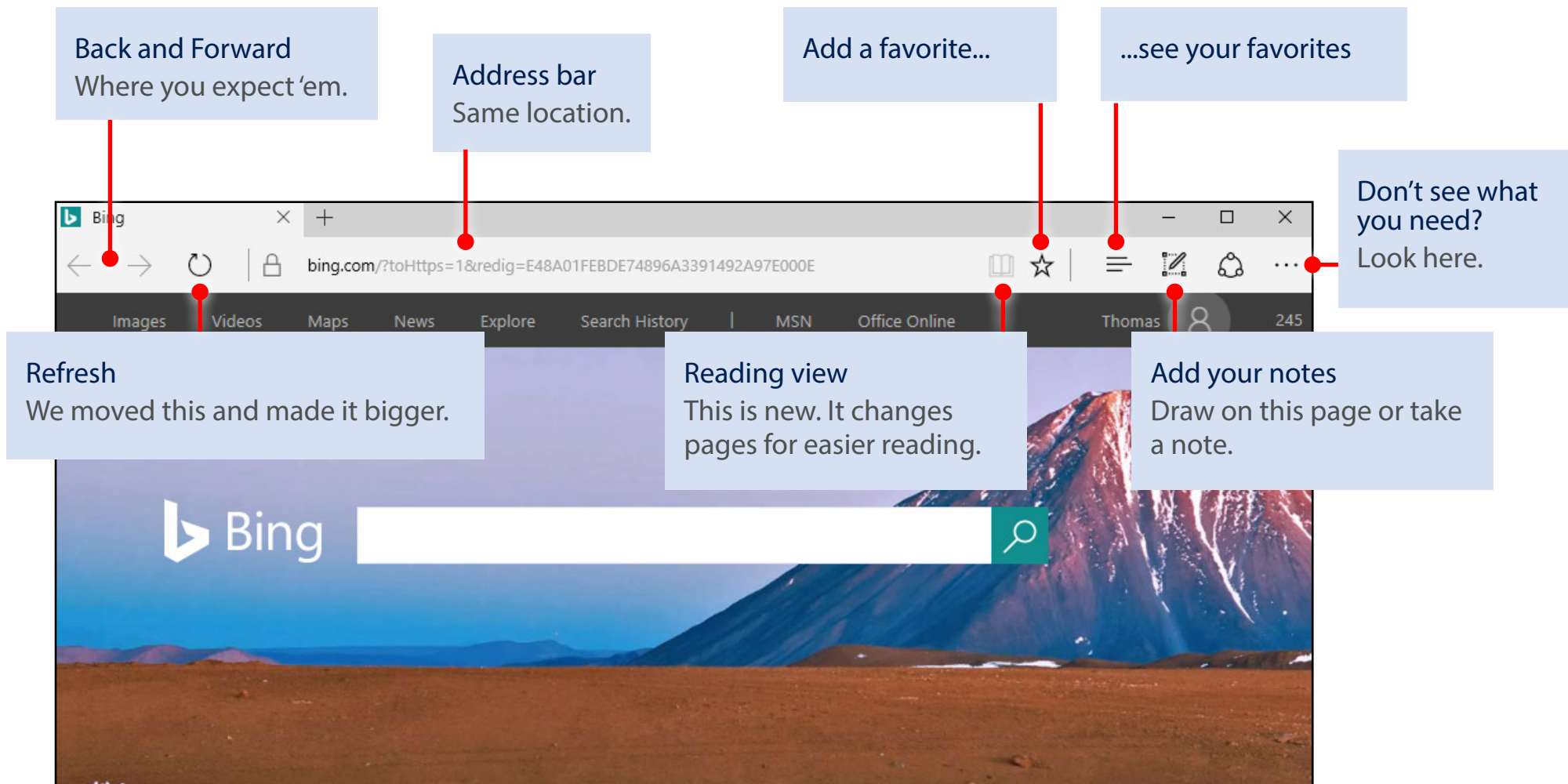


# Quick start: Microsoft Edge



## Get oriented

If you're familiar with Internet Explorer, you'll have no trouble getting going with Microsoft Edge. Here are the basics.



# Quick start: Microsoft Edge



Microsoft Edge makes finding the needles in the internet's haystack faster and easier.

Find answers quickly by typing your question in the address bar. If we've got the answer, we'll show it to you or make a suggestion.

1. Ask your question in the Address bar

2. Find your answer here

3. See other options here

A screenshot of the Microsoft Edge browser window. The address bar contains the text "what is the weather like today in New York?". Below the address bar, a search results card is displayed for "New York, New York", showing a weather icon, "50 °F", "Partly cloudy", and "Precipitation 0%". Below the card, there are search suggestions, including "what is the weather like today in new york?". Three red lines with circular endpoints point from the numbered instructions on the left to specific parts of the browser interface: the first line points to the address bar, the second line points to the search results card, and the third line points to the search suggestions section.

what is the weather like today in New York?

New York, New York

50 °F Partly cloudy  
Precipitation 0%


what is the weather like today in new york?

Search suggestions

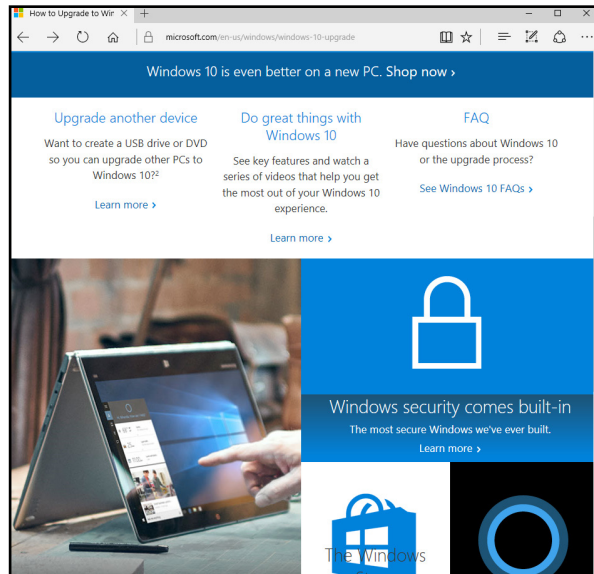
what is the weather like today in new york

# Quick start: Microsoft Edge




If you've got a lot of web reading to do, switch to Reading view  and give your eyes a break.

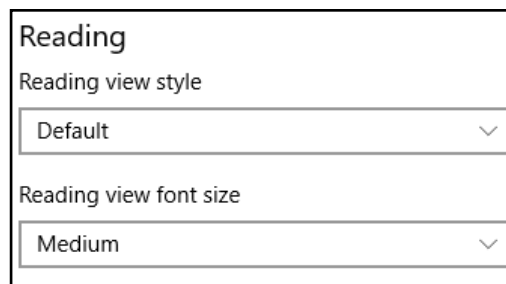
## Before



## After



Need more contrast or a bigger font? To change settings, select More  in the upper-right corner, select Settings, scroll to the Reading section and play with the options.



