

ANU OPERATING SYSTEM

Quick reference guide

Includes information on Windows 11, OneDrive, M365 and the Company Portal.

This guide is designed for users with ANU-managed Windows device only.

For any technical issues please contact the **Service Desk** on + 61 2 6125 4321.



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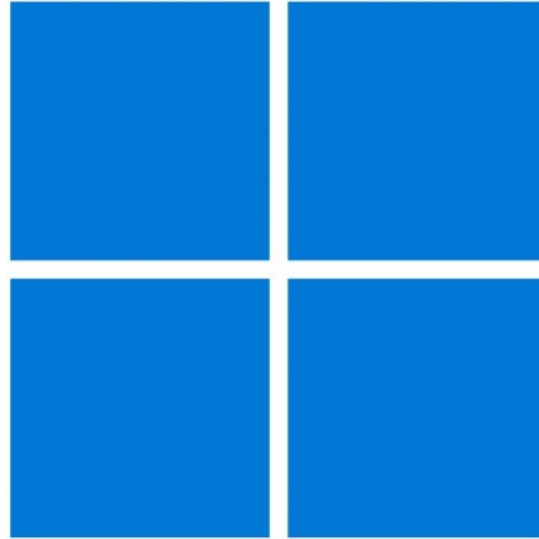
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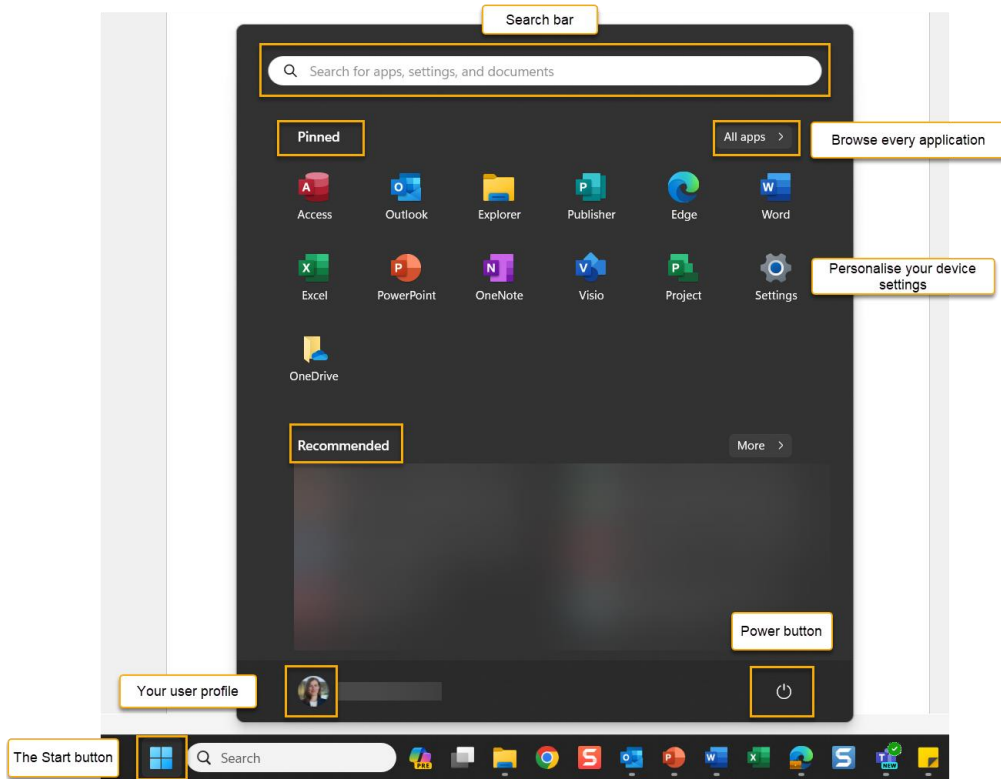
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WINDOWS 11



Your laptop is equipped with Windows 11, which is the newest Microsoft operating system. There are a few notable differences between the previous Windows 10 version and this one. Read through this guide to help get you started.



Using the Start Menu

Access the Start menu by pressing the Windows start button.


Use the **Search bar** at the top of the Start menu to search for apps and files on your computer.

The **Pinned Apps** grid gives you a quick access to the applications you use the most.

The **All Apps** list displays every app installed on your computer. Click the All Apps button to display the list.

Click on the **cog wheel** to personalize settings.

The **Recommended Apps and Files group** shows files you've recently opened, so that you can jump right back in. This list will be empty at first and fill with items as you use your device.

Click the **User Icon** to sign out, switch users, lock your computer, or change your account settings. You can also **lock your device** pressing CTRL+ALT+DEL or Windows key on your keyboard  + L.

Click the **Power Button** to put your computer to sleep, shut it down, or restart it.

Let's take a look at the taskbar.

