Microsoft

Microsoft Edge

How to get started | User guide
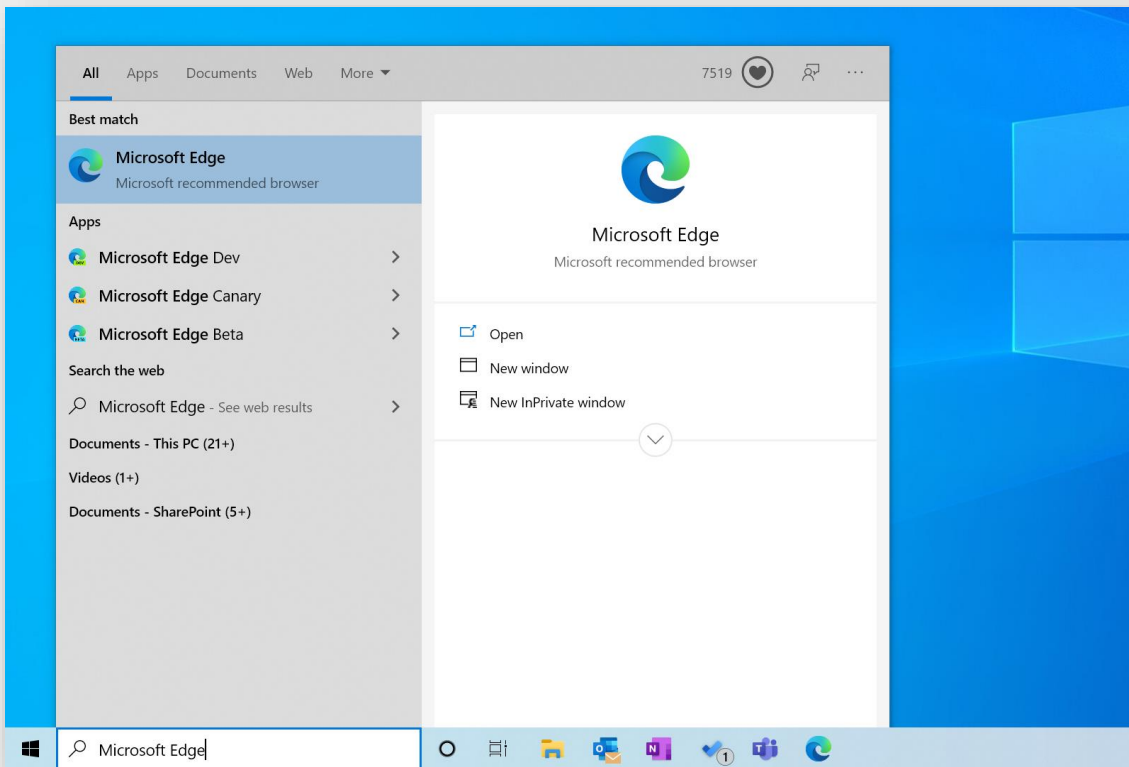
Table of Contents

Welcome to Microsoft Edge!

We're excited for you to use the browser for business. The following pages provide guidance on where to find your new browser, how to navigate the new layout, and how to take advantage of its features.

How to...
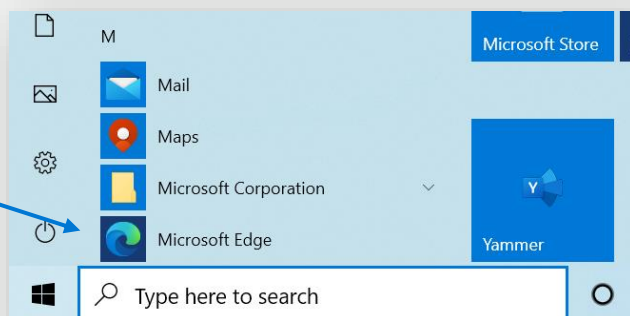# Find Microsoft Edge on your desktop

