



**Canadian Mental
Health Association**
Halifax-Dartmouth

GETTING THROUGH THE DIGITAL DOOR

Windows 11 Basics

The **Getting Through the Digital Door** program has been made possible by the following funders

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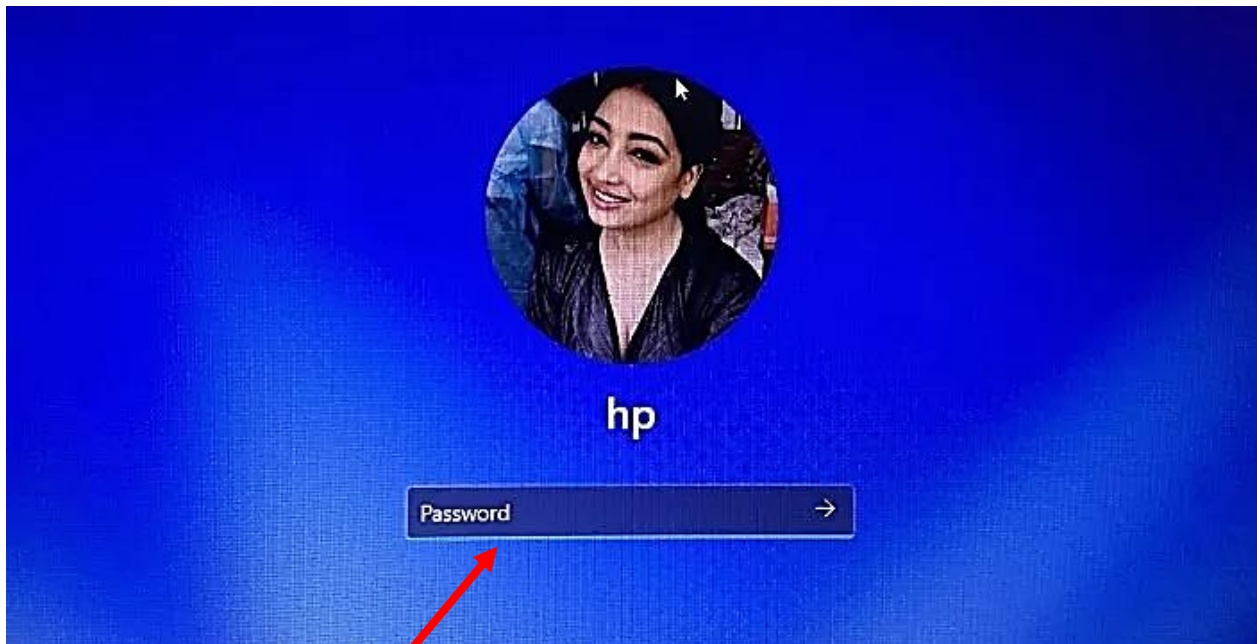
Windows 11 Basics

1. How to turn on your computer
2. How to sign in to your Windows 11 computer
3. Desktop and Start Menu
4. Windows File Explorer / How to find your files
5. How to connect your Windows 11 computer to the internet
6. How to browse the internet on Windows 11 computer
7. How to shut down your computer
8. How to charge you computer