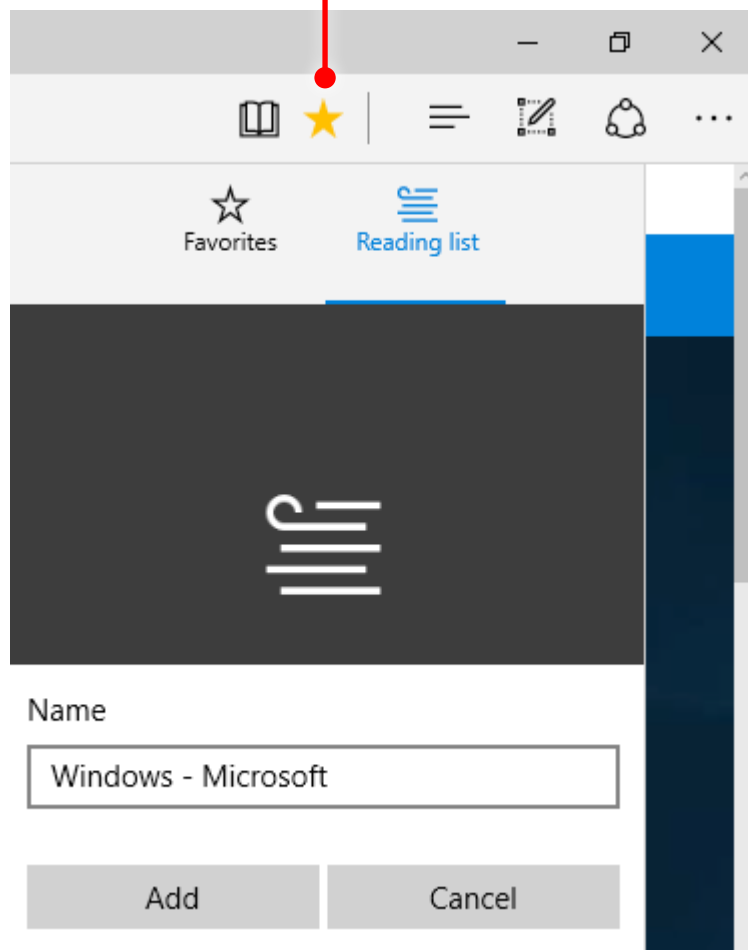
# Quick start: Microsoft Edge



If you don't always have internet access, add webpages that you want to read later to your Reading List and you'll be able to get to them offline, too.

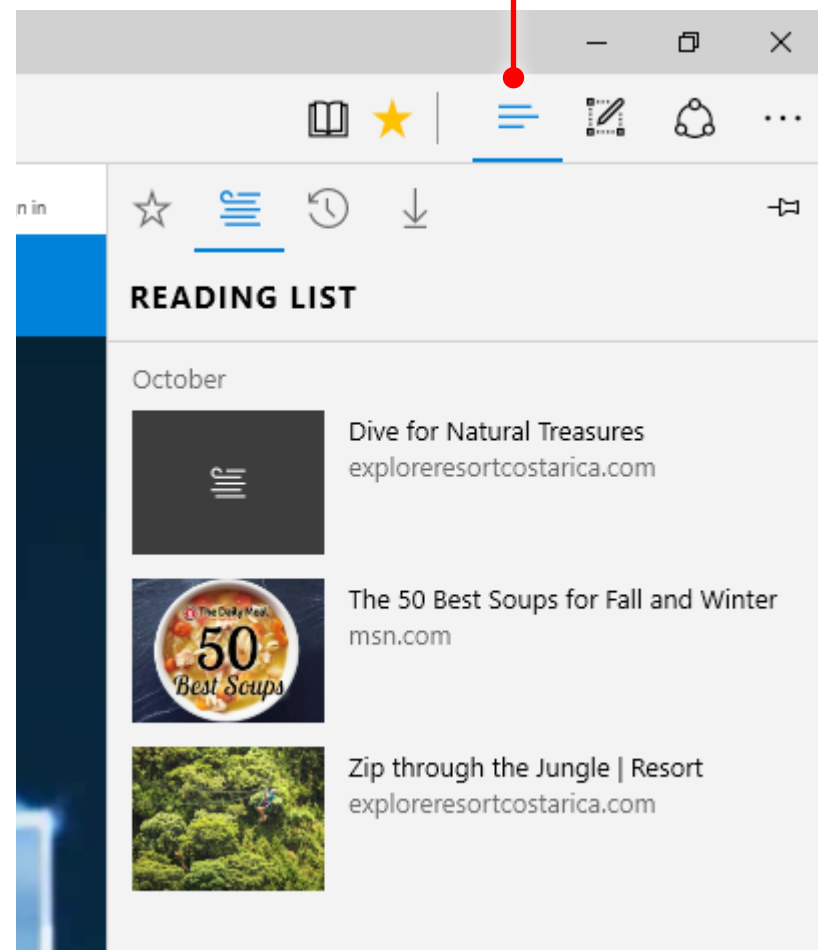
## 1. Add things to the list

Open a webpage > select the Favorites button ☆ > Reading list > Add.



## 2. Open the list


Hub button ≡ > Reading list ≡.

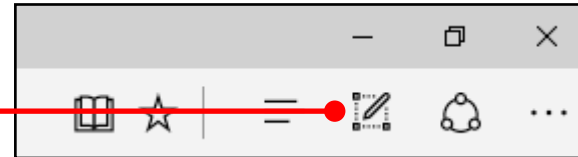


# Quick start: Microsoft Edge



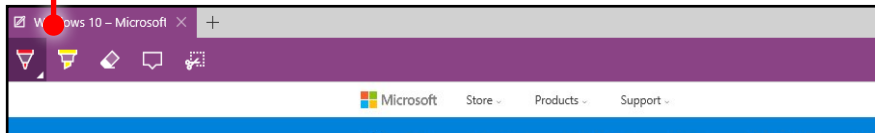
Want to take notes or draw on a page and then share it?


Select Make a Web Note   
It's in the upper right.

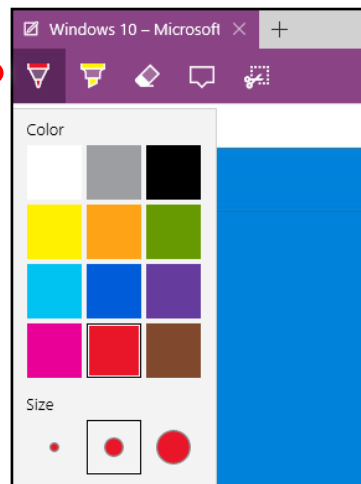




The new toolbar appears at the top of the page.