Search

Find on your taskbar

Find in your start menu

How to...
Navigate Microsoft Edge

Add page to Favorites

Open a new tab

Open Favorites menu

Go back

Open Collections

Enter a URL or search

New tab

Search or enter web address

Open Settings

Refresh

Search the web

Access Profiles

Search online

Office

Customize your new tab

Pin a site

My Feed | Personalize | Election 2020 | powered by Microsoft News

Like this image?
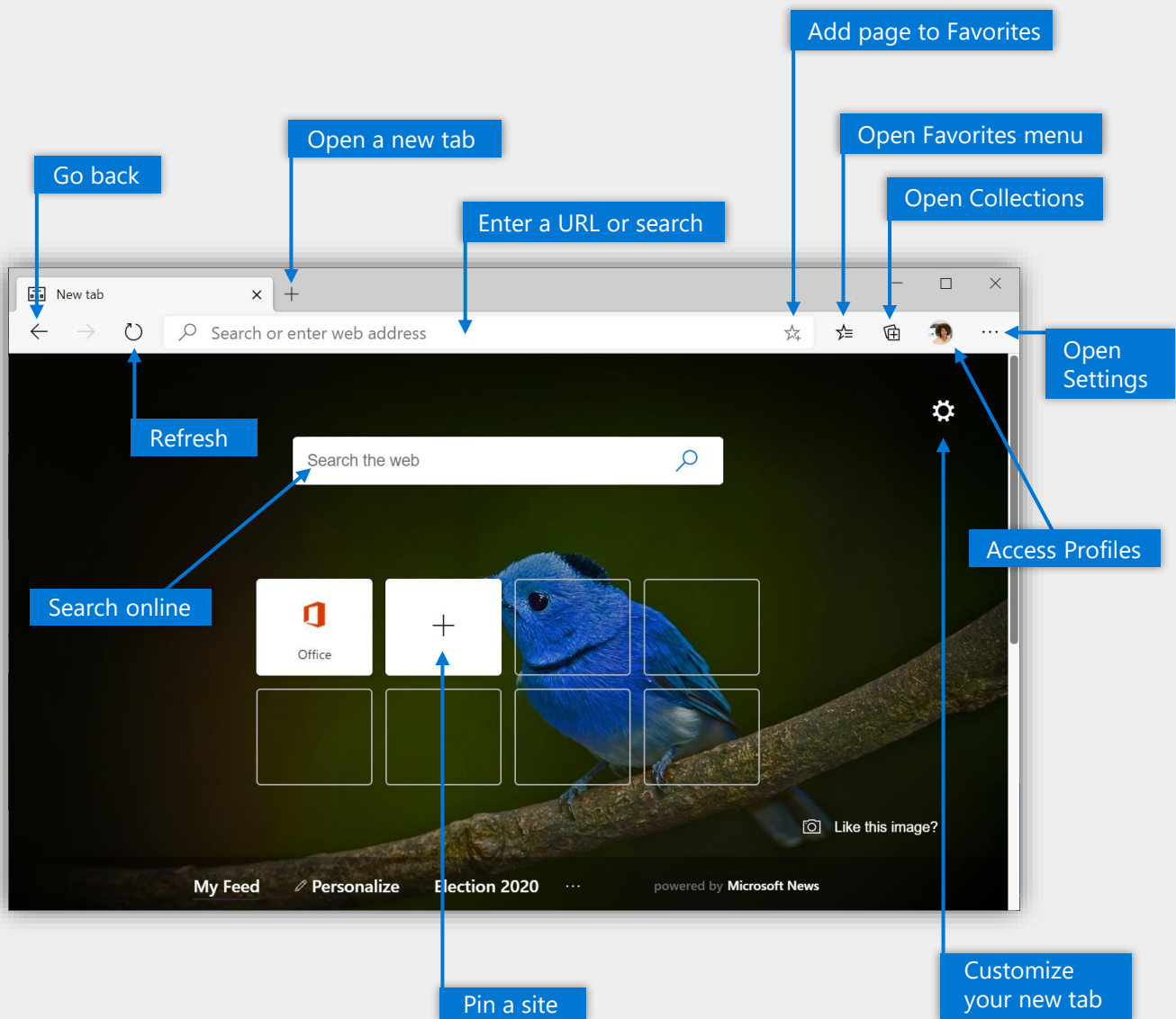
How to...

Open and use the settings menu

New tab — Ctrl+T
New window — Ctrl+N
New InPrivate window — Ctrl+Shift+N
Zoom — 100%
Favorites
History
Downloads — Ctrl+J
Apps
Extensions
Collections
Print — Ctrl+P
Share
Find on page — Ctrl+F
Read aloud — Ctrl+Shift+U
More tools
Settings
Help and feedback
Close Microsoft Edge

Open Settings

Open an InPrivate browsing window

Enlarge page or go Fullscreen

See your web history

Create a web app

Print the page

Search the page

Access more settings

Provide feedback or get help

How to...
Set up a profile
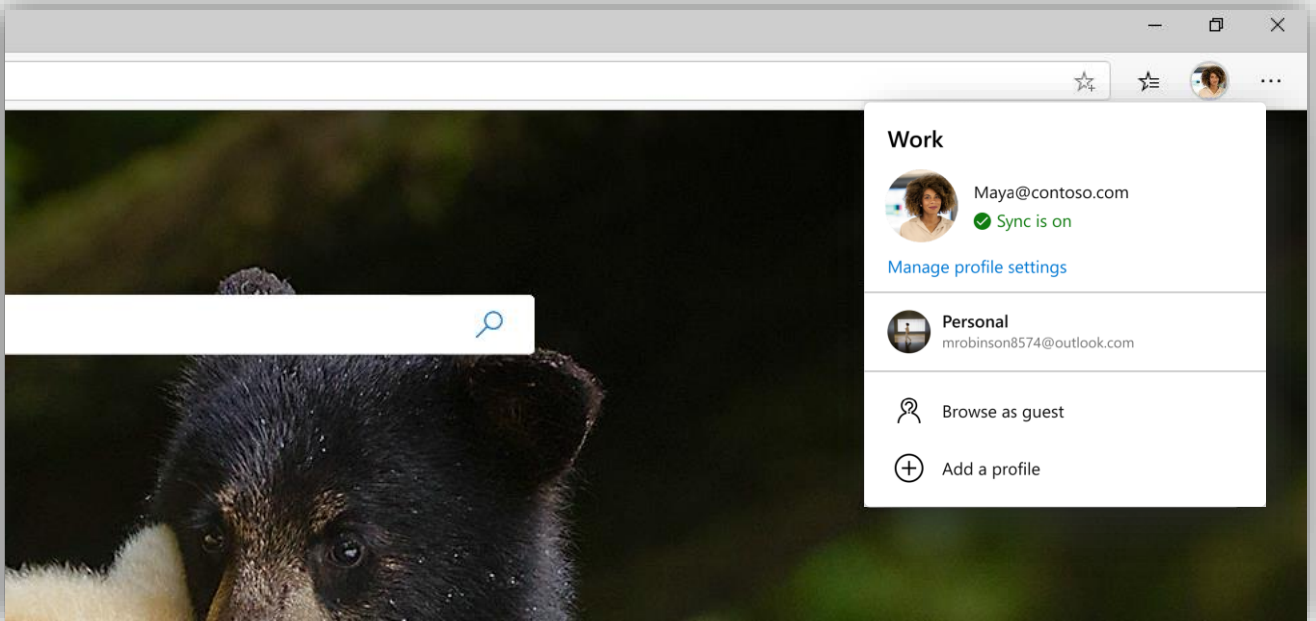
In Microsoft Edge, you can set up different profiles to keep your browsing separate based on what you're doing.