1. How to turn on your computer

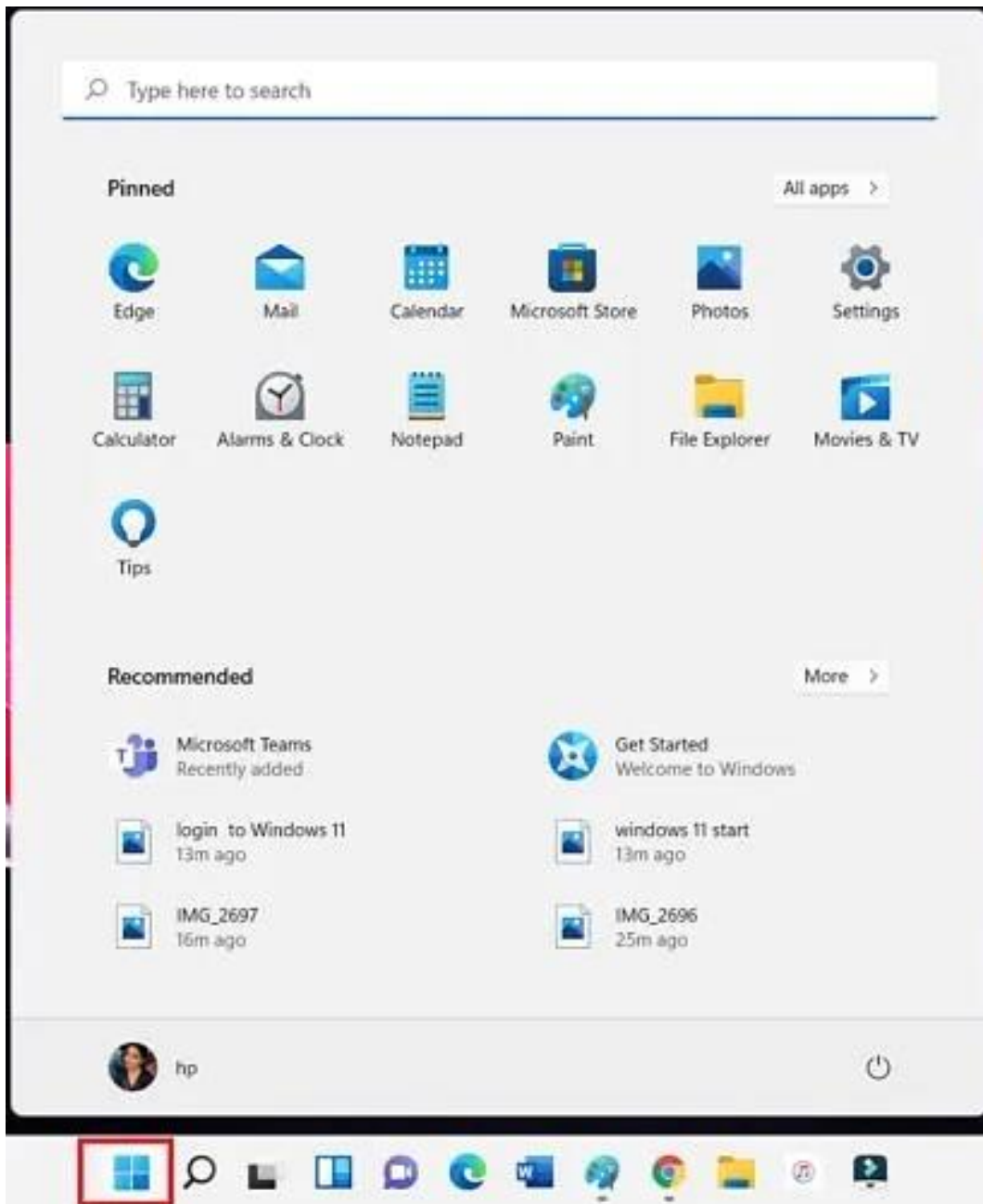


2. How to sign in to your Windows 11 PC



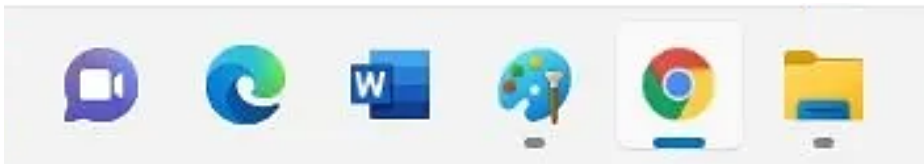
It is important to create a password so only you can use your computer. Write your password down and store in a safe place in case you forget it.