Using the taskbar – left side

Widgets can be found on the left-hand side of the taskbar. This is where you can find news, Outlook items, weather and other personalised content. If you don't like to use Widgets, you can turn them off in the taskbar settings.

The **taskbar** is now placed in the middle (as opposed to on the left on Windows 10). You can change this if you prefer it to be on the left.

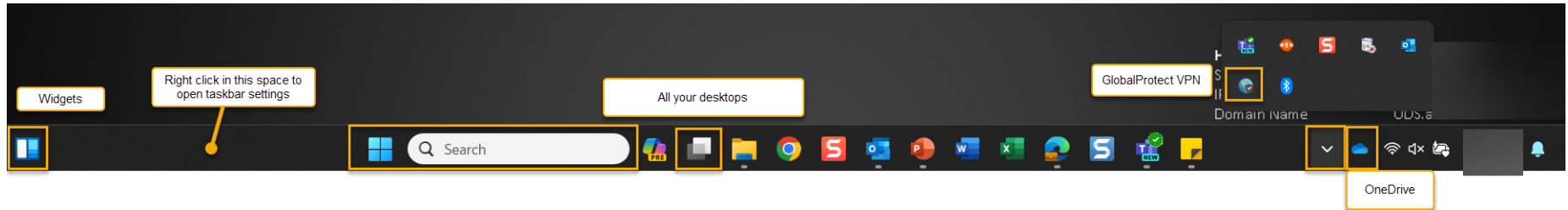
Right-click on any empty space in the taskbar, select **Taskbar settings** and go to **Taskbar behaviours**.

Using the taskbar – right side

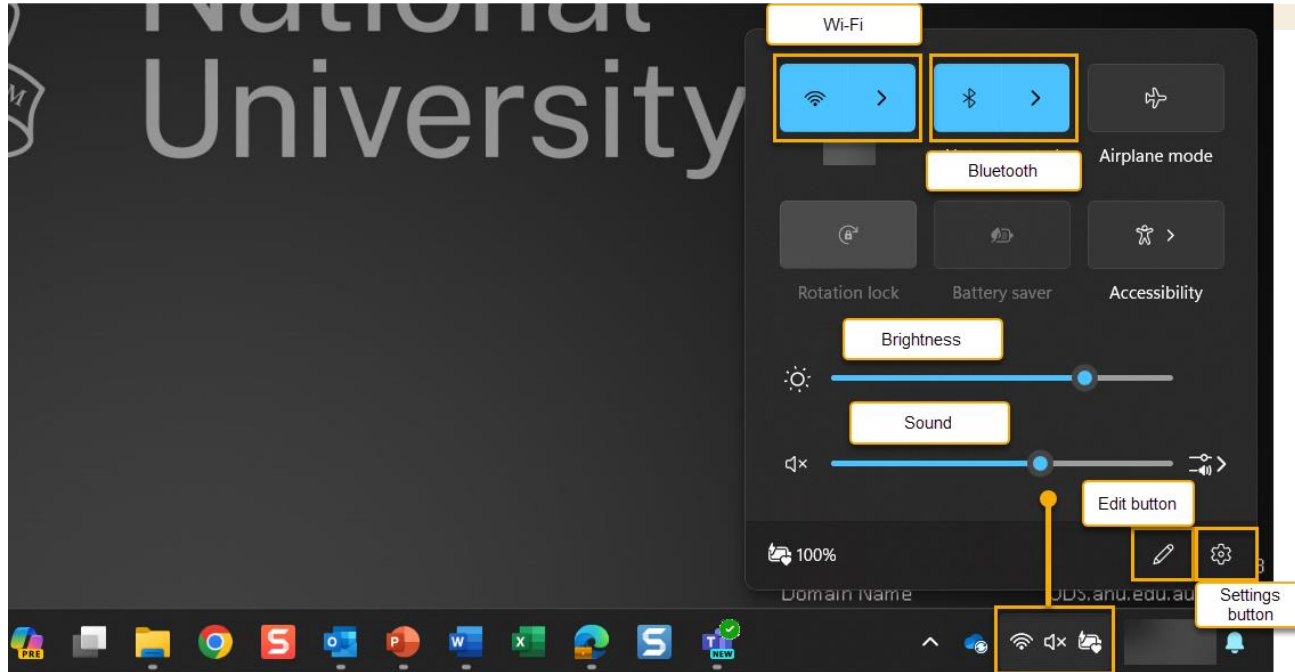
To access all your desktops, press the grey and white button (**Task view**) to access your desktops. If this option doesn't appear for you, you can find it in the taskbar settings. Simply toggle the button for **Task view** on.

Use **arrow** to expand your menu. This is where you will find ANU VPN called GlobalProtect.

Click on the **OneDrive** icon to open the OneDrive menu. More on this functionality can be found on page 11.