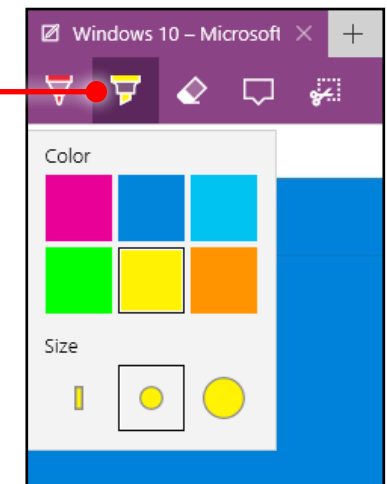
Pick a writing tool over here on the left



Select the Pen   
button to change the  
color and size.



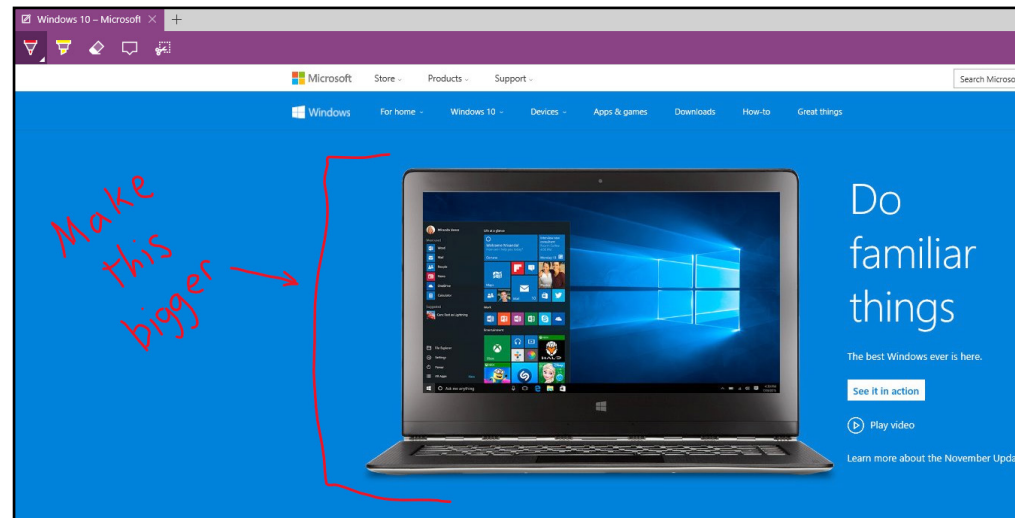
The Highlighter   
next to the Pen   
button works the  
same way.



# Quick start: Microsoft Edge




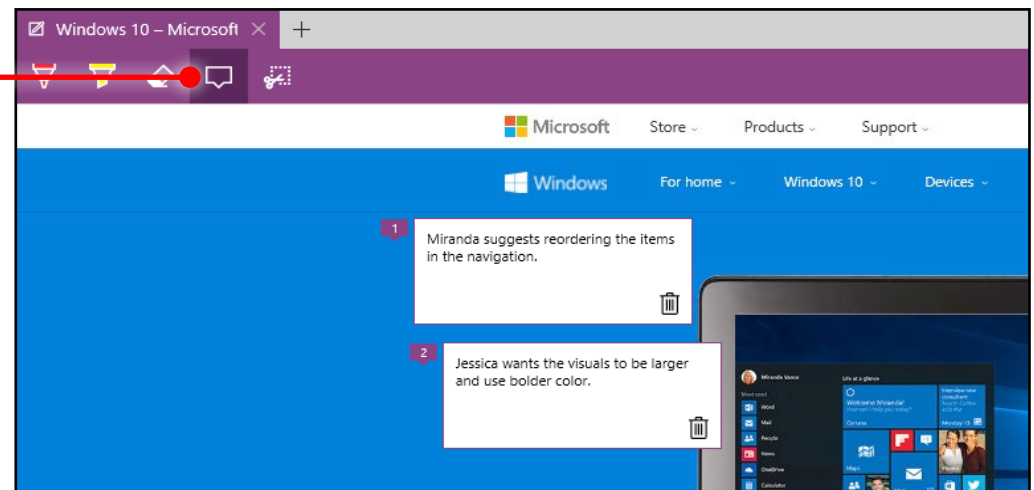
Use a pen or finger on a touch screen, or even use a mouse as we did here:



Don't have a touch screen? Have a lot to say? Type it.

## Add a comment

Select Add a typed note  and tap or click where you want the comment to appear.





# Quick start: Microsoft Edge

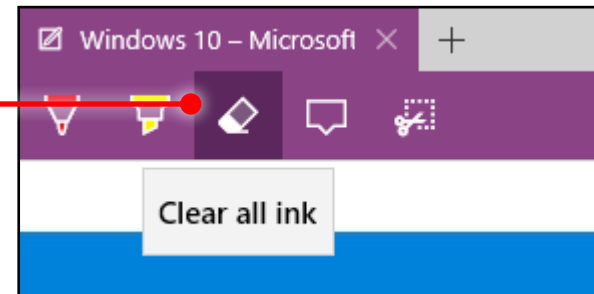


Made a mistake? Erase it. Got an insight? Share it.




Erase just a part or everything at once

Select the Eraser  and start removing a single line at a time with your finger, stylus, or mouse.

Or select the Eraser , select Clear all ink, and get rid of everything at once.



Better when shared

When you're done editing, share the whole thing , save everything , or clip  just a piece and paste it in an app or email.



Done? Exit is on the right

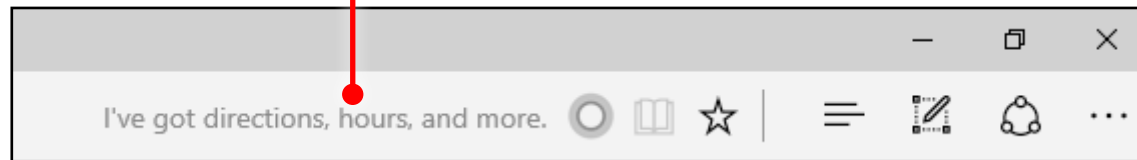
You don't need to close the Edge browser window to stop writing on a webpage. Select Exit to close the Web Notes toolbar.