Step 1   Click on the **profile image icon** to the right of the address bar

Step 2   Select **'Add a profile'**

Step 3   Select 'Add' to start the process

Step 4   **Repeat** the process to set up a personal profile (hint: use different pictures to differentiate between your work and personal profiles)

How to...
Import browser data
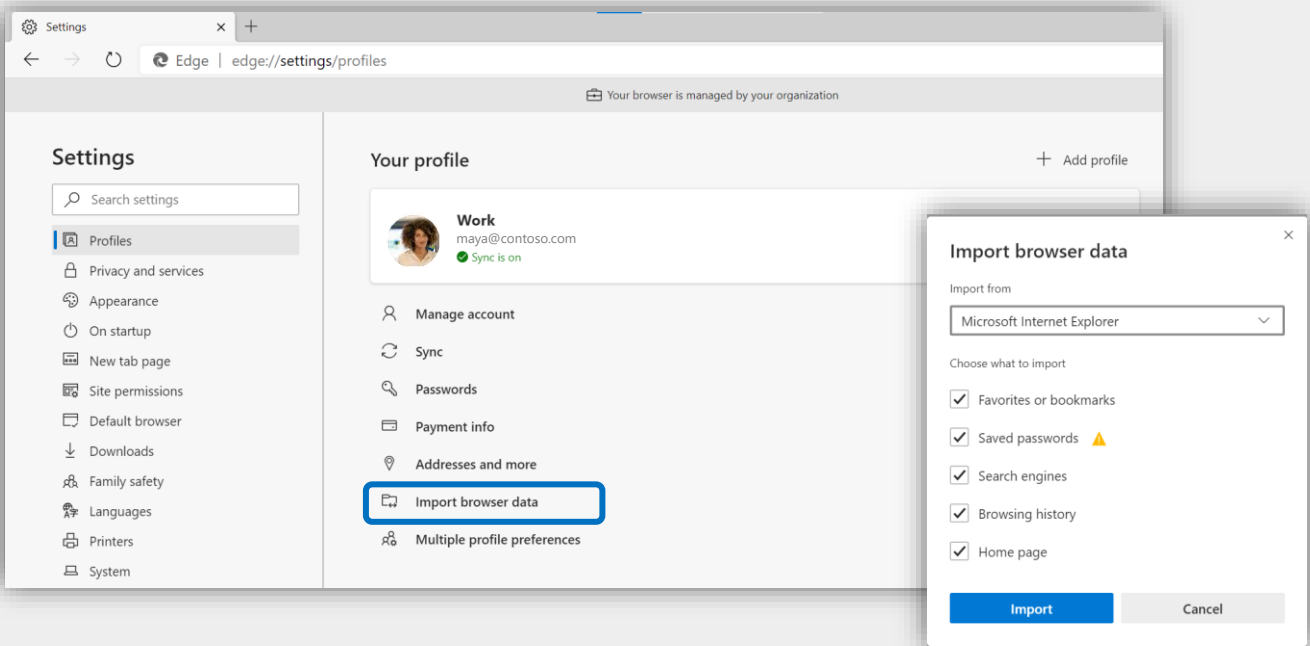
If you didn't import browser data during the profile set up process, or want to change which data you imported, you can at anytime.

Step 1   Click into the **settings menu** ⋯ to the right of the address bar

Step 2   Click into **'Settings'** to access more options

Step 3   Under 'Profiles', select **'Import browser data'**

Step 4   Select **which browser** you would like data imported from and **which data** you'd like imported. Then click **'Import'**

