

Windows laptop: Security and privacy

Staying safe and secure when using Windows 10.

Windows 10 has very powerful safety and security features. The **Sign-in** and **Lock screens** protect your computer and prevent other people accessing your information without your permission. The **Windows Security** feature helps stop viruses and other threats.

What you will need

Before you begin the course, your computer must have the latest edition of Windows, which is Windows 10. For more information about Windows 10, refer to page 5 of this guide. You should also check that your computer is connected to your home Wi-Fi and the internet and, if you're using a mouse, make sure that it's properly connected.

You'll also need the password or PIN you created when you first set up your computer.

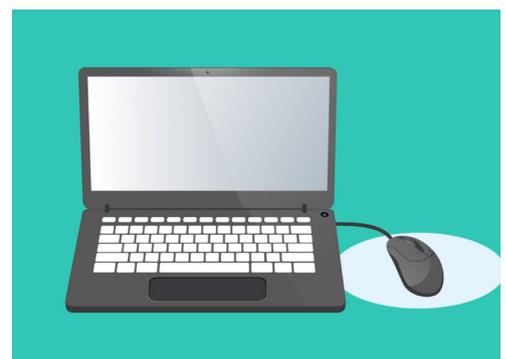
First steps

When your computer is showing the **Sign-in** screen, it is locked and secure.

To sign in, you'll need the password or PIN of the account you use on this computer.

To sign in:

1. Check that the **Sign-in** screen is showing your name. If all you can see is the time, press **Enter** on your keyboard to see your name, and the email address of your account.
2. Check if the white box under your name has **Password** or **PIN** written in it.
3. If it has **Password**, enter the password for your account, and press **Enter**.
4. If it has **PIN**, enter your **PIN**. If your computer doesn't unlock after you type the last number just press **Enter**.
5. The **Sign-in** screen goes away, and the **Desktop** appears.



You sign into your computer with a PIN or password

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How to secure your computer

It's important to secure your computer whenever you're not using it, to protect your information.

Method 1: Switch it off!

Windows 10 is designed so it's safe to press the power button whenever you are finished working. You should save your work and close any open apps first.

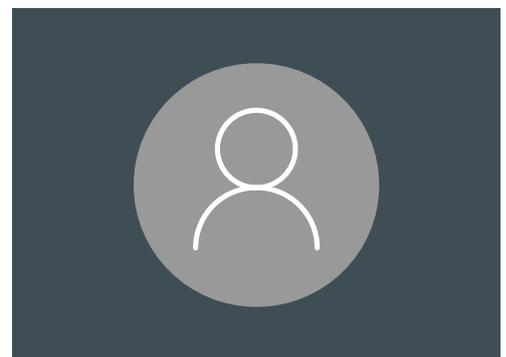
Then press the power button briefly once. Your computer will turn off. To use it again, switch it on, and sign in with your PIN or password.

Method 2: Lock the computer

If you need to step away from the computer for a moment, and don't want to close all your apps, you can lock the screen. This doesn't save your work, so it's best to save whatever you are doing first, just in case.

To lock your computer:

1. Click the **Start** button in the bottom left corner.
2. On the left of the **Start menu**, find the small circle. This is your **user account icon**.
3. Click the icon to make a menu appear, and on this menu, click **Lock**.
4. The **Lock screen** will appear, showing the time.
5. To sign in again, press any key on your keyboard to make the **Sign-in** screen appear.
6. Sign in with your password or PIN, and the **Desktop** will appear, with everything exactly how it was before you locked it.



The Windows 10 user account icon

Method 3: Automatic lock

If you don't do anything with your computer for a while, it will automatically lock itself. It may also turn off the screen.

To wake up your computer, press the **Space bar** on your keyboard once. If nothing happens, press the **Power button** briefly.

Then sign in with your PIN or password to unlock the computer.

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How Windows 10 uses notifications

Windows 10 does a lot in the background to keep your computer up to date and secure. From time to time, it will let you know what it is doing by showing a **notification**.

Notifications appear in the bottom right of the screen, and other apps and website can send notifications too.

Most notifications disappear after a moment, which means they are not urgent or important.