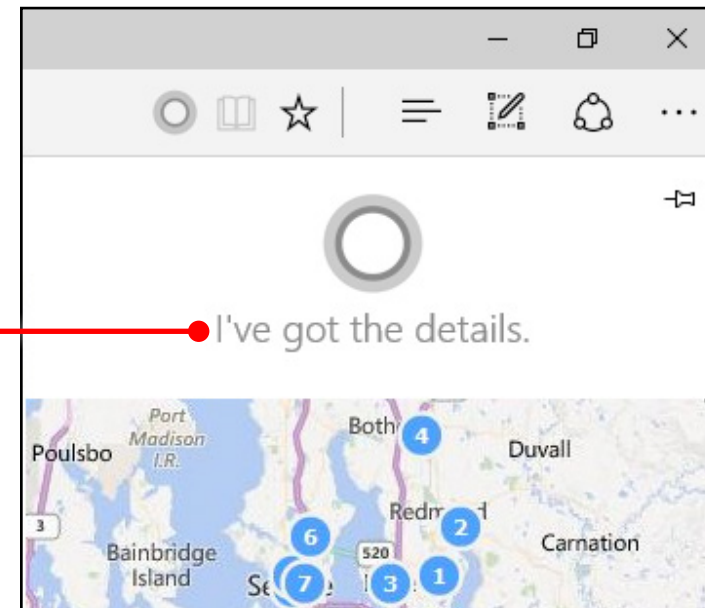
## Already using Cortana as your personal assistant?

She's there to help when you use Microsoft Edge, too. When you're on a page, Cortana figures out what the likely next steps are and is ready to show you the info you'll probably want next.

Select this ...



...to get more info without leaving the page





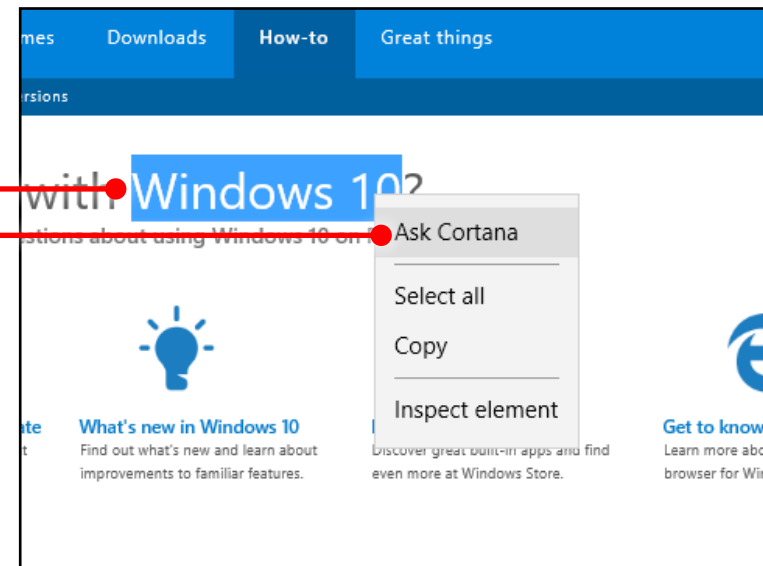
# Quick start: Microsoft Edge



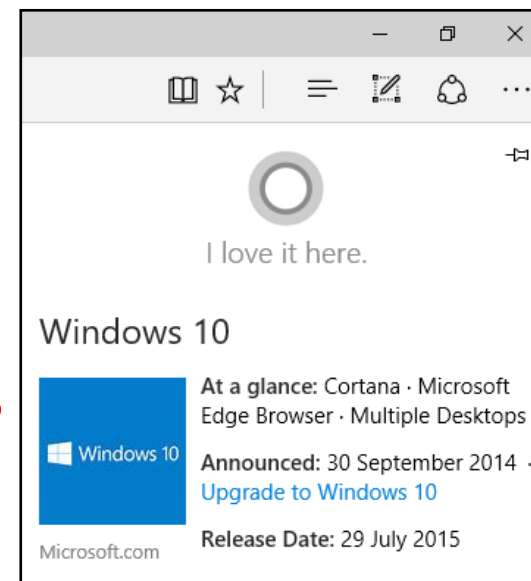
And if you're reading something online and want to know more about it, Cortana has the answers.

1. Select some text and press and hold (or right-click it)

2. And then select Ask Cortana



3. See Cortana's answers on the same page



# Find it faster with Microsoft Edge



## Quick start guide for info workers

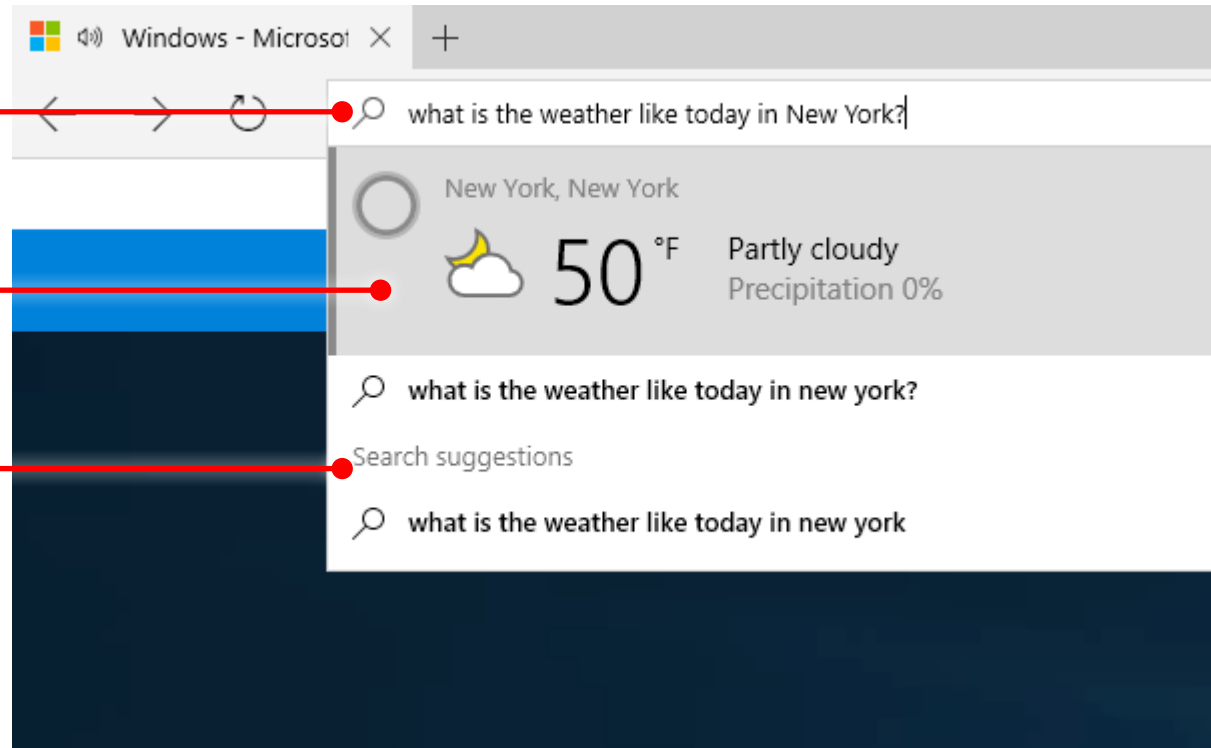
Microsoft Edge makes it faster and easier to find the needles in the internet's haystack.

