

Introduction to Computers: Windows 11 Settings

Use the back arrow to return to the previous settings menu

Can't find it? Use the search tool to locate your setting.

Settings categories are always available as a menu on the left side.

Your PC's name and model is found front and center

Quick reference for available Wifi

Recommended settings depends on frequently or recently accessed settings

The screenshot shows the Windows 11 Settings application. The left sidebar contains a list of settings categories: Home, System, Bluetooth & devices, Network & internet, Personalization, Apps, Accounts, Time & language, Gaming, Accessibility, Privacy & security, and Windows Update. The main pane shows the 'Home' settings page, which includes the user profile 'Tech Classes', a search bar, and a list of recommended settings such as Printers & scanners, Display, and Search permissions. A callout points to the back arrow in the top left corner. Another callout points to the search bar. A third callout points to the left sidebar. A fourth callout points to the PC name 'LAPTOP11' and model 'Latitude 7490' at the top of the main pane. A fifth callout points to the 'Recommended settings' section. A sixth callout points to the 'Jupiter' Wi-Fi connection status.

Usability



Screen Brightness

- **Display → Brightness → drag slider** OR
- Click on the System Tray (bottom right of the screen) OR
- Look for keyboard shortcuts (varies by device)



Mouse

Bluetooth & Devices → Mouse

- Switch the primary mouse button
- Adjust the pointer speed
- Change scroll settings

Accessibility → Vision → Mouse Pointer and Touch

- Increase the size of the mouse pointer
- #### Accessibility → Interaction → Mouse Keys
- Use the number keypad to move the mouse





Touchpad:

Bluetooth & Devices → Touchpad

- On/Off Slider deactivates touchpad completely
- *Taps*: change the sensitivity and finger tap commands
- *Gestures*: tap, 3 finger and 4 finger swipes



Readability

(Accessibility → Vision)

- Increase text size
- Increase Text Cursor size
- Magnifier
 - ON: [key] → +
 - OFF: [key] → ESC



Sound (System → Sound)

- Choose Input (microphones) and Output (internal speakers vs external)
- Pair new devices
- Volume (also in System Tray)

Captions (Accessibility → Hearing)

- Toggle live captions on and off ([key] + CTRL + L)



Interaction

(Accessibility → Interaction)

- **Speech**: takes dictation
- **Sticky Keys**: activate keyboard shortcuts one at a time. Press *Shift* 5 times
- **On Screen Keyboard**
- **Mouse Keys** (use number pad to move mouse pointer)
- **Eye control** (must use external device)

Productivity



Email Accounts

(Accounts → Email & Accounts)

- Use Mail/Outlook to consolidate all of your email accounts in one place, including work or school accounts



Power & Battery

(System → Power & Battery)

- Includes energy recommendations (best efficiency, screen brightness, sleep, screen saver)



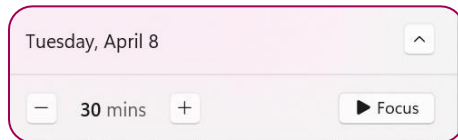
Apps

- Manage individual apps (includes uninstall)
- **Default apps** – chooses which app to execute a particular file or service (e.g. .pdf → Adobe Reader, .mp4 → Media Player)
- **Startup** – apps that run any time your computer boots



Focus (System → Focus)

- Blocks notifications, sounds and alerts.
- Set a specific time period.
- Once set, can be quickly accessed by clicking the **System Tray** clock



Notifications: alerts from Windows and apps

- **System → Notifications**
 - Toggle to receive notifications
 - Do Not Disturb (DND)
 - *Set Priority Notifications*: overrides DND for chosen contacts or apps
- **Personalization → Device Usage**
 - Personalized notifications and tips (e.g. gaming, family, entertainment)

Connectivity



Wifi (Network & Internet → Wifi)

- At home Wifi should be password protected
- Public Wifi may not have a password. Be cautious with sensitive information over public WiFi



Mobile Hotspot (Network & Internet → Mobile Hotspot)

Connect other devices to your computer

- Useful if phone connections are spotty
- Protects additional devices via VPN
- Can help skirt per-device fees



Airplane Mode (Network & Internet → Airplane mode, OR use the shortcut via the System Tray)

- Stops wireless communication



VPN (Network & Internet → VPN)

- *Virtual Private Network*. Encrypts internet traffic, masks IP address.
- Can be purchased as an app, but may also be included with security software (Norton, AVS)



Mobile Devices (Bluetooth & Devices → Mobile Devices)

- Allows your PC to access your mobile devices (must sign in with MS account)

Phone Link

- Connects your phone to the computer. Call, text, view photos, etc. Must pair with Bluetooth



Cameras (Bluetooth & Devices → Cameras)

- Navigate networked cameras
- Troubleshoot or disable the webcam
- Privacy settings – toggle on/off apps that want camera access

Personality

Settings → Personalization OR Right-click on the Desktop → Personalize



Theme

- Choose from 6 presets or install additional themes from MS Store
- Themes apply to background, color, sounds, and cursor
- High Contrast Themes (**Settings → Accessibility → Vision**)
 - Left Alt + Left Shift + Print Screen to toggle on and off



Background

- Select from Picture, Solid Color, Slideshow, Windows Spotlight
- Picture allows you to choose your own photo
- *Slideshow*: browse to select folder
 - Choose picture settings to apply best fit and order



Colors

- Light mode/**dark mode**/custom
- Transparency effects
- Accent color



Taskbar

- Show/hide *Search, Copilot, Task View, and Widgets*
- Customize **System Tray** icons
- Taskbar Behaviors
 - Move the Start Button to the left side of the Taskbar
 - Auto-hide
 - Show badges (tiny circle notifications)
 - Combine taskbar buttons and hide labels



Lock Screen

- Personalize the image (spotlight, slide show, picture)
- Choose status (weather, email, calendar, etc.)



Start

- Layout choices (more pins, default, more recommendations)
- Show *recently added, most used*
- Add shortcuts to *Settings, File Explorer, Documents, Photos, etc.*



Multitasking (**System → Multitasking**)

- *Snapping*: toggle on or off, plus additional options
- *Title Bar Shake*: when active, minimizes all other windows when "shaking" the title bar.

Security



Sign-in Options

- **Accounts → Sign-in Options**
 - *Windows Hello* allows for biometric screening (face, fingerprint) as well as PIN access, physical security (USB Drive) or a Picture Password
- **Accounts → Passkeys**
 - Linked to specific devices
 - Uses biometrics to log in to accounts



App Permissions

(Security → App Permissions)

Controls which apps can access features of your PC. Some common apps include:

- Location
- Camera
- Microphone
- Contacts
- Folders
- Pictures/Videos
- Screenshots

For security purposes, you may not want to allow apps to access these features.



Windows Update

- Important patches, including bugs and security. These are necessary to keep your PC running smoothly.
- Likely automatic, but can be changed to manual
- Individual apps can be updated via the Microsoft Store



Windows Security

- included with Windows, protects your device from attack (viruses, malware, etc.)
- Better than nothing, but not as powerful as other security apps