New to Windows?? Here are some FAQs:

- **How do I create a folder?**
  - Right click and choose New>Folder
- **Where is the P drive?**
  - The P drive can be found in Computer > "UserName\rpsfile01\Private$"
- **How do I create a shortcut on the desktop?**
  - Right click on an icon and choose "send to" the desktop
- **How do I create a bookmark of a web page?**
  - Click "Add to bookmarks" on the website or
  - Drag the icon of the URL to the desktop
- **How do I change wireless?**
  - Click on the wireless icon in the bottom right hand corner of your screen (Sytem Tray) and select the wireless network. You may need a password to join.
- **How do I change my password to login?**
  - Click control-alt-delete and choose "change password." You will need to enter your old password and then your new password
  - Changing password for login will also change email password
- **How do I change my password for email?**
  - Change password for email just as you would change for login.
  - Or, go to Outlook Web Access and go to "Options" to change password. Note that if you are out of district, your email password will no longer be the same as login password until you return to the district network.
- **What is the function of "right-click?"**
  - Right click has various functions that are related to the application you are using. It has different features depending on the context. Hence it is known as "contextual menu."
- **How do I change the desktop?**
  - Right click on the desktop and choose "personalize"
- **How do I connect to a projector?**
  - Go to the start menu (lower left hand side of your screen) and choose "connect to projector"
- **How do I eject my USB drive?**
  - In the lower right hand side of the screen (System Tray), right click on the icon for the USB drive, and click eject. When prompted, you may remove the USB drive.
- **How do I copy an image from a website?**
  - Right click on the image, select "copy image" then right click to paste it into a document or a Paint document.
- **How do I create a screenshot?**
  - Click the "PrintScn" button on your keyboard then open up Microsoft Word or Microsoft Paint and choose Edit - Paste.
- **How do I find my machine name?**
  - Right click on My Computer, go to properties

- ○ Machine name is near the bottom: "Computer Name." It will indicate the school, room and the inventory number, e.g. BF304-2009998. Teacher laptops are named by school, teacher and inventory: HT-2008877.