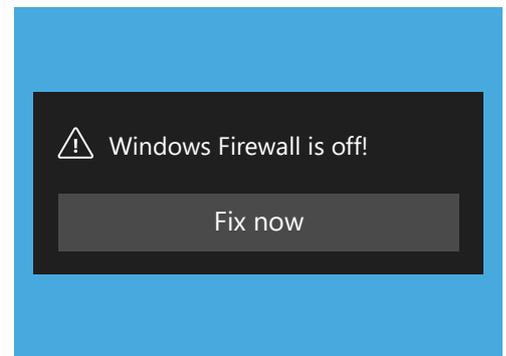
If the notification is from an app or website you trust, you can click on it for more information about what to do next.

How Windows 10 sends an urgent notification

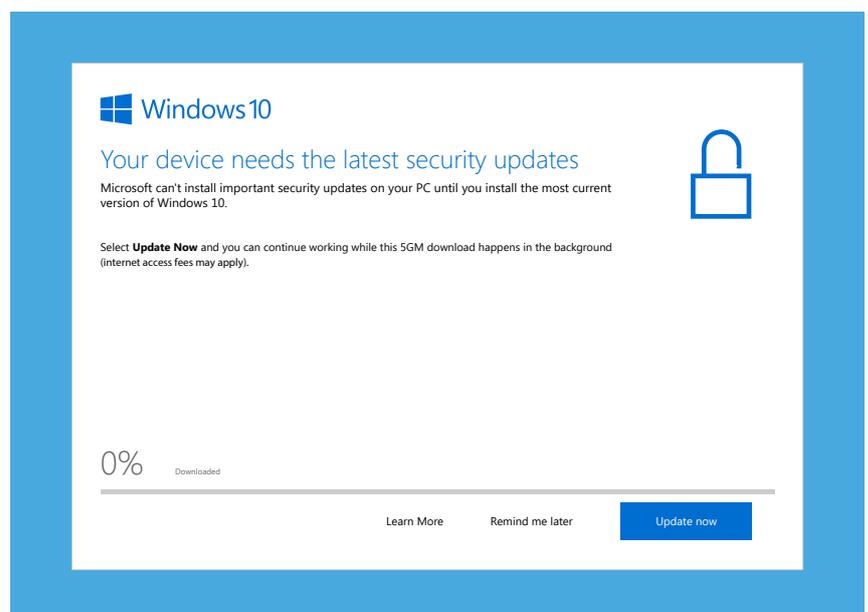
Sometimes Windows 10 needs to tell you about something important. It does this by sending a pop-up notification that stays on your screen until you take action to address it.

Some Windows 10 notifications appear in the middle of the screen and pause everything you are doing until you take action. The example opposite says Windows 10 needs to install an important update. You will need to click on a button to start the update, or tell your computer when to do the update later.

Urgent notifications will go away once the problem they are reporting is fixed.



Important notifications will stay on the screen until you take action



Urgent notifications will go away once the issue they are reporting is fixed

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How Windows 10 protects you against viruses

Windows 10 includes built-in **Windows Security** which works in the background to keep your computer secure.

To check **Windows Security** is working:

- 1.** Look for a **white shield** in the bottom right of the screen. If you can't see it, click on the small arrow to show some extra icons, and the shield will be among them. Click on the shield.
- 2.** The **Windows Security** menu will open. You can explore this menu to see the ways Windows Security protects your computer.
- 3.** If there's ever a problem with security, instructions for what to do will appear in this menu. You can close the menu by clicking the **X** in the top right corner.



The Windows Security icon

In addition to Windows Security, you might wish to purchase anti-virus software for extra protection. You can buy it from a shop or website. Be aware that anti-virus software usually has ongoing subscription costs, so be sure to read the fine print carefully before signing up.



Blocking your computer's webcam

Most computers have a small built-in camera called a webcam. To check if your computer has a webcam, look at the top of the screen for a small circle.

This camera is useful for making video calls, and your computer will automatically turn it on when you need it.

Although it's unlikely, it's possible for someone else to access your camera and turn it on without your permission.

To protect against this, simply get a small piece of masking tape, and put it over the camera!

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All about Windows 10

Everything you need to know about Windows 10, including what it is, how to check if you have it, and how to install it on your computer if you don't.

What is Windows 10 and why do I need it?

All computers need a special kind of software to work called an operating system. Windows 10 is an operating system designed and sold by Microsoft.

Windows 10 makes it possible for your computer to open documents, listen to music, watch videos, send emails, browse the internet and much more. It also provides your computer with the latest security features and so protects it against viruses and other threats.