How to...
Add Office 365 to your new tabs
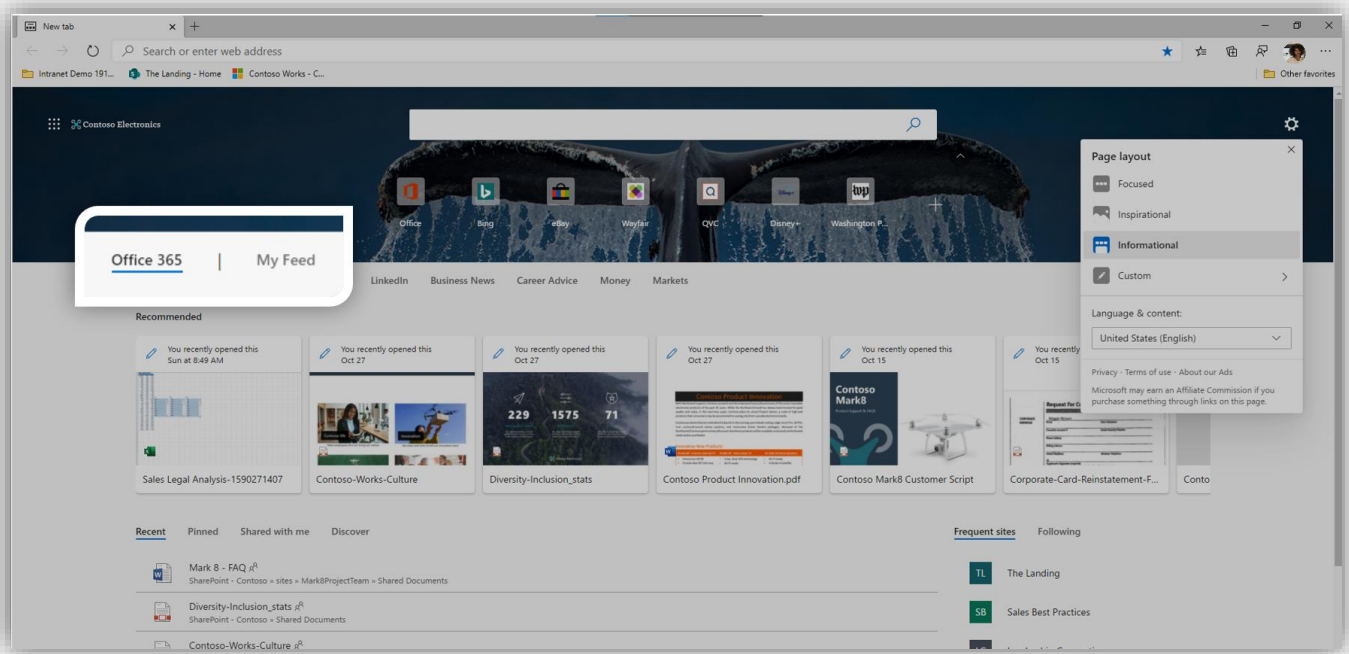
When you open a new tab in Microsoft Edge, you have the option to see Office 365 docs, recent or shared files, and pinned sites.
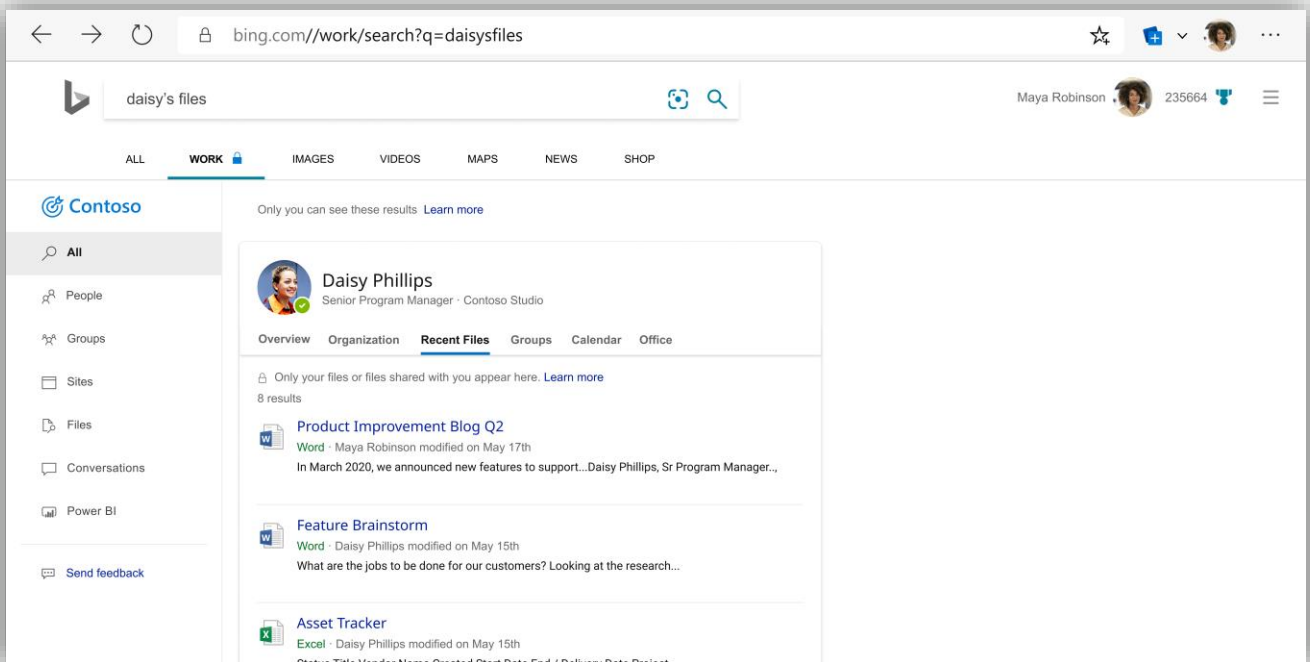
Step 1   Open a new tab in your **work profile**

Step 2   Select "Office 365" from the content tabs

Step 3   Click on the ⚙ **"gear" icon** in the top right portion of the page

Step 4   Choose your page layout

How to...
Find work files and information easier

Use Microsoft Search from any Bing powered search bar to also search your work network. Get both web and work results using a single search bar.

| Step 1	**Sign-in to Bing.com** with your work profile (Microsoft Edge also supports single-sign on)
Step 2	Search from: the search bar when you open a new tab, Bing.com, or your address bar if Bing is set as the default
Step 3	From the Bing results page, click into the **"Work"** page along side other pages like Images, Maps, and News
Step 4	Browser results or refine your search to find what you need by selecting a category from the left side of the pane