Let's take a look at the taskbar right-side, continued.



Using the taskbar

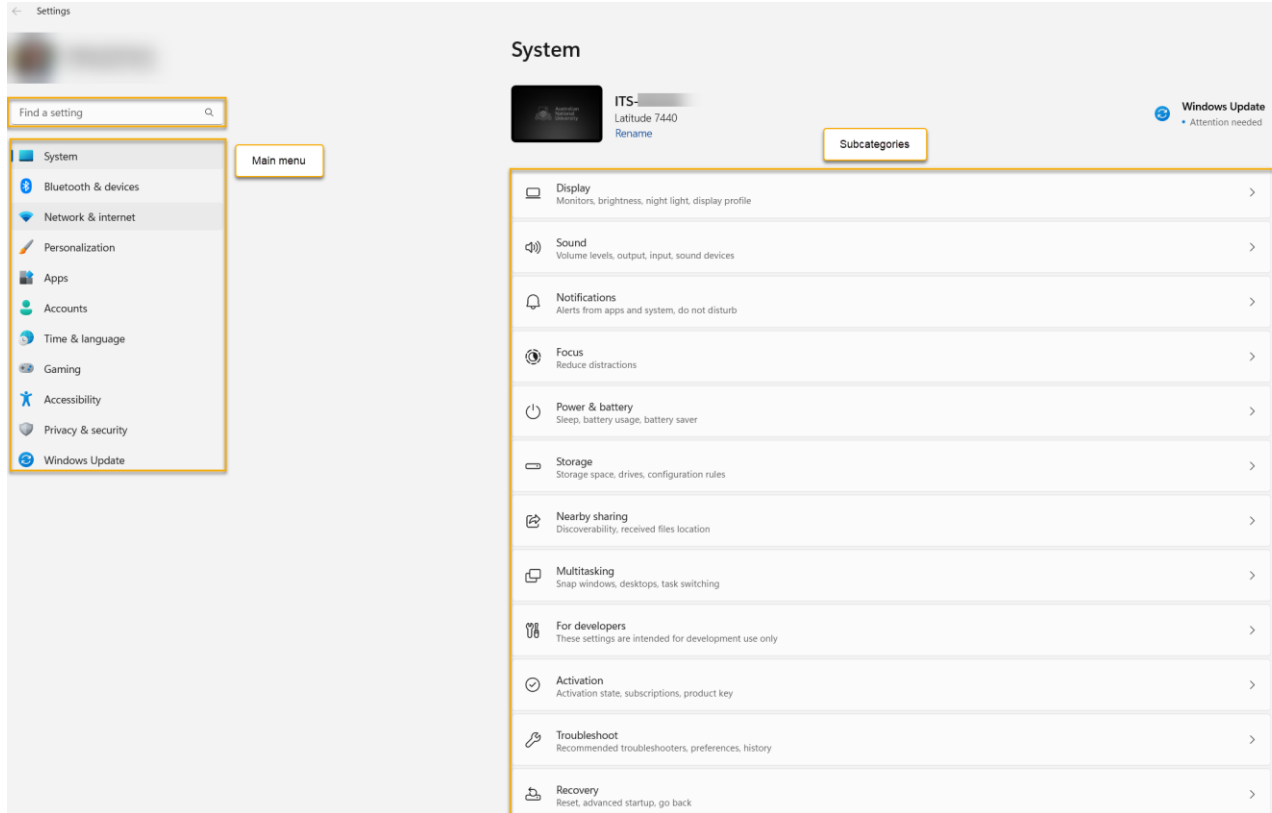
Click on the **Wi-Fi symbol** to open the menu where you can set up your Wi-Fi, connect Bluetooth, select Airplane mode, adjust the screen brightness and set the volume.

Use the sliders to adjust **screen brightness** and **sound volume**.

Use the **Edit button (pencil)** to add new features, remove ones you don't need, and change the layout of the buttons.

Click the **Settings button (cog wheel)** as a shortcut to the Settings app.

The settings app has been redesigned to make it easier to find the settings you need.