To follow along with the Windows desktop and laptop courses you'll need the latest edition of Windows, which is Windows 10.

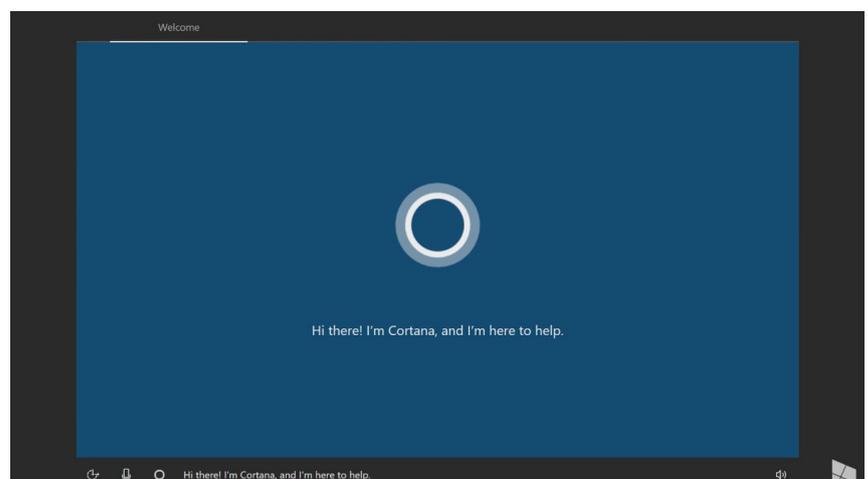
How do I tell if I have Windows 10?

Most new computers come with Windows 10 and your computer should have an official sticker on it to show that Windows 10 is installed.

But of course, these stickers can fade and fall off. The best way to be certain your computer has Windows 10, is to switch it on and see if Windows 10 starts.

Push the power button to turn on the computer. As it starts up, you will see several different screens, such as the manufacturer's logo or some technical information, but eventually it will be ready to go. Once the computer has finished starting up it will show you one of the following screens:

If you see the **Hi there! I'm Cortana** screen, this means your computer already has Windows 10 installed and just needs to be set up before you can use it.



The Cortana screen shows that Windows 10 is installed, but needs to be set up on your computer

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When you're ready to do this, the *Windows laptop: Set up* course will help you through the setup process.

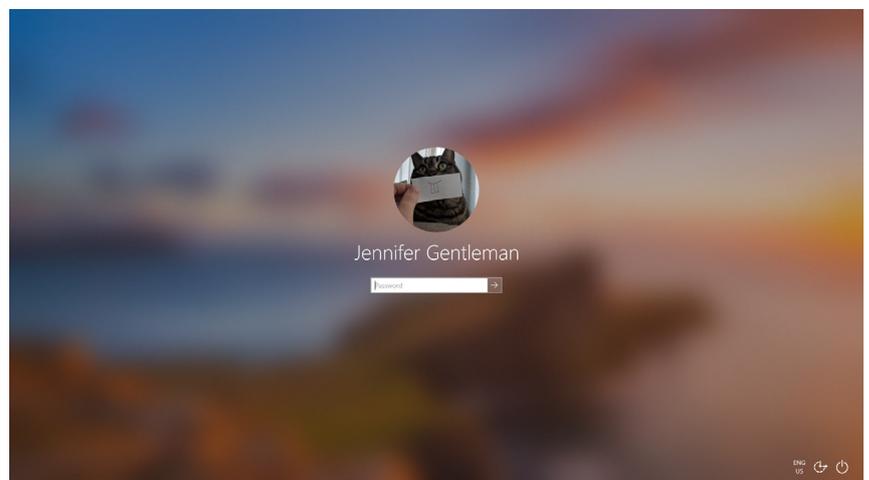
There are two other screens that you might see if your computer already has Windows 10:

If you see a picture with the time in the bottom left corner, this is the Windows 10 **Lock screen**. Press the **Space bar** to show the **Sign-in screen**.



This is the Windows 10 Lock screen

If you see a large round profile picture, and a place to put in a password or PIN, this is the **Sign-in** screen, and it means your computer has Windows 10. Other editions of Windows have sign in screens too, but you can tell them apart because they have smaller, square profile pictures.