3.Desktop and Start Menu

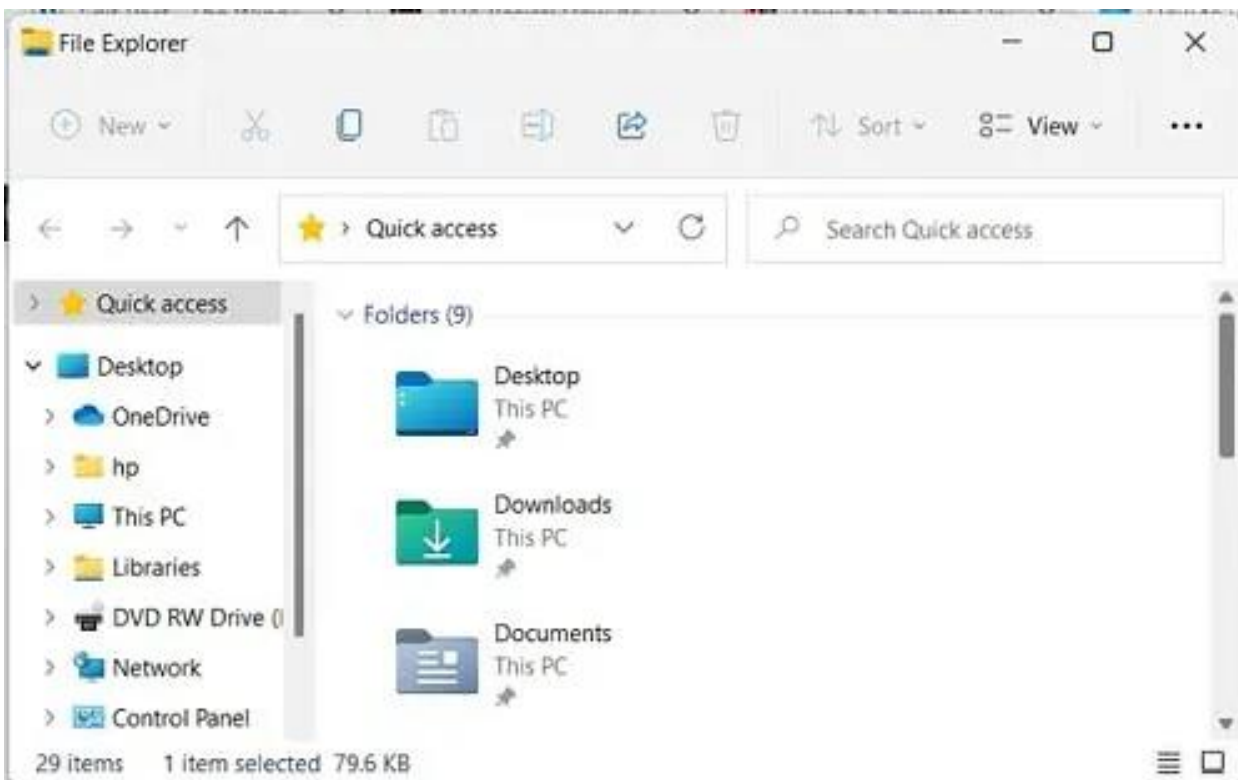


Click on the **Windows Start Button** to open the desktop and start menu.