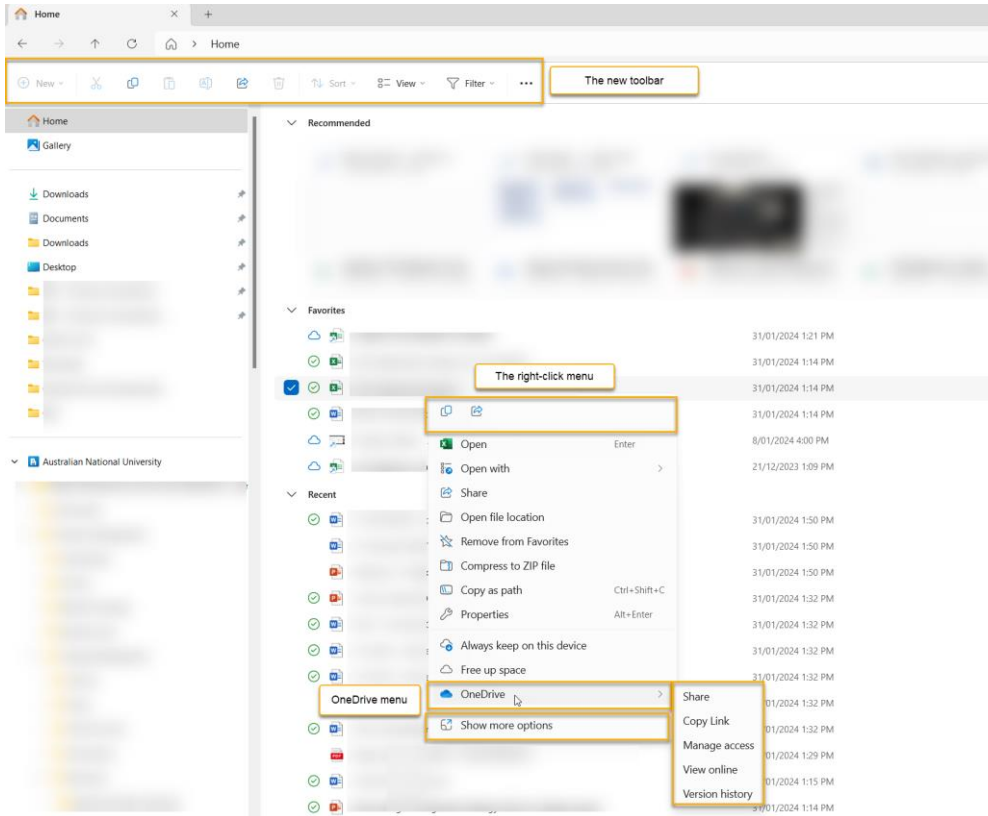
Using the Settings app

Use **the search field** if you want to search for a specific setting.

Alternatively, you can navigate through the categories displayed in the left pane, **the main menu**.

Click the settings **subcategory** to view more details.

Microsoft has also redesigned the File Explorer for Windows 11. The File Explorer now mirrors the OneDrive user experience.



Using the new Toolbar

The ribbon from previous versions of File Explorer has been replaced by a **toolbar**, with icons for common commands.

Buttons on **the toolbar allow you to cut, copy, and paste, as well as rename, share, and delete files and folders.**

You can also sort files and folders and change views.

The **right-click menu** has also been redesigned with a similar look as the toolbar.

The **File Explorer is now integrated with OneDrive** which means that the right-click menu will also allow you to easily go to **the OneDrive menu**. From here you can easily share documents, copy link and manage access and version history.

In the main windows pane, you will see sections **Recommended, Favorites, and Recent**. These mirror your OneDrive web interface. For example, if you mark documents in OneDrive online as Favorite, they will appear here in the File Explorer in the 'Favorites' section.

To access the classic right-click menu, select **'Show more options'** at the bottom of the right-click menu.

For more information on how to use OneDrive at ANU go to Slide 9.

You can now easily add another desktop, arrange windows and set up focus sessions. Let's explore these further.

Using the Snap Layout



Hover your mouse cursor over a window's maximize button to reveal the **Snap Layouts menu**.

Select a region in a snap layout to place the current window in that position. Click window thumbnails as they're shown to fill in the other regions of the snap layout.

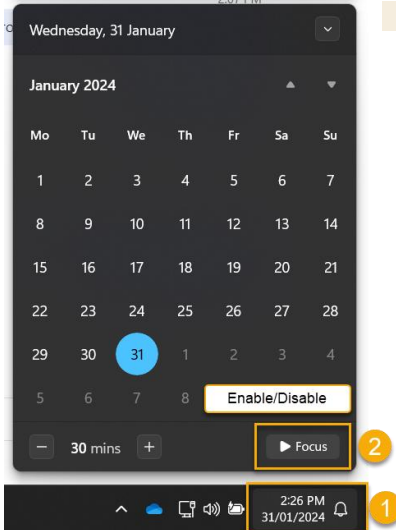
Using the Focus Assist

Click the Time and Date icon to open the Quick Settings menu, then click **Focus**.

This will **hide all notifications** except those that are set as High Priority. You can choose which notifications are high priority in the Focus Assist settings in the Settings app.

You can set the length of your Focus session using the "+" or "-" buttons on the left-hand side.

Click **End Session** to stop Focus Assist.



Add a new desktop

You can create multiple desktops to keep everything organised, for example separate projects or tasks.


Hover your mouse cursor over the **New Desktop button** and click on the plus to add a new virtual desktop.