What can I search for?*

Files

Sites

People

Acronyms

Floorplans

*Some options require set up by IT via Microsoft 365 portal

How to...
Adjust privacy settings
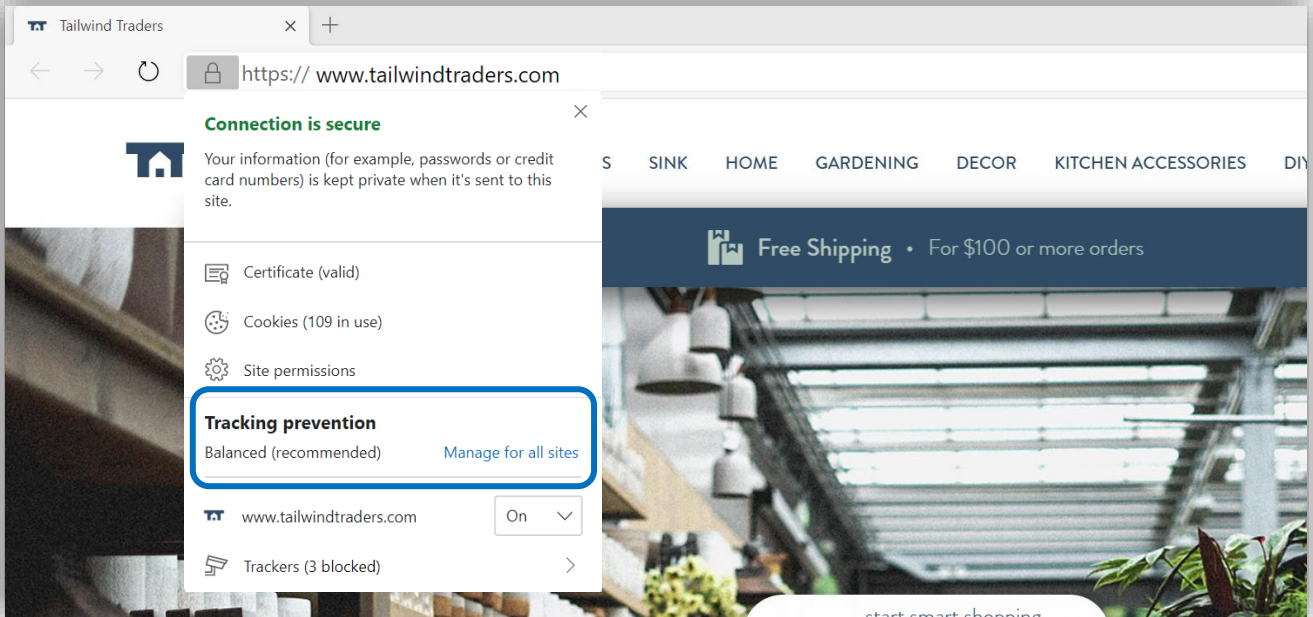
In Microsoft Edge you can easily adjust privacy settings, like how sites can track you as you browse.

Step 1   Click on the 🔒 'lock' icon in the address bar for privacy information related to the page you're on

Step 2   To manage your privacy settings, click 'Manage for all sites' in the 'Tracking prevention' section of the flyout

Step 3   From the 'Privacy and services' page under Settings, select what level of Tracking prevention you'd like

Step 4   Adjust other settings on this page to find the privacy level that's right for you

# How to...
Manage your favorites
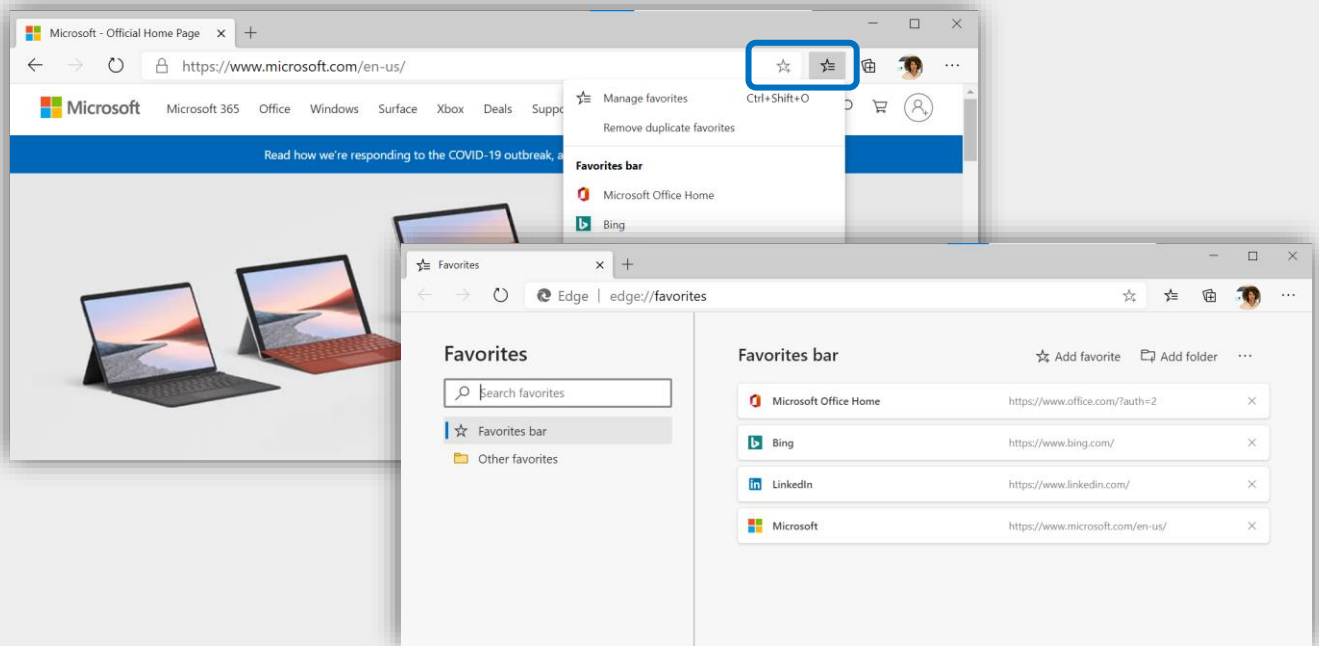
You can easily add favorites right from the address bar or you can manage them from within the settings menu.