Your sign in screen might look slightly different but if the profile pic is large and round like this, your computer already has Windows 10

If you see any other kind of screen, then your computer doesn't have Windows 10 installed. To get Windows 10 on your computer, you'll need to purchase it, and this guide will show you how.

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What if my computer is second hand?

If you've just been given, or have purchased, a second-hand computer, it's best to do a full reset before you continue.

Doing a reset will remove the last owner's personal details, files, programs, and will get your computer ready for you to set up. *The Windows laptop: Prepare to set up* course will show you how to do this. You can do this course when you're ready.

How do I check Windows 10 is up to date?

Windows 10 is always working away in the background making sure your computer is up to date. It does this by downloading updates and installing them automatically.

But if your computer hasn't been switched on for a while, or you just bought it, you might like to check for any updates that came out while your computer wasn't being used.

Before you start, make sure your computer is connected to the internet over home Wi-Fi.

1. With your computer showing the **Desktop**, click on **Start**.
2. In the far left of the panel that appears, click the cog icon. **The Windows Settings home panel** opens.
3. On the **Windows Settings home panel**, look for **Update & Security**, and click it.
4. The **Windows Update** options appear. Click on the grey box that says **Check for updates**.



Click on Windows Update to check for available updates

Your computer will look for and download any updates it doesn't have yet.

Sometimes Windows 10 will get a **Major Update**. Instead of just installing this in the background, a pop up box will appear on your computer asking you if it's a convenient time for you to stop working, and asking you to wait for a few minutes while it installs the update and restarts Windows 10.

This will upgrade your computer to a new version of Windows 10, with extra features and improvements. Don't worry, these updates are free!

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How do I check which version of Windows 10 I have?

You can check your Windows 10 version in **Windows Settings**.

Since **Windows Settings** should still be visible, and the **Windows Update** options open, scroll down the page with your mouse to find **OS build info**.

Click it, and on the next screen, under **Windows specifications** you can see the **version**.

If your version number isn't **1903**, some of the screens in the videos may look a little different from your computer, but you should still be able to follow along for most of the steps, and just watch for the other parts.

Windows specifications

Edition	Windows 10 Enterprise
Version	1903
Installed on	4/16/2019
OS build	18362.63

Under Windows specifications you can see the version

How do I get the latest version of Windows 10?

The latest **Major Update** for Windows 10 is usually downloaded by **Windows Settings** in the background.

But you can also get these **Major Updates** yourself. Go to www.microsoft.com/en-au/software-download/windows10 for instructions on how to use the **Update Assistant Tool**.

What if I don't have Windows 10?

If your computer doesn't have Windows 10 you will need to buy and install it on your computer. First, it's important that you check that your computer can run Windows 10.

Almost all computers made after 2015 work with Windows 10, but if you're not sure, you can find out more information at www.microsoft.com/en-au/windows/windows-10-specifications

How can I buy Windows 10?

Windows 10 is sold at most computer stores, or you can buy it online.

When you buy Windows 10 from a local store, what you actually get is a unique code called a **Product Key**.

It's really important to keep your **Product Key** in a secure place, because without it, Windows 10 won't work.



Keep your Windows 10 Product Key in a secure place

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To buy Windows 10 online from Microsoft, use a web browser to go to:
www.microsoft.com/en-au/store/b/windows

Microsoft sells three editions of Windows 10, called **Home**, **Pro**, and **Pro for Workstations**. The Pro editions contain features that are best for large business, so the Home edition is the one for you!

Just follow the instructions on the website, and you'll be ready to install Windows 10 in no time!

You should only ever purchase Windows 10 from a trusted store, or from Microsoft itself. Some stores will offer Windows 10 for a fraction of its normal price, but these copies are usually counterfeit. A counterfeit copy might look exactly like the real Windows 10, but apart from being illegal, it may also have been modified, to let scammers access your computer and steal personal information.



How do I get Windows 10 onto my computer?

Before you install Windows 10, it's a good idea to back-up your files to a USB stick or hard drive.

To get Windows 10 on your computer, follow the instructions provided after purchase.

When you buy Windows 10 from a local store, the instructions are included with your **Product Key**.

When you buy Windows 10 online, the instructions will appear on the screen.

You can get more information about installing Windows 10 from the Microsoft website, at www.microsoft.com/en-au/software-download/windows10startfresh