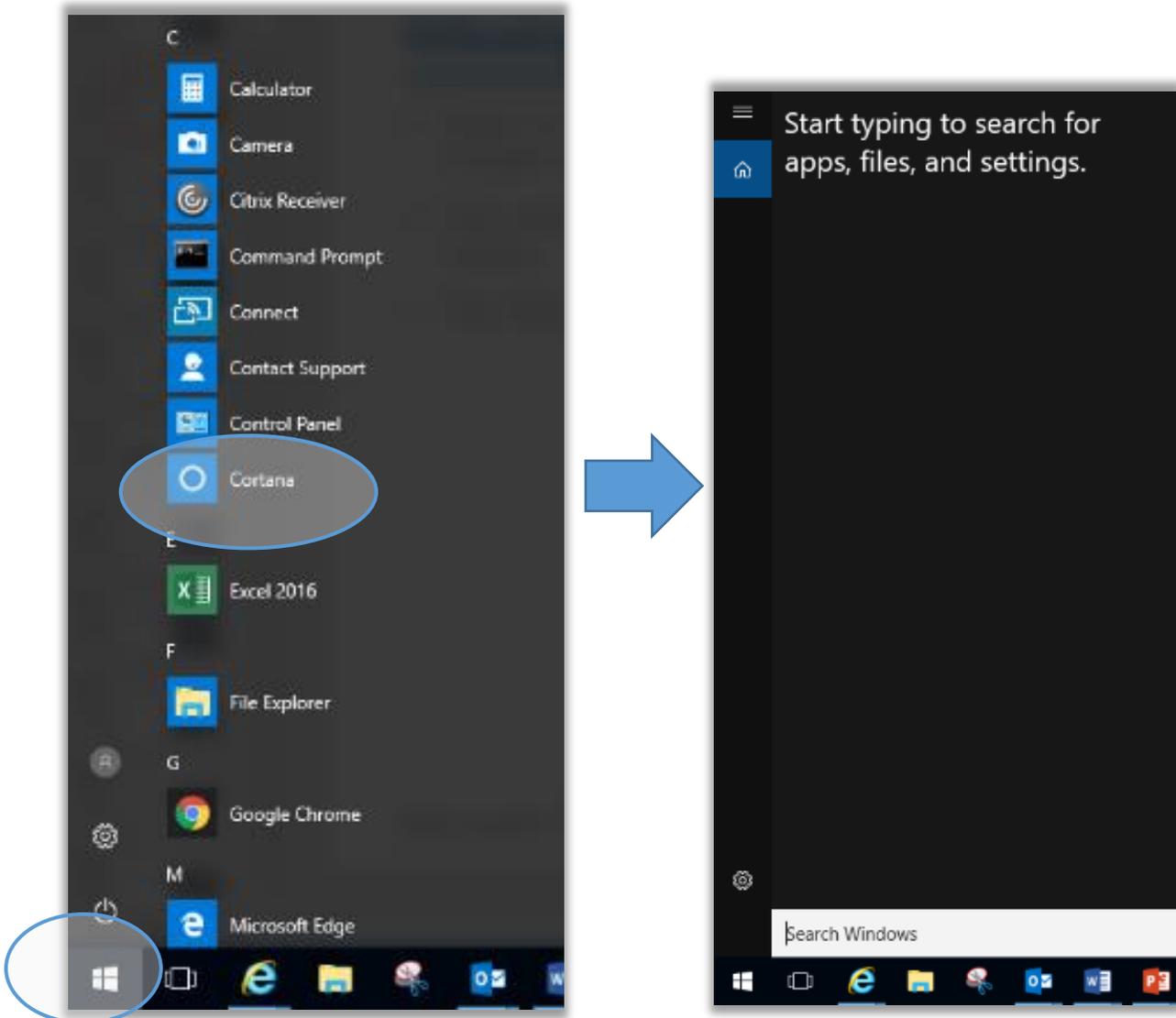

Application that on the base image can be launched from the start menu. Any agency specific applications are located in the **Applications** folder on the desktop.

Skype for Business 2016 will need to be launched and signed into on first logon.
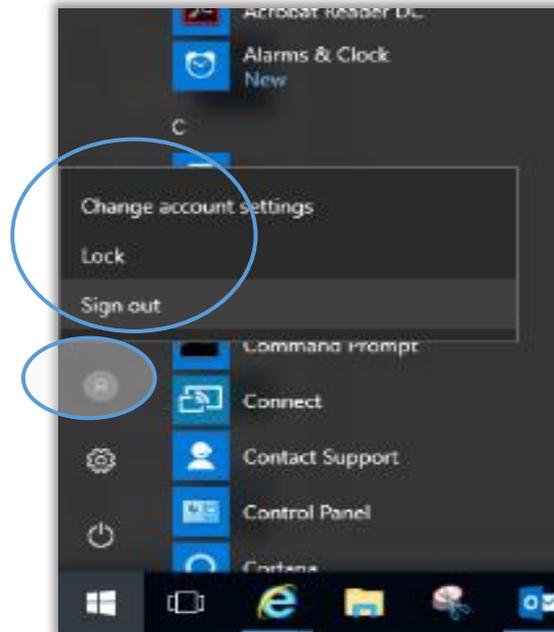
How to Search

1. On the Start menu, ⊞ click on the Cortana ◯ icon (applications are listed in alphabetical order). Type into Cortana's search bar to search for apps, files, and settings.

2. When initial search results are displayed, you can:

- Select **Apps** to find results for apps.
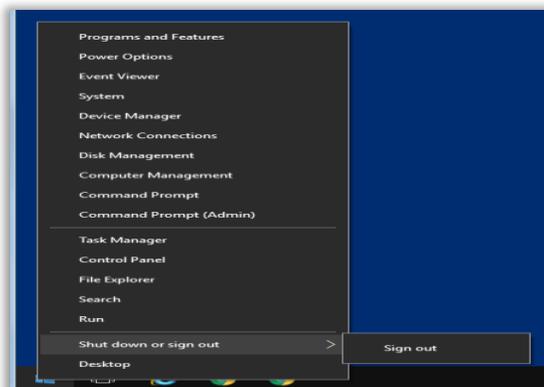- Select **documents**, including your documents, pictures, music, and videos

Log Off/Sign Off

1. **Click on Start – Profile – Sign out**

- OR -

2. Right click **Start**

Still Need Help?

Please contact the Enterprise Service Desk by phone at 1-844-891-1786, by email at fixit@its.ny.gov, chat online with a Service Desk Representative at chat.its.ny.gov/, or contact your local Help Desk or LAN Administrator (where applicable.)