Step 1   Navigate to a page and click on the ☆ button on the right-side of the address bar to **add the page to your favorites** or use Ctrl + D

Step 2   To **view a list of favorited pages**, or to manage your favorites, click on the ☆≡ button located to the right of the add favorite button

Step 3   Select **"Manage favorites"** to open the Favorites page in settings or open the page with Ctrl + Shift + O

How to...
Install extensions
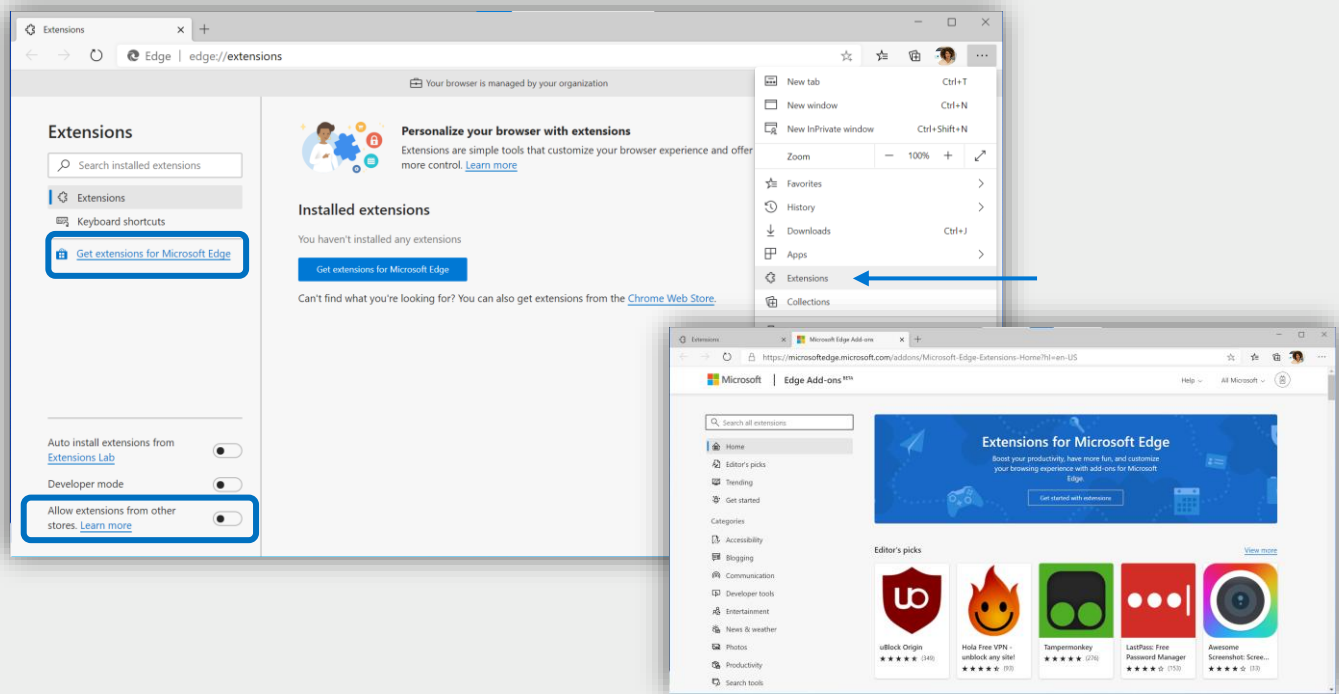
You can easily install extensions in Microsoft Edge. Find them in a brand-new store or install extensions from other stores.

Step 1   Navigate to the **Extensions page** through the ⋯ Settings menu; here you will see any installed extensions

Step 2   To access the new **Edge Add-ons store**, click the link located in the left-hand pane on the Extensions page. Search for your favorite extensions via the search bar or by browsing the categories

Step 3   To **install extensions from other stores**, flip the "Allow extensions from other stores" toggle at the bottom of the left-hand pane on the extensions page

