Introducing our new all-in-one touch-screen computers with Windows 8.1 installed. Windows 8.1 will seem different at first, but these simple tips should help you get acclimated quickly.

**To log on to the machine:**
1. Press “Enter” on the keyboard or swipe your finger on the screen in an upward motion.
2. Enter your username and passphrase.

**To log off:**
1. At the Start screen, click your name.
2. Select “Sign out”
3. Or, on the desktop, click the “Log Off” icon.

**Where is the Start Button?**
The Windows start button has been replaced by the new Windows Metro start window. You will log in to this window by default. This window provides access to the most commonly used classroom software.

- Press the “Windows Key” on the keyboard, or move your mouse to the lower-left corner to return to the Start window.

**How do I duplicate my PC and projector image?**
Press Windows Key + P and select Duplicate.

**How do I access my removable media (USB drive)?**
Press Windows Key + E and select the device.

**How do I find a program or features in Windows 8.1?**
Press Windows Key + F and type the name of the software or feature you seek.

**How do I return to the Start Page?**
Press the Windows key on your keyboard or move your mouse to the lower-left corner.

**How do I access my H drive?**
Press Windows Key + E in the address bar and double-click your H drive.

**What if I need more help?**
UITs support staff or ILTE will be happy to help you master Windows 8.1.