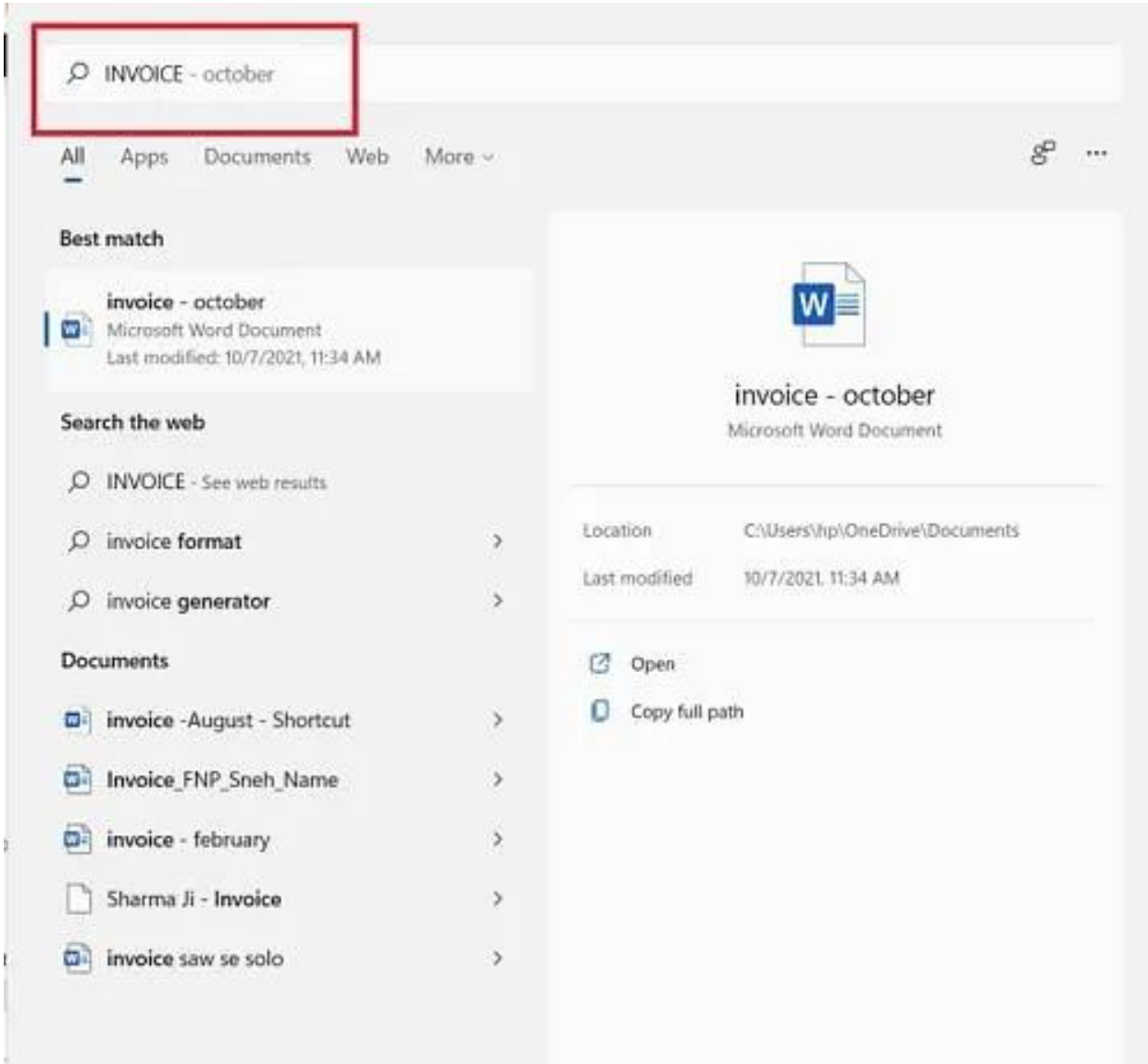
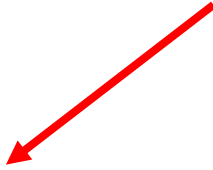
4.Windows File Explorer



