

Microsoft Edge

How to get started | User guide



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Welcome to Microsoft Edge!

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

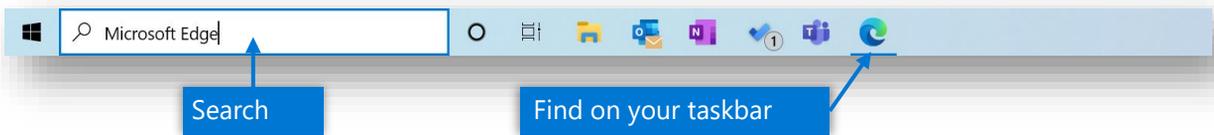
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How to...

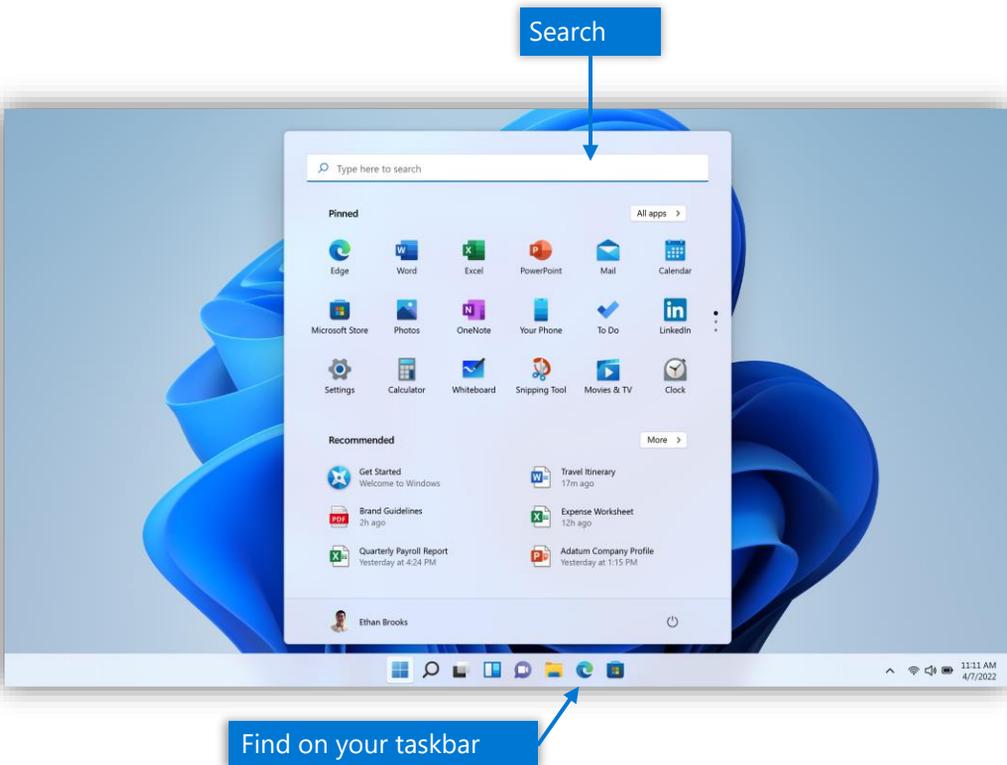


Find Microsoft Edge on your desktop

Windows 10



Windows 11



How to...