How to...
Install a PWA
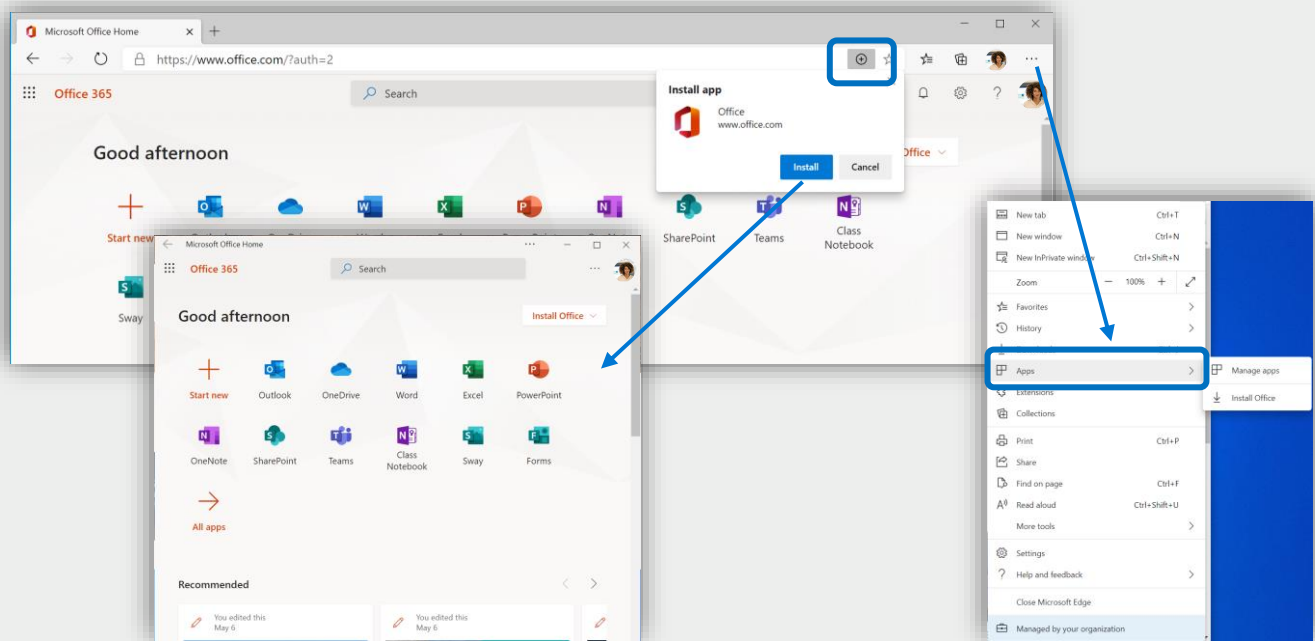
Progressive Web Apps (PWAs) offer a dynamic way to install a site on your computer so you can access it like an app.

Step 1   Look for the ⊕ button on the right-side of the address bar to **install a site as a PWA**; then click 'Install'

Step 2   To manage your PWAs, click into the ⋯ settings menu then 'Apps' then 'Manage apps'

Pro Tip   You can install any site as a PWA even if you don't see the ⊕ button; under 'Manage apps' just click 'Install'
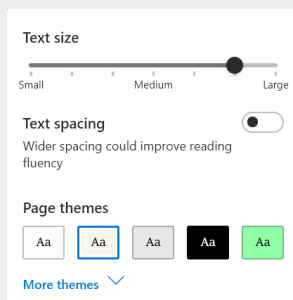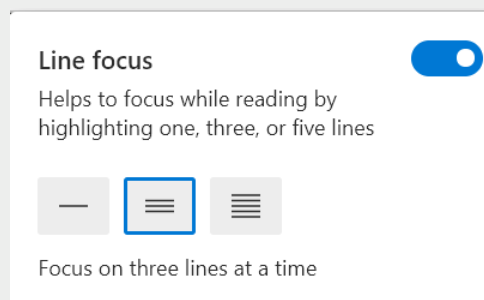
How to...
Use Immersive Reader
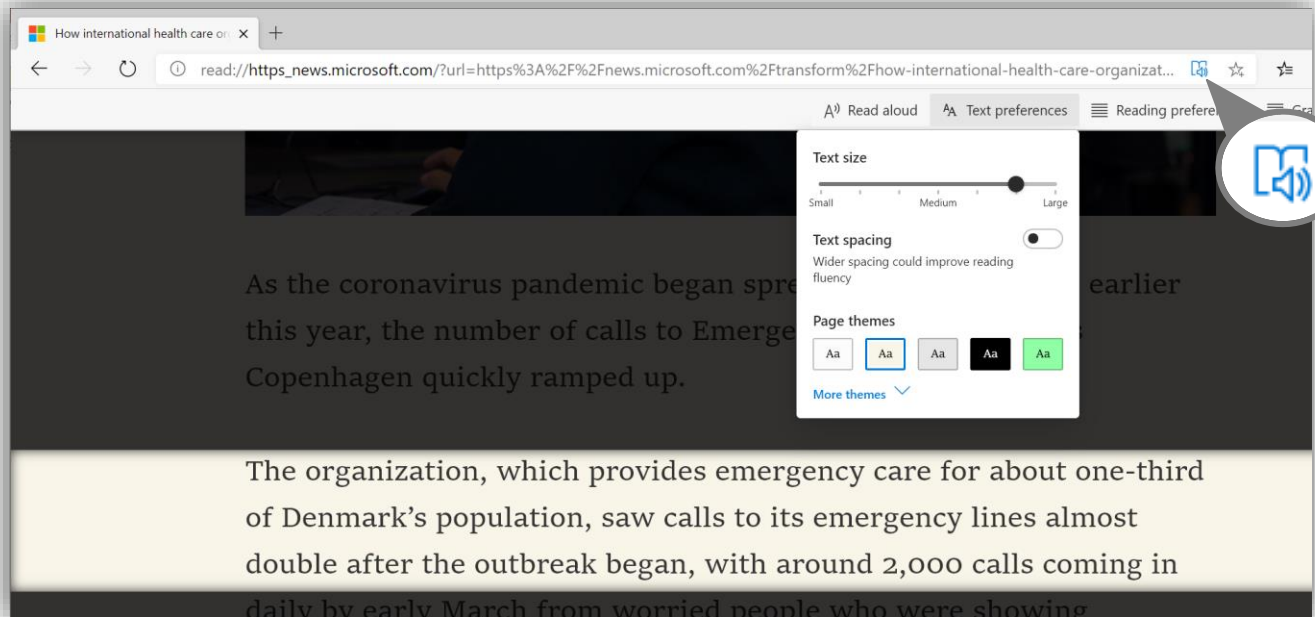
Reading online can often be difficult and distracting. Enter Immersive reader for an ad-free, customizable experience.