You can rename your desktops or even select different background. Right-click each desktop's thumbnail and select 'Rename' or 'Choose Background' to open the Settings app to the Background settings.





Other useful settings, shortcuts (plus a bonus hack to save you lot of time) and relevant Knowledge Articles.


Useful shortcuts


Open the start menu by using the Windows key on your keyboard.... 

Lock device.....  + L

Open file explorer.....  + E

Capture screenshot....  + PrtScn

Voice typing.....  + H

Settings.....  + i

Bonus hack which will save you lot of time:

 + V

This opens a copy clipboard dashboard of your recently copied items. You can save 25 items to recall effortlessly.

For example, if you are needing to copy lot of names from different sources just copy, copy, copy and then press Windows key + V and they will be all there.

Pair a Bluetooth device

Pair a Bluetooth Device

Click the Start button  and open the Settings app. Click **Bluetooth & Devices**, click the **Add Device** button, click **Bluetooth**, select a device, then click **Done**.

Connect a Paired Bluetooth Device

Click the Start button  and open the **Settings** app. Click **Bluetooth & Devices**, click the **More Options** button for a paired device, then select **Connect**.

Disconnect a Paired Bluetooth Device

Click the Start button  and open the **Settings** app. Click **Bluetooth & Devices**, click the **More Options** button for a connected device, then select **Disconnect**.

You can also select Remove Device, then click Yes to unpair the device.

Handy Windows 11 feature

Better docking experience.

Windows 11 remember the positions of windows on external displays.

When you re-dock or re-attach the external display any window that was previously on that display will automatically return to that display, including its position and size.

Knowledge Articles

[How to change the vertical applications bar in Outlook.](#)

[What has changed in the File Explorer on Windows 11?](#)

[How to customise the Windows 11 taskbar.](#)

[What are the Windows 11 features?](#)

[How to add ANU custom theme to Word or PowerPoint](#)

ONEDRIVE



ANU OneDrive is a cloud storage for work-related files available to all ANU staff and affiliates. All files that you store in OneDrive are private unless you decide to share them. To understand your record keeping and privacy obligations, read the [Record keeping](#) and the [Privacy, security](#) articles.



Easy file sharing and collaboration in real time. Files and folders can be shared with others inside and outside of ANU, including those without a Microsoft account. Create, edit, share, and co-author Microsoft Office documents in your ANU OneDrive from your file explorer or web browser.



Access to your documents from any device. All data will be accessible in one place. This includes your File Explorer, mobile devices, all web browsers and from Microsoft Office applications. Access your files online and offline.



OneDrive provides you with **50GB of data, upgradable to 1TB**. If you need more storage, please contact the ANU Service Desk.



All OneDrive **data is automatically backed up** to the cloud, protecting your work.



OneDrive comes with **strong security features**, keeping your data safe.



Find your documents easily. OneDrive has many ways of finding your documents: for example, you can search whether the document has been shared by you or with you, whether it was shared in a meeting or a chat, shared by a certain person, or by document type, etc. [Find out more here.](#)

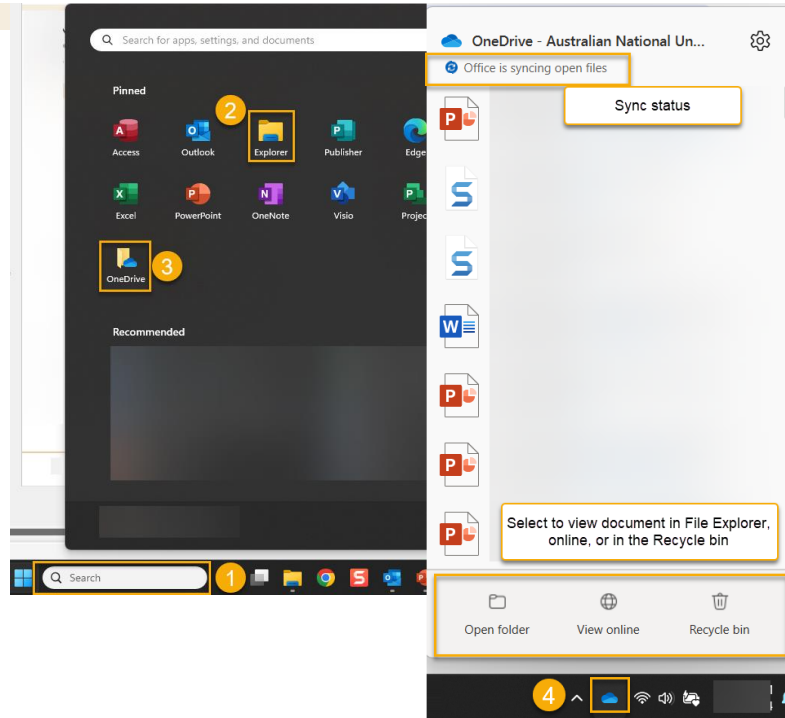
How to access your OneDrive documents?