When you click on the file logo it will open the file explorer box.

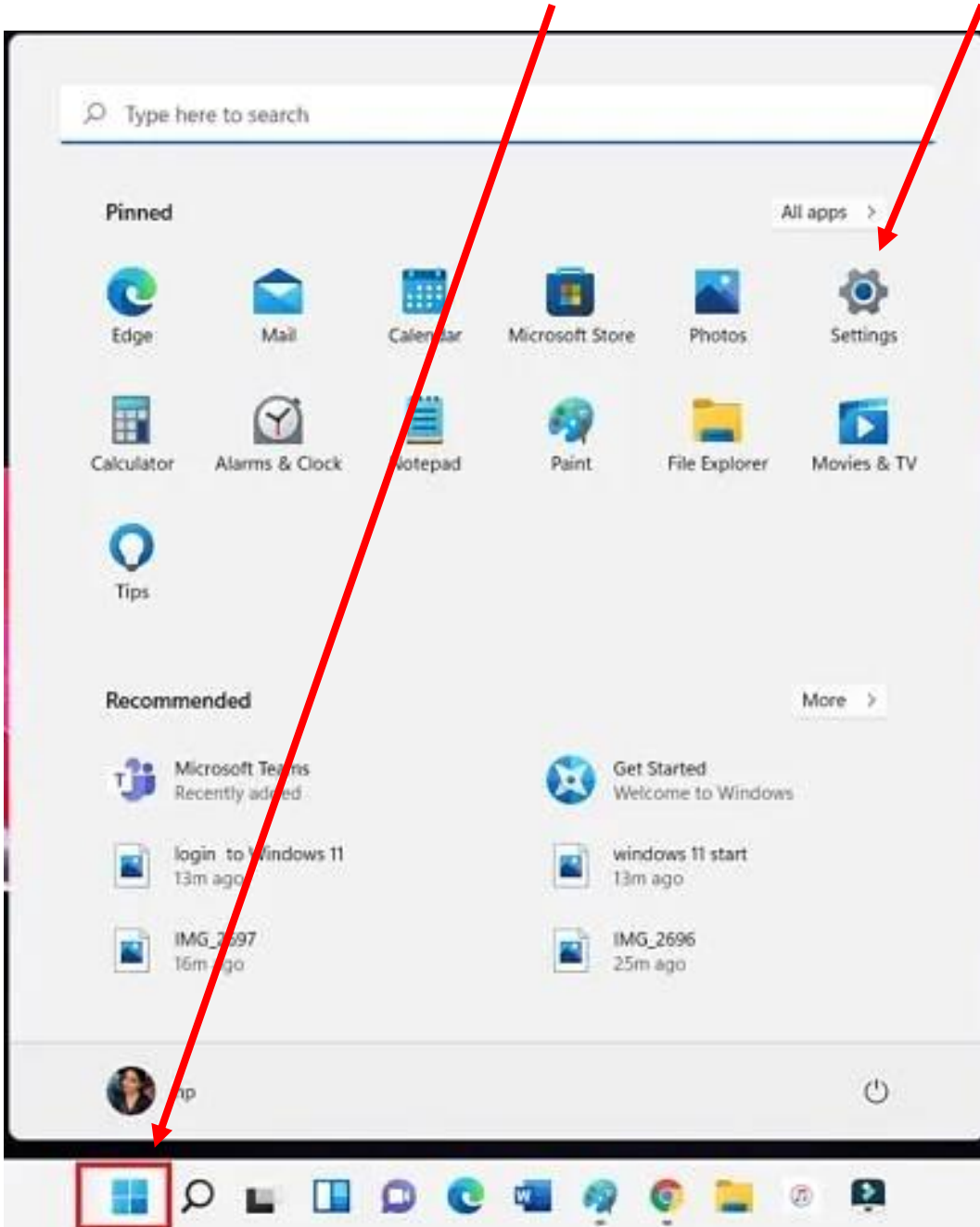


Once you open the file explorer box you can then find the file you are looking for.