Type your question in the address bar and, if we've got the answer, we'll show it to you. For example, if you're going to New York on business and need to know what to pack...

**Ask your question in the address bar**

**Find your answer here**

**See other options here**



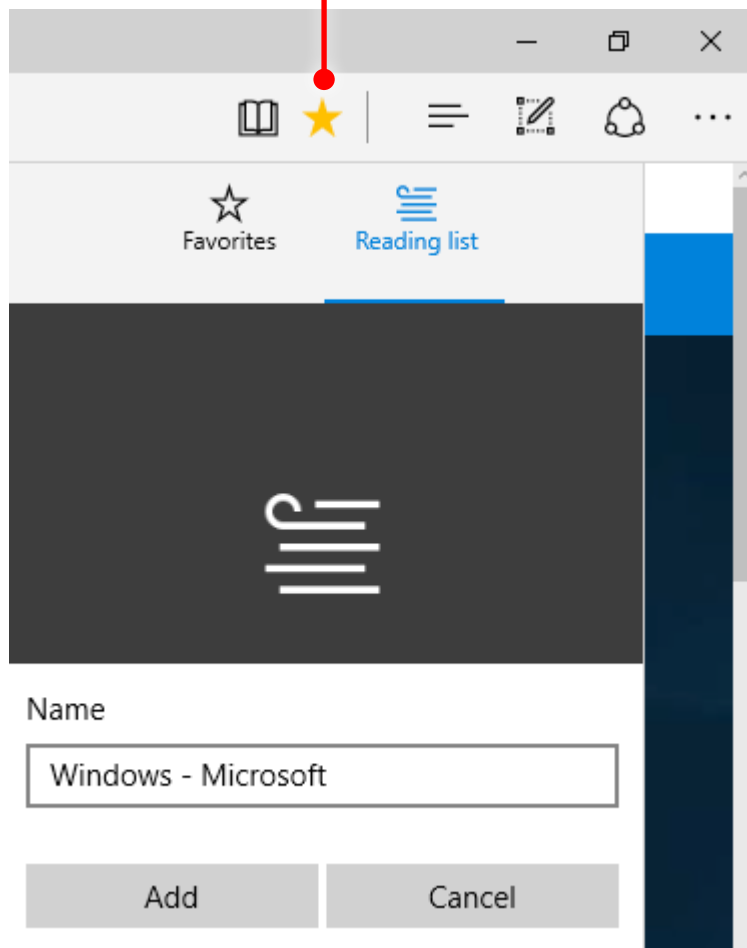
# Find it faster with Microsoft Edge



If you don't always have internet access, add webpages that you want to read later to your Reading List and you'll be able to get to them offline, too.

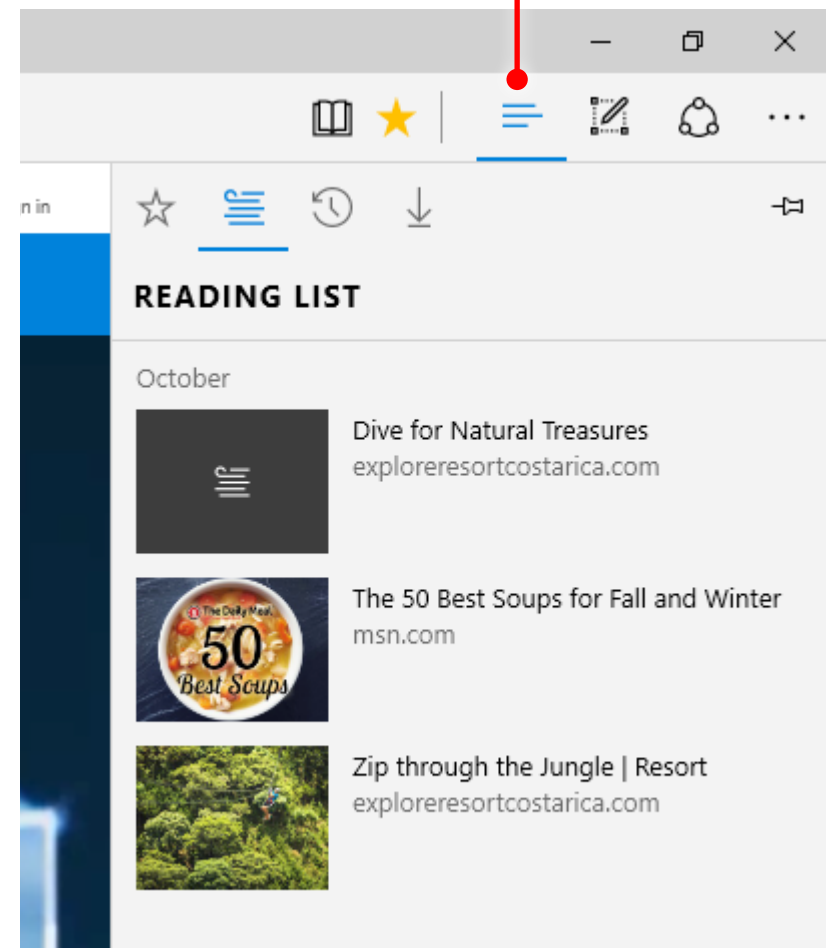
## 1. Add things to the list

Open a webpage > select the **Favorites** button ☆ > **Reading list** > **Add**.




## 2. Open the list

**Hub** button ≡ > **Reading list** ≡.

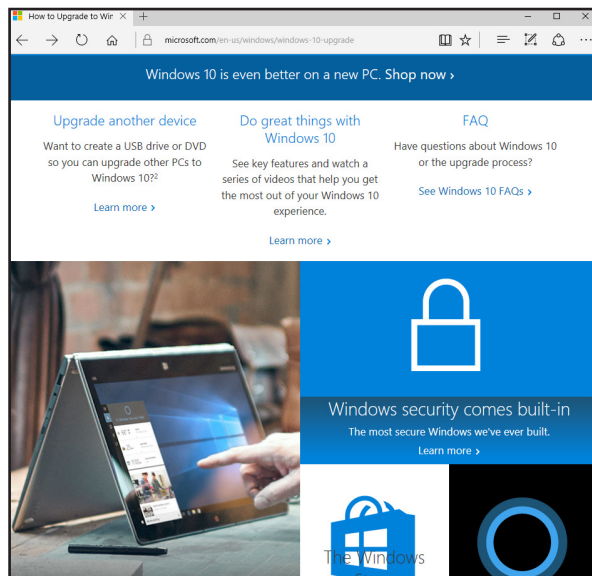


# Find it faster with Microsoft Edge




If you've got a lot of web reading to do, switch to Reading view  and give your eyes a break. It reformats the page so you can increase reading speed and comprehension with less strain. You can tweak the font style and size of Reading view to your preferences.