There are multiple ways of accessing documents in your OneDrive: through the **File Explorer** or **online**. It is up to you how you want access your documents, whatever your user preference may be.

Accessing OneDrive on your device

To access your OneDrive documents on your device, you can either:

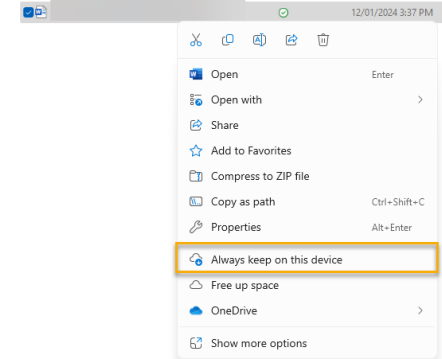
1. **Search** for a particular document in the search box in the taskbar OR
2. Open the **file explorer** OR
3. Open the **OneDrive File Explorer**.
4. You can also access the documents by clicking the blue **OneDrive logo in the Taskbar**. This view provides information on document syncing. This is also where you access the **Recycling bin**.



Offline document access

Your documents in OneDrive are always stored in the cloud and so (generally speaking) you need internet to access them. However, you can make documents and files accessible even if you don't have internet.

When you do have internet access, right click on the document you **want to access offline (without internet)**. Select **'Always keep on this device'**. Any changes you make offline will be automatically synced when you restore your internet connection. Select **'Free up space'** to make the document fully online again (this will remove the offline copy).

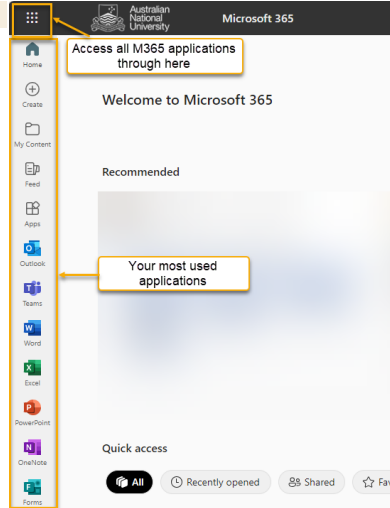
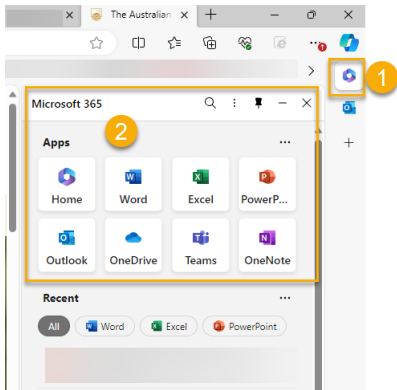


But wait, there's more!

Accessing OneDrive online

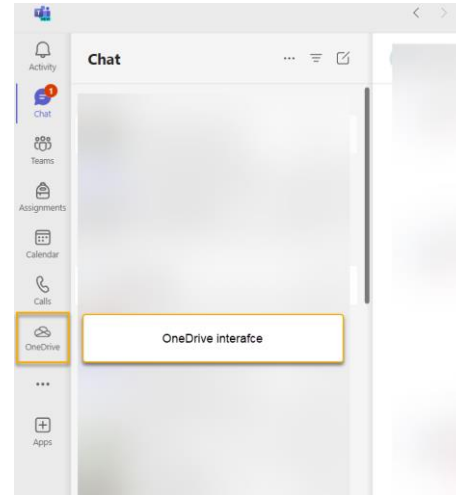
Go to your preferred web browser and type **Office.com**. If you are accessing this for the first time you will be prompted to add your credentials and authenticate. Use your ANU UID and password. Authenticate via Microsoft Authenticator app.

Alternatively, if you use the Microsoft Edge browser, you can access some of the most used applications via the **M365 button (step 1 pictured below) on the side of your browser.**



Accessing OneDrive through Teams

Microsoft Teams has recently undergone a significant upgrade. One of the key features is its integration with OneDrive. This makes collaboration with your colleagues easy.