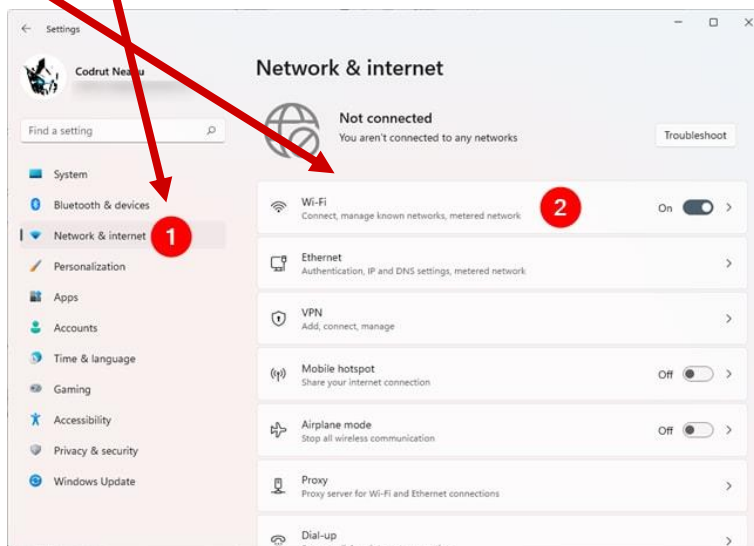


5.How to connect to the Wi-Fi

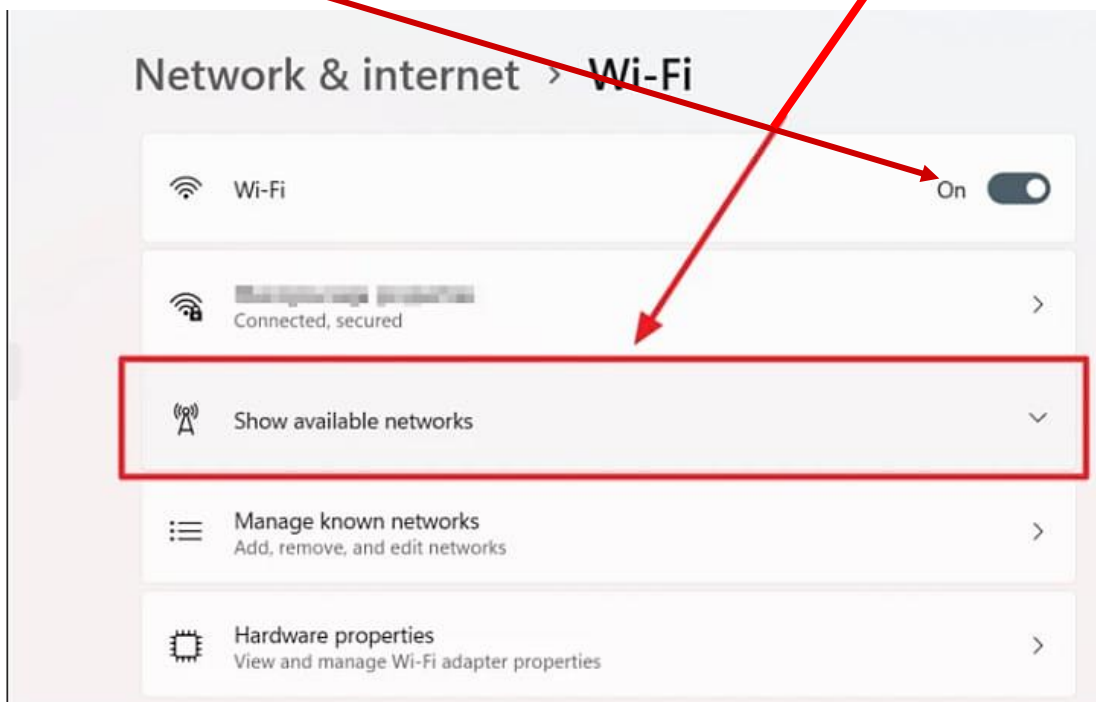
Step 1: To get started, click on the **Start** button then click on **Settings**.



Step 2: Select **Network & internet** on the left side of the page, and then click on **Wi-Fi** on the right.



Step 3: Make sure **Wi-Fi button** is turned on. Select the **Show Available Networks**



Step 4: Pick the Wi-Fi connection you want, then click **connect**.

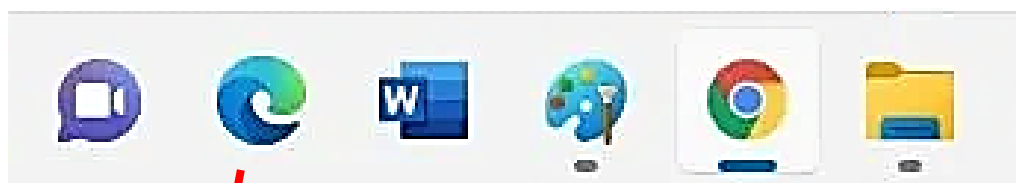


Step 5: To get into a private Wi-Fi you will need a **password**.



NOTE: Many public Wi-Fi like the library do not need a password to use them. You should not use a public Wi-Fi for personal banking like online banking because it is not safe.

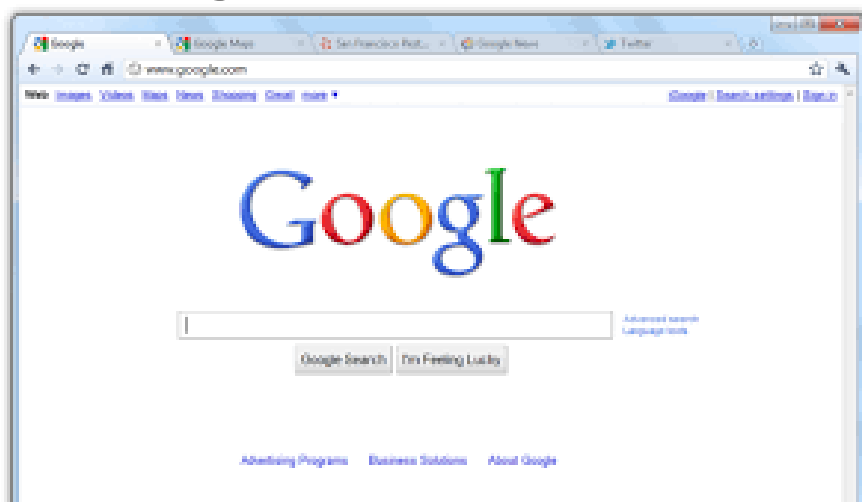
6. How to browse the internet on Windows 11 PC