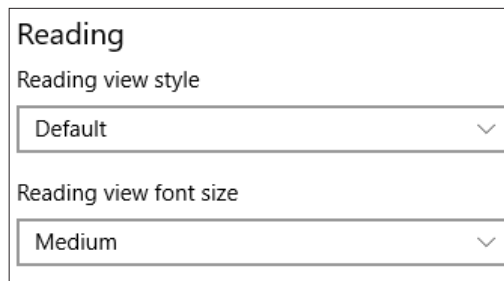
Before



After



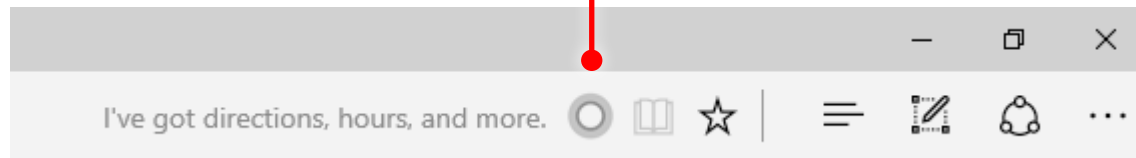
To change settings, select **More**  in the upper-right corner > **Settings** > scroll to the **Reading** section and play with the options.



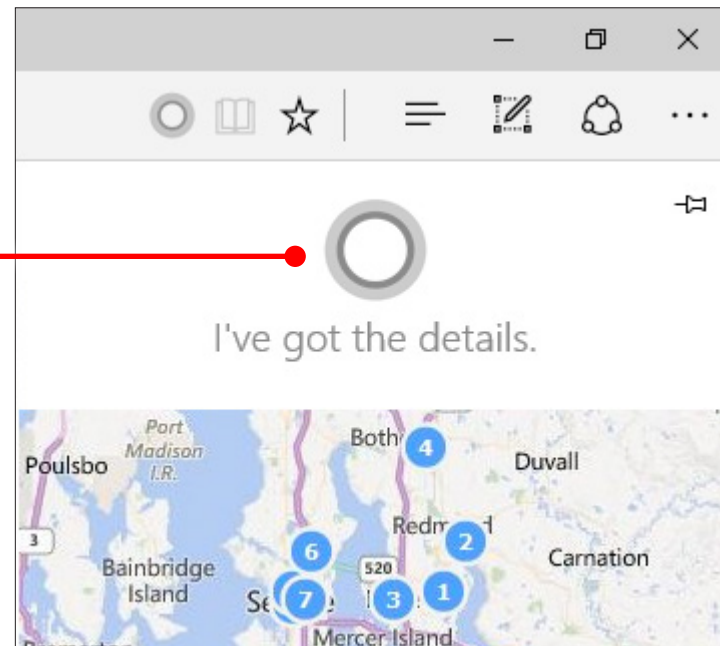
Already using Cortana as your personal assistant at the office?

She's there to help when you use Microsoft Edge, too. When you're on a page, Cortana figures out what the likely next steps are and is ready to show you the info you'll probably want next.

Select this link...



...to get more info without leaving the page



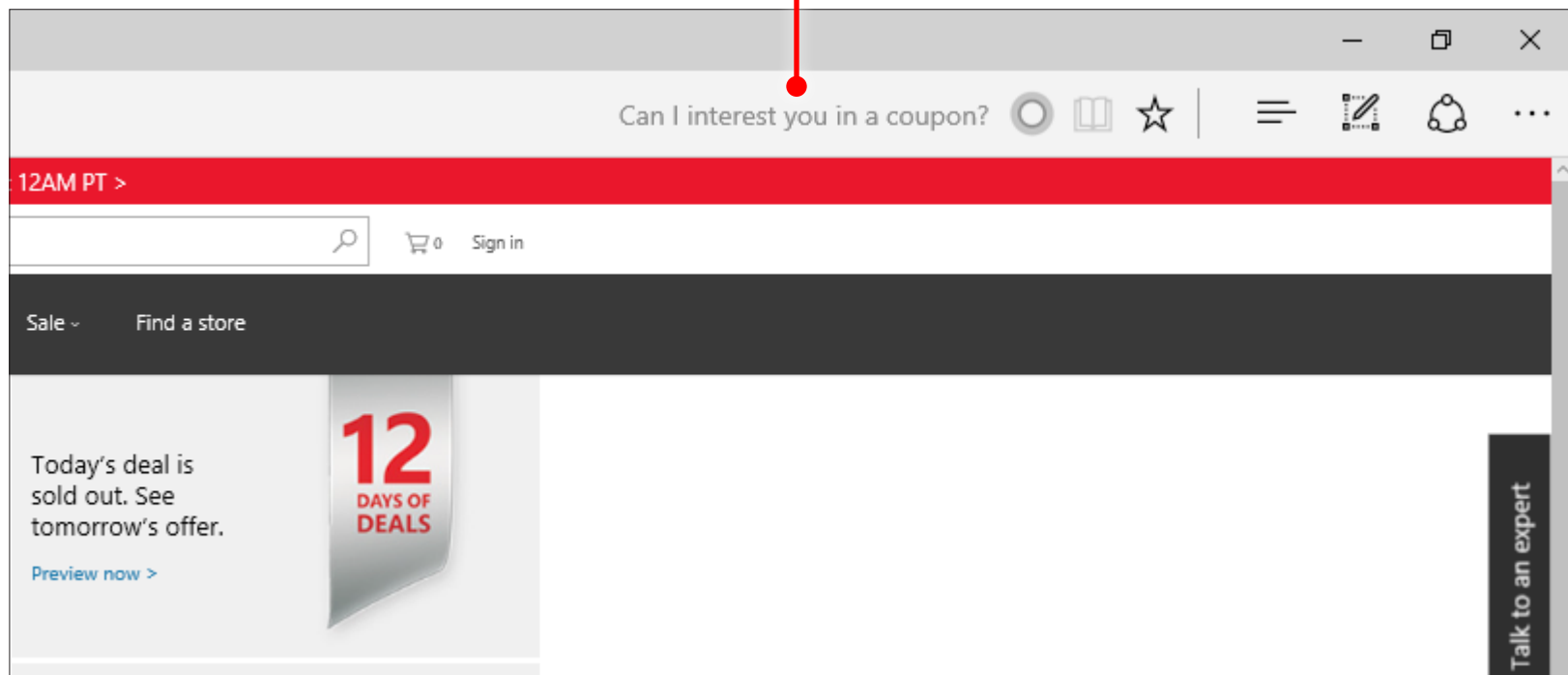
# Find it faster with Microsoft Edge



If you're shopping online for office supplies, business travel, or another expense, Cortana might be able to save your company some money by giving you coupons.