Knowledge articles

[How to work on documents without internet](#)

[How to choose folder colour in OneDrive](#)

[How to add documents to Favorites in OneDrive](#)

[How to share document using OneDrive](#)

[What are the OneDrive features?](#)

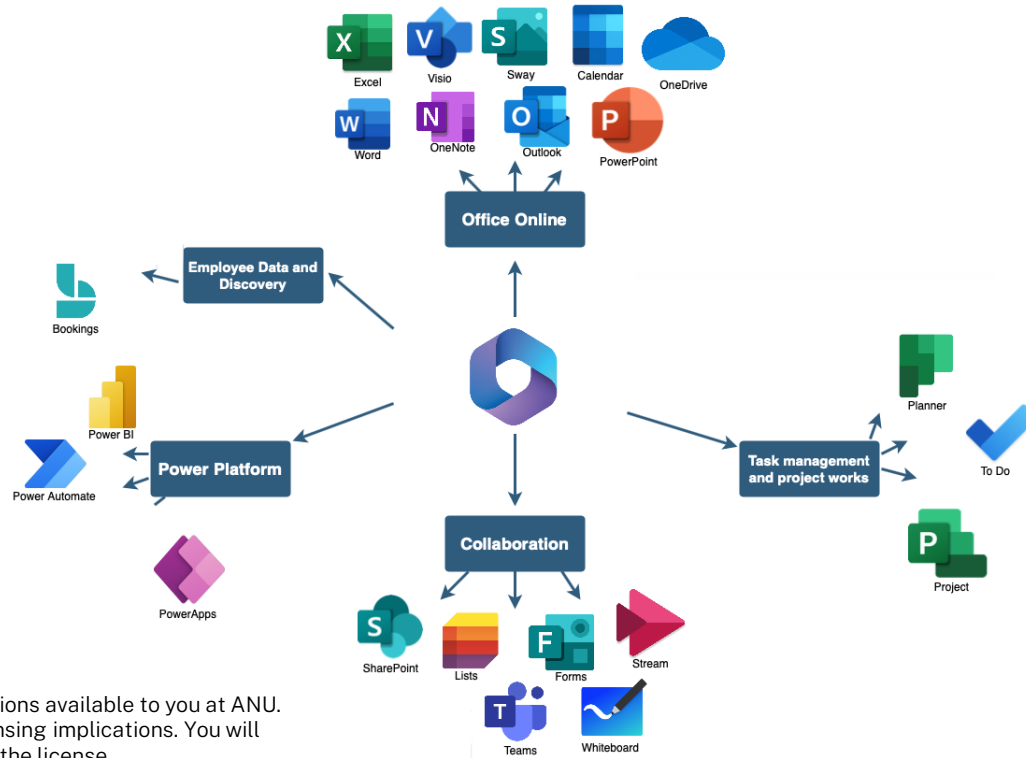
[How to restore files deleted from OneDrive](#)

[Getting started with ANU OneDrive](#)

[Effortless file management](#)

[The new Microsoft Teams](#)

MICROSOFT 365*



*Pictured are all Microsoft 365 applications available to you at ANU.
Please note: Visio and Project have licensing implications. You will need to Contact Service Desk to obtain the license.



Your ANU-managed device comes with Microsoft 365 (M365), which is a suite of applications in the Microsoft ecosystem such as Word, Outlook, PowerPoint, OneDrive, Teams, etc.

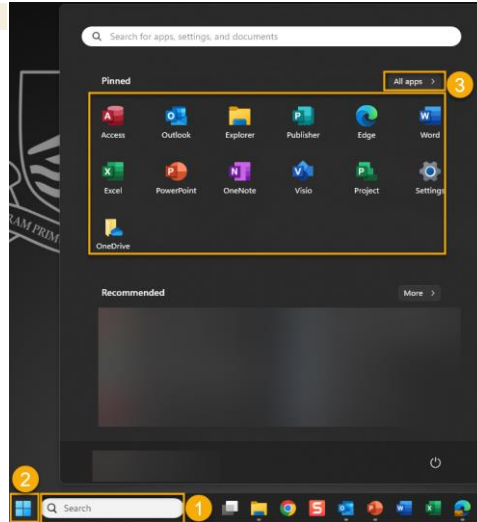
There are multiple ways of accessing M365 applications.

Some of these applications exist on your device as well as via a browser, (such as Word, Excel, PowerPoint, Access, OneNote etc.), and some you can access only through a browser (such as Forms, Bookings, Sway, Stream, etc.). Read this article on how to [get the most out of your M365](#).

Accessing M365 on your device

To access M365 on your device you can either:

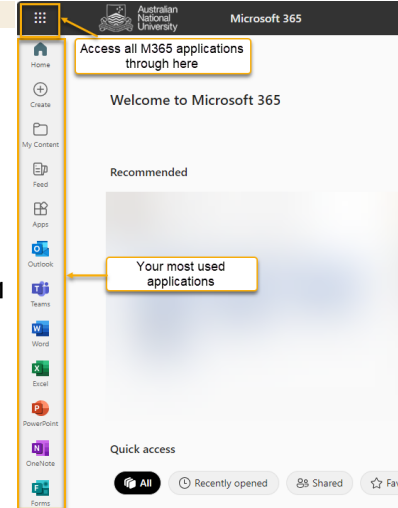
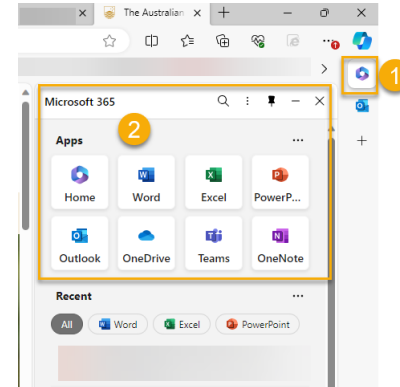
1. search for a particular application OR
2. look through the applications list. Some of the applications may be already pinned to your start menu.