Step 1   When you see the [icon] **icon** in the address bar, click it to enter Immersive reader (or press F9)

Step 2   Explore the options: You can have **text read aloud**, adjust text **size and spacing**, and even break down the text into **syllables or parts of speech**

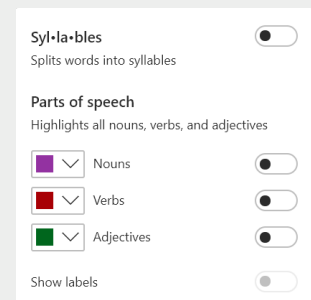Step 3   When done, click the icon again to exit (or press F9 again)

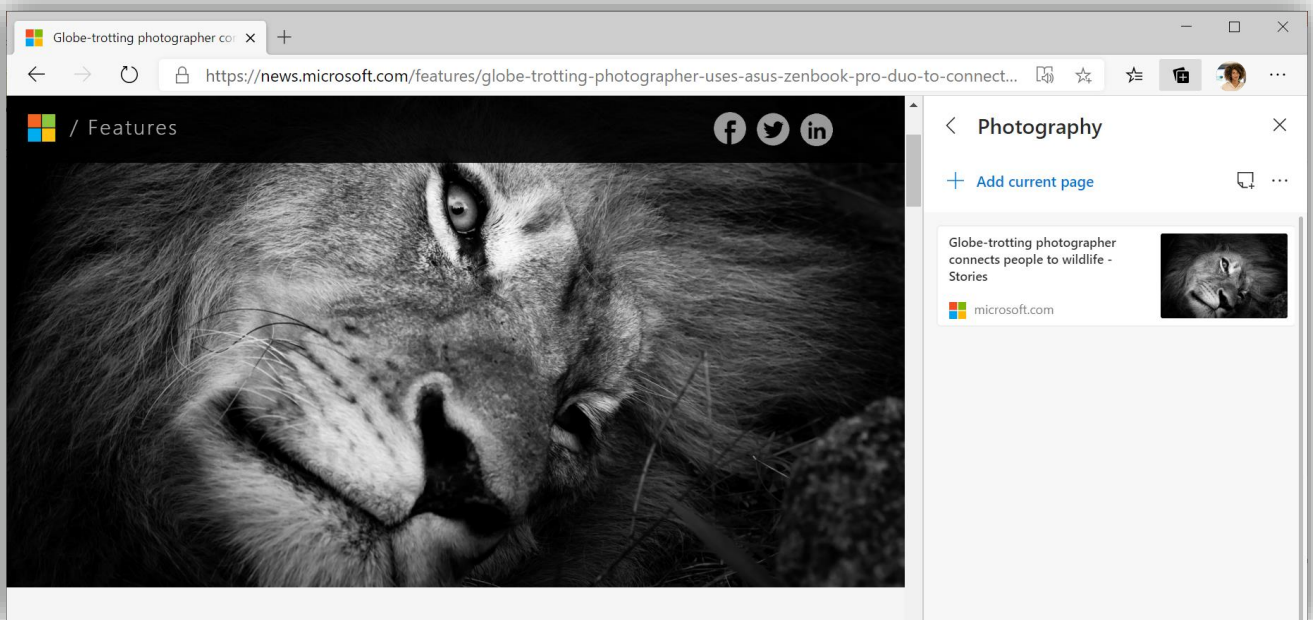**Text preferences**

Reading preferences

Grammar tools

How to...
Collect and organize content on the web

Instead of dozens of open tabs, try saving those sites – or site content in general – to Collections. Name the collection and store info as you browse.

Step 1   Click on the 🗂 icon to open the Collections pane

Step 2   **Start a new collection** or open an existing one

Step 3   Add content: add the **current page** you're on or **highlight/select page content** and drag it to the collection

Step 4   Click 🗒 to add a note or click ··· for more options like exporting the collection to Office 365 apps like **Excel** or **Word**

FAQ

I tried to open a site and it opened in Internet Explorer instead. Wasn't it supposed to open in Microsoft Edge?

Sites that open in Internet Explorer mode are managed by your IT department. If a site opens in Internet Explorer, email your IT with the URL for the site so they can add it to the Enterprise Site list. Once they do, the site should open in Microsoft Edge using Internet Explorer mode.

I've already signed into this site using my work credentials. Why is it asking me to do so again?

Check to see if you are using your personal profile versus your work profile. If you are, just switch to your work profile and try the site there.

I heard I can install extensions from the Chrome web store. Is that true?

Yes! Because we share a common engine, you can install extensions that might not have made it to the Microsoft Edge Add-on store yet. Go to Settings > Extensions and flip the toggle at the bottom of the screen to allow extensions from other stores.

How do I add a page to my Favorites?

On the right side of the address bar, click ☆ to add the page to your Favorites. If you want to see your Favorites, click ⭐

Are there more keyboard shortcuts or tips I could use with Microsoft Edge?

Absolutely! For keyboard shortcuts, check out this site. For more tips and tricks, look here.

How do I change the default search engine?

Head into the 'Settings' menu under 'Privacy and services'. Under 'Services' click 'Address bar' to set the address bar search engine.