## See what you can save

Cortana offers coupons for many major retailers.



# Find it faster with Microsoft Edge



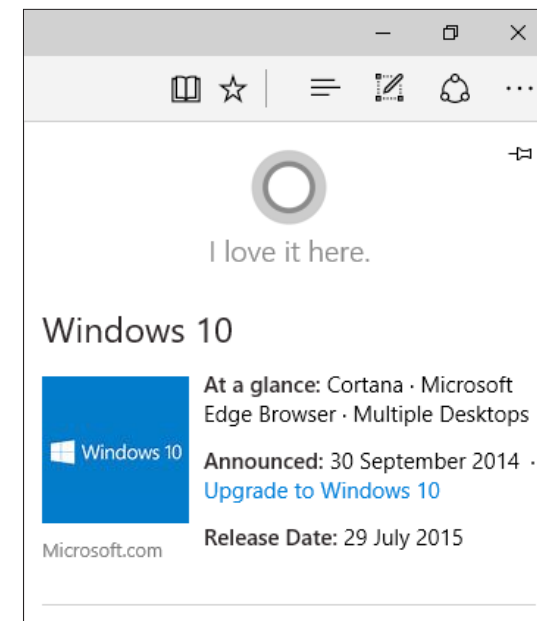
And if you're reading something online and want to know more about it, Cortana has the answers.

**Select some text and then right-click it  
(or press and hold)**

In this example, "Windows 10" is selected.



**See Cortana's answers on the same page**



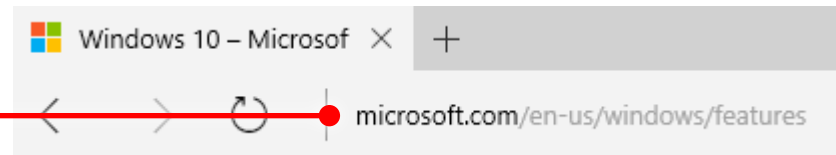
## Quick start guide for info workers


Project your webpage to quickly collaborate during a meeting, take notes on it that everyone can see, and then share them in an app or send them in email. Here's how...

1. Open Microsoft Edge  
It's on the left side of the taskbar.



2. Enter an address



3. Select Make a Web Note   
It's in the upper right.





# Use Microsoft Edge to collaborate




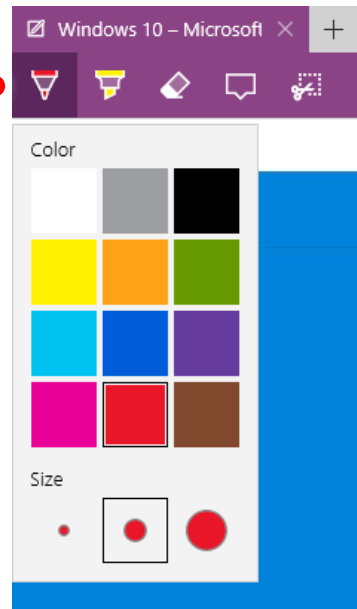
The new toolbar appears at the top of the page.



Pick a writing tool over here

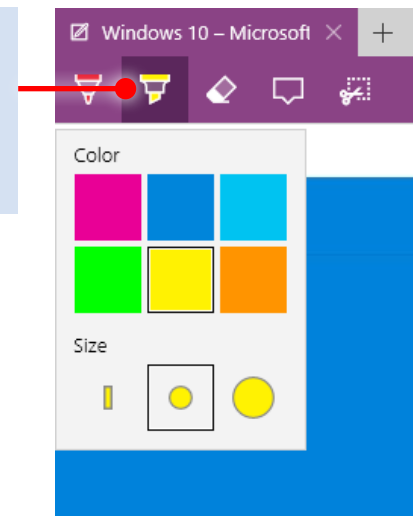
Save and share what you've done over here



Much more than just a red pen...  
But it's what's set by default. Select the Pen  to change the color and size.



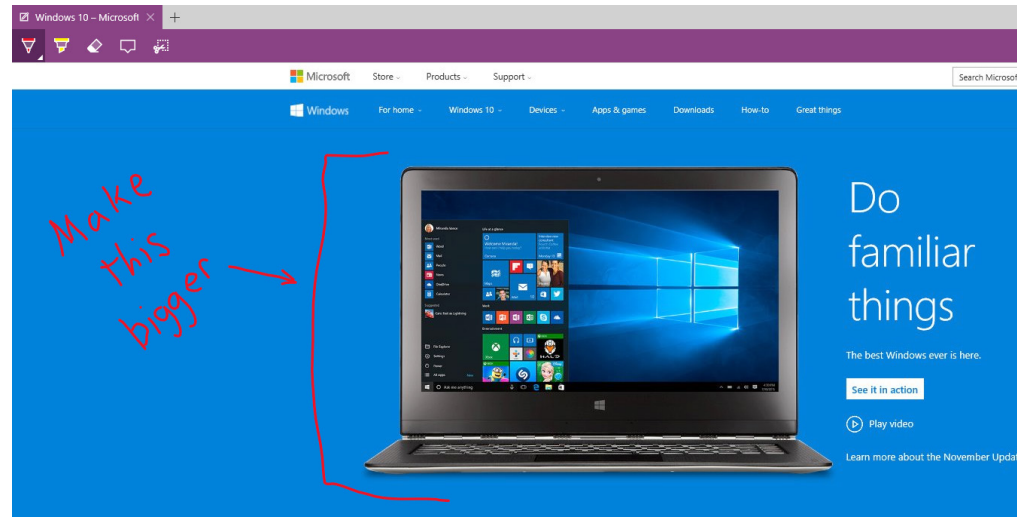
The Highlighter  next to the Pen  works the same way