Accessing M365 online

Go to your preferred web browser and type **Office.com**. If you are accessing this for the first time you will be prompted to add your credentials and authenticate. Use your ANU UID and password. Authenticate via Microsoft Authenticator app.

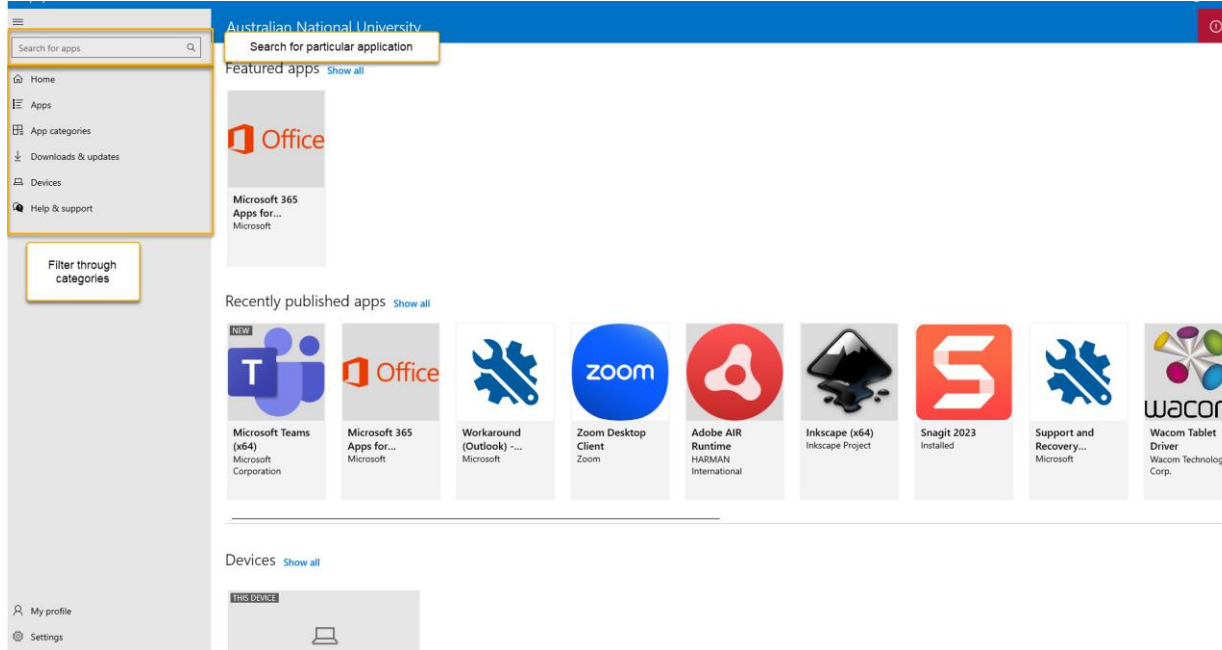
Alternatively, if using the Microsoft Edge browser, you can access some of the most used applications via the **M365 button (step 1 pictured below) on the side of your browser**.



COMPANY PORTAL



Company Portal hosts the University’s approved applications and replaces the legacy Software Center. You can install any applications available from Company Portal on your device. If you require an application that isn’t available by default, you can lodge a Service Desk ticket to request it (such as Visio or Project). Once the license has been approved, these will appear in Company Portal and you can proceed to install them.



Using the Company Portal

In the **Search box in your taskbar** simply type **Company** and select “Company Portal”.

If you are logging into the Company Portal for the first time you may be asked to enter your credentials. Sign in with your Uni ID number and password. The first time you use the Portal it may take some time for all the applications to load.

If you can’t find the approved application that you need, please submit a Service Desk [ticket](#) – the team can load the application for you.

Installing approved applications is easy. Simply click on the desired application and then **click install** (in the top right-hand corner). If you want to uninstall it, follow the same steps and then **click uninstall**. For more information, please read this [Knowledge Article](#).

If you need IT Administrator privileges (rights) for your new device, please submit a Service Desk [request](#).

Contact Us

If you are experiencing technical issues, please contact the Service Desk on +61 2 6125 4321 or submit a [ticket](#) through the Service Portal.

Did you like this user guide? Anything missing? Help us improve it by submitting a quick anonymous [feedback](#) form.



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