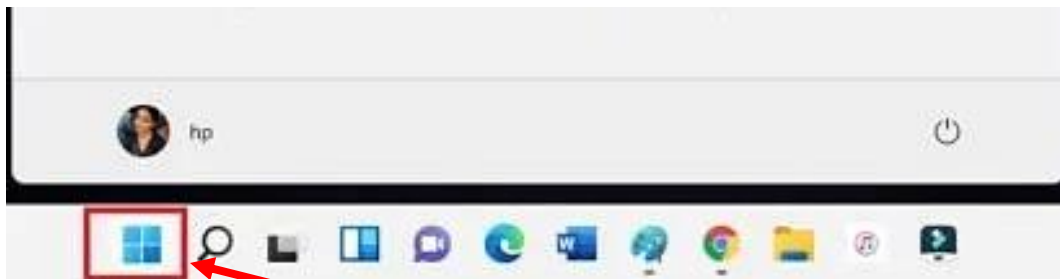
Microsoft Edge Web Browser



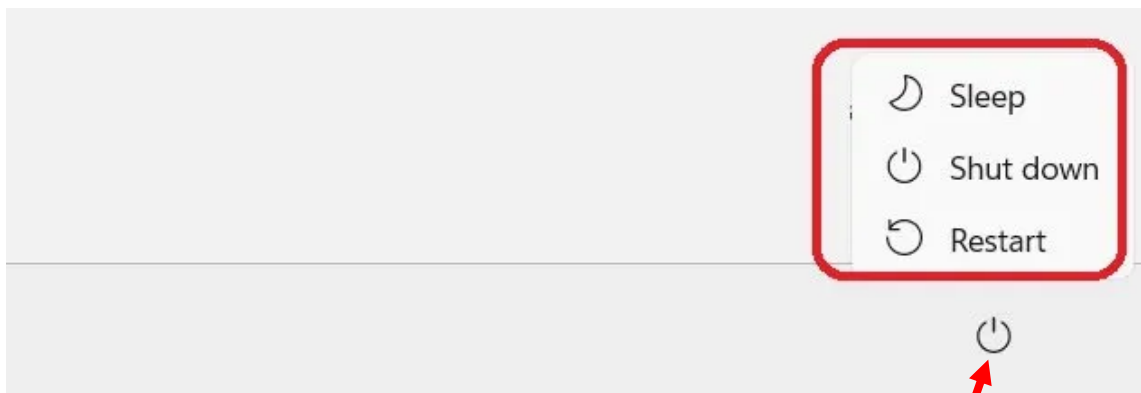
Google Web Browser



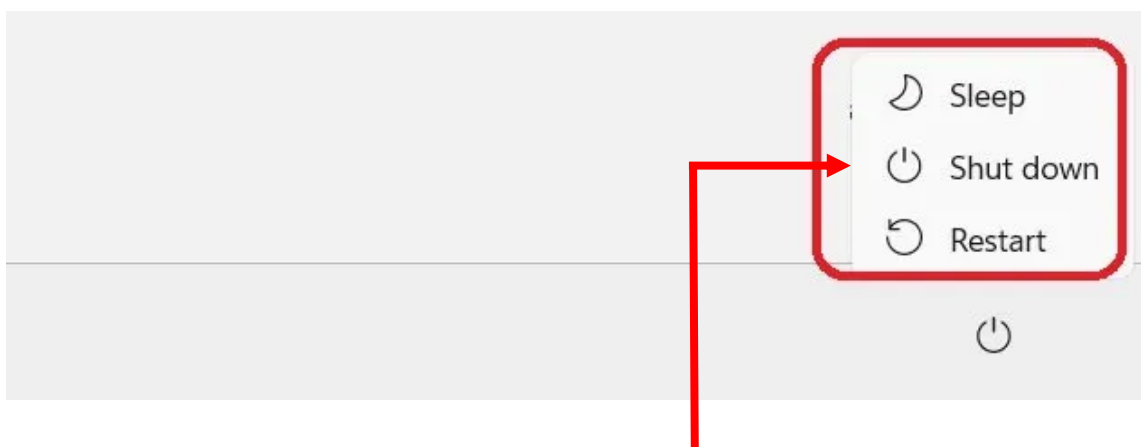
7. How to shut down your computer



Click on the **Windows Start Button** to open the desktop and start menu



First click on the **on / off button**.



Then click on the shut down button to turn off the computer.

8. Charging your laptop computer

All laptop computers come with a power cable. To recharge the laptop, **connect the power cable to a mains power wall socket, and plug the other end into the power socket on the laptop.** You can continue to use your laptop while the battery is charging.



DO NOT let the battery lose its full charge. Charge the battery in your laptop computer when it gets to 20%. When charging your laptop computer fully charge it to 100%.