# Use Microsoft Edge to collaborate




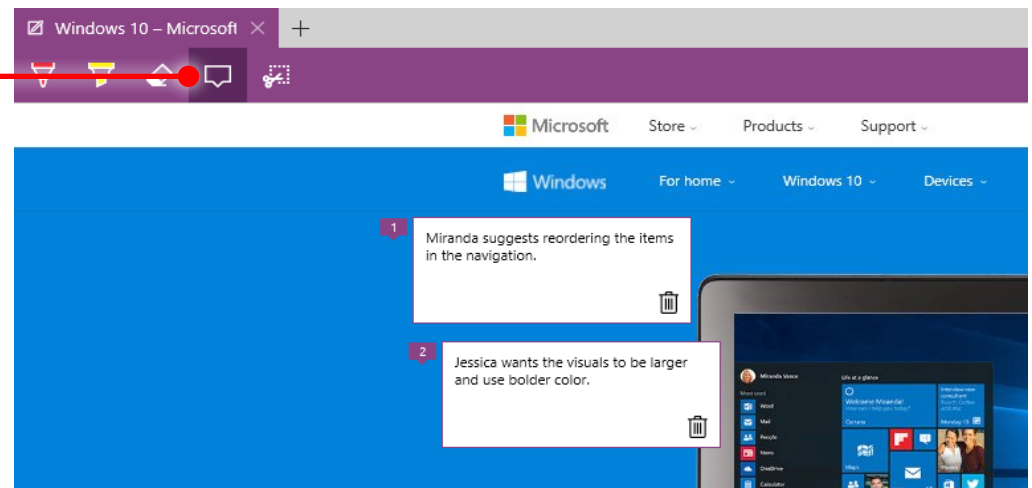
Use a pen or finger on a touch screen, or even use a mouse as we did here:



Don't have a touch screen? Have a lot to say? Type it.

## Add a comment

Select Add a typed note  and tap or click where you want the comment to appear.





# Use Microsoft Edge to collaborate

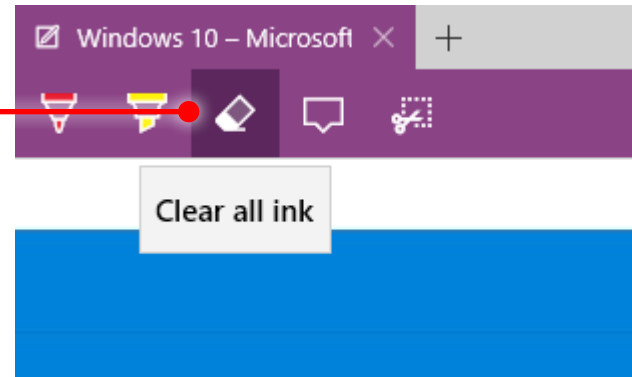





## Made a mistake? Erase it.

Erase just a part or everything at once


Select the Eraser  and start removing a single line at a time with your finger, stylus, or mouse.

Or select the Eraser  again, select Clear all ink, and get rid of everything at once.



When you're done editing, share the whole thing , save everything , or clip  just a piece and paste it in an app or email.

Clip with this button 

Share using this button   
More about this on the next page...



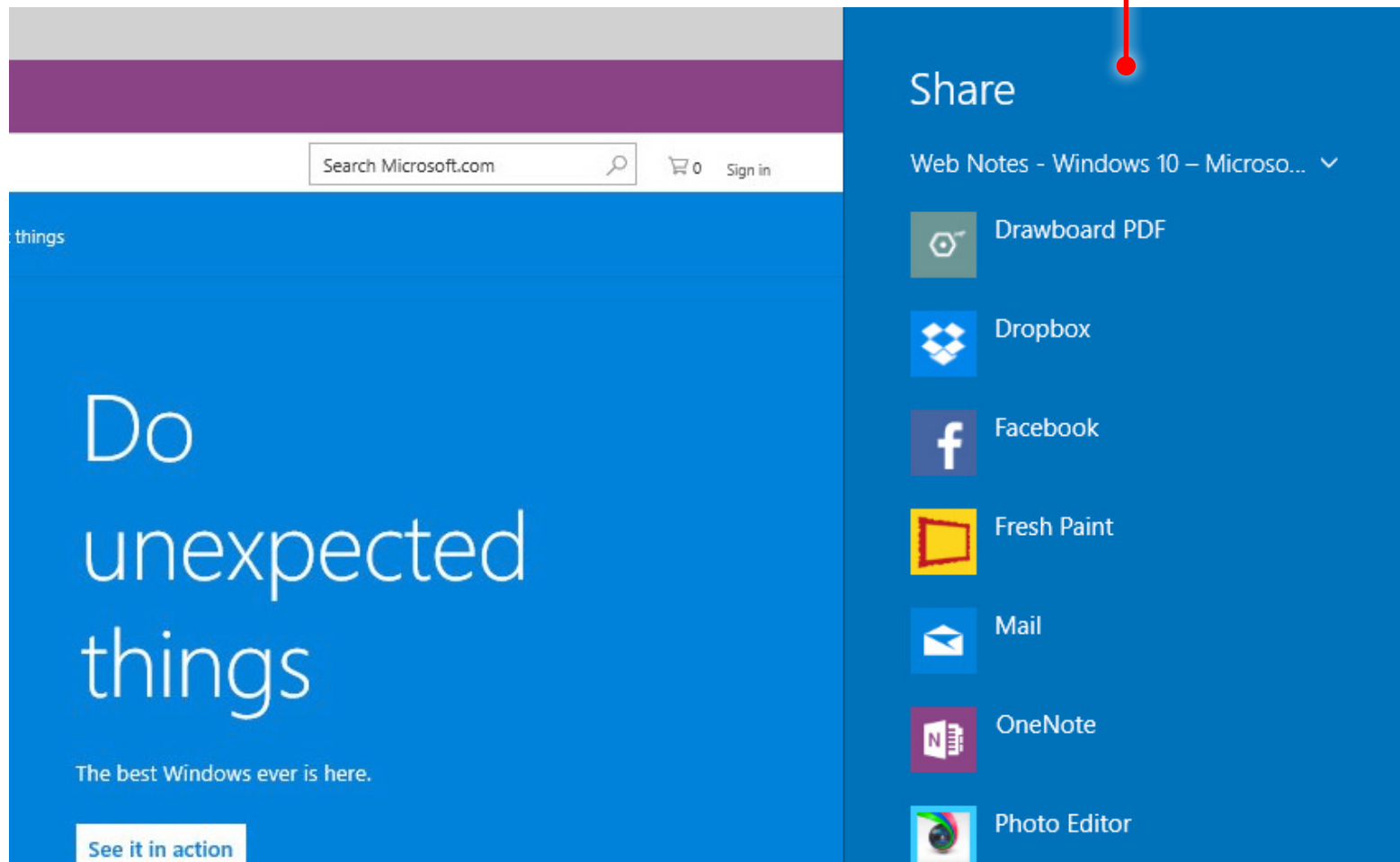
Save with this one 

# Use Microsoft Edge to collaborate



The sharing options available to you depend on what's available on your work PC.

You'll see the list of apps here



## Done? Exit is on the right

You don't need to close the window

Select Exit to stop writing on a page and close the Web Notes toolbar.