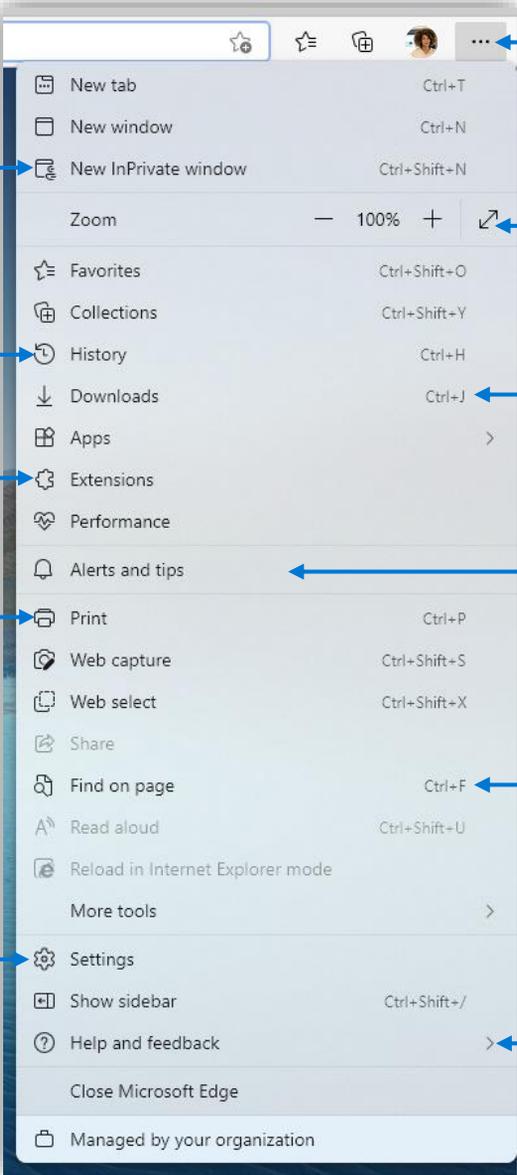
Navigate Microsoft Edge



How to...



Open and use the settings menu



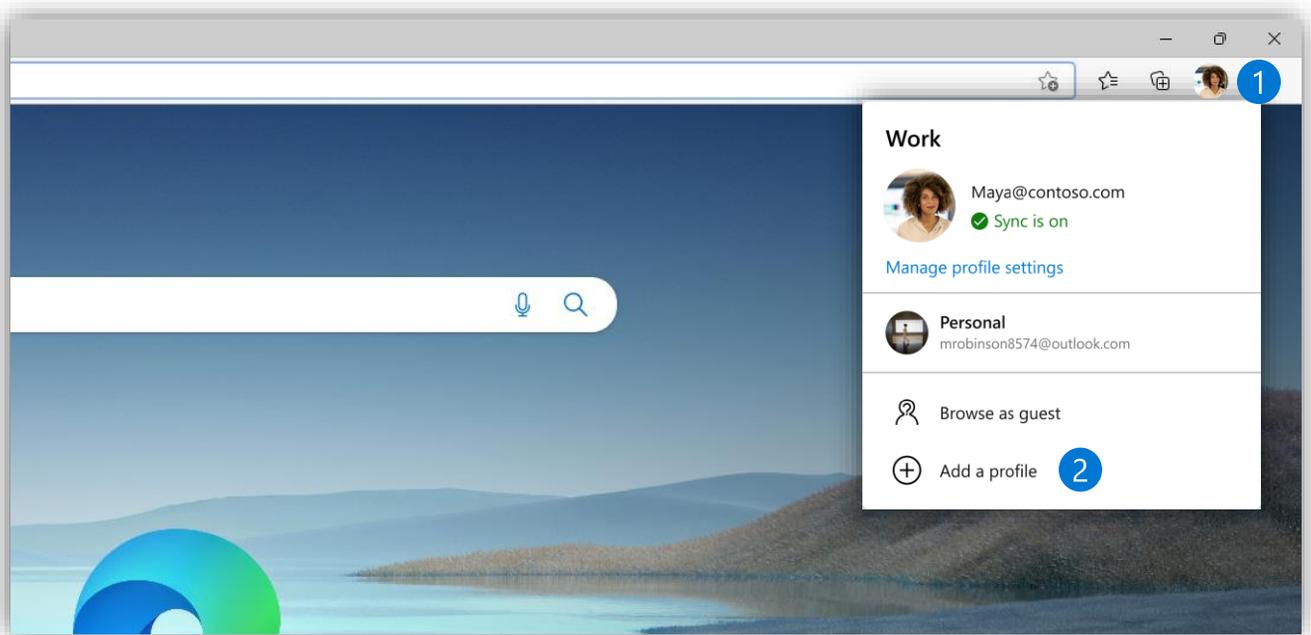
The image shows the Microsoft Edge settings menu with various options and callouts. The callouts are as follows:

- Open "Settings and more" menu**: Points to the three-dot menu icon in the top right corner of the browser window.
- Open a private browsing window**: Points to the "New InPrivate window" option in the menu.
- Zoom in/out or go full screen**: Points to the zoom controls (minus, 100%, plus, and full screen icon) in the menu.
- See your web history**: Points to the "History" option in the menu.
- See what you've downloaded**: Points to the "Downloads" option in the menu.
- Manage your extensions**: Points to the "Extensions" option in the menu.
- Discover new features and get tips**: Points to the "Alerts and tips" option in the menu.
- Print the page**: Points to the "Print" option in the menu.
- Search the page**: Points to the "Find on page" option in the menu.
- Access more settings**: Points to the "Settings" option in the menu.
- Provide feedback or get help**: Points to the "Help and feedback" option in the menu.

How to...



Set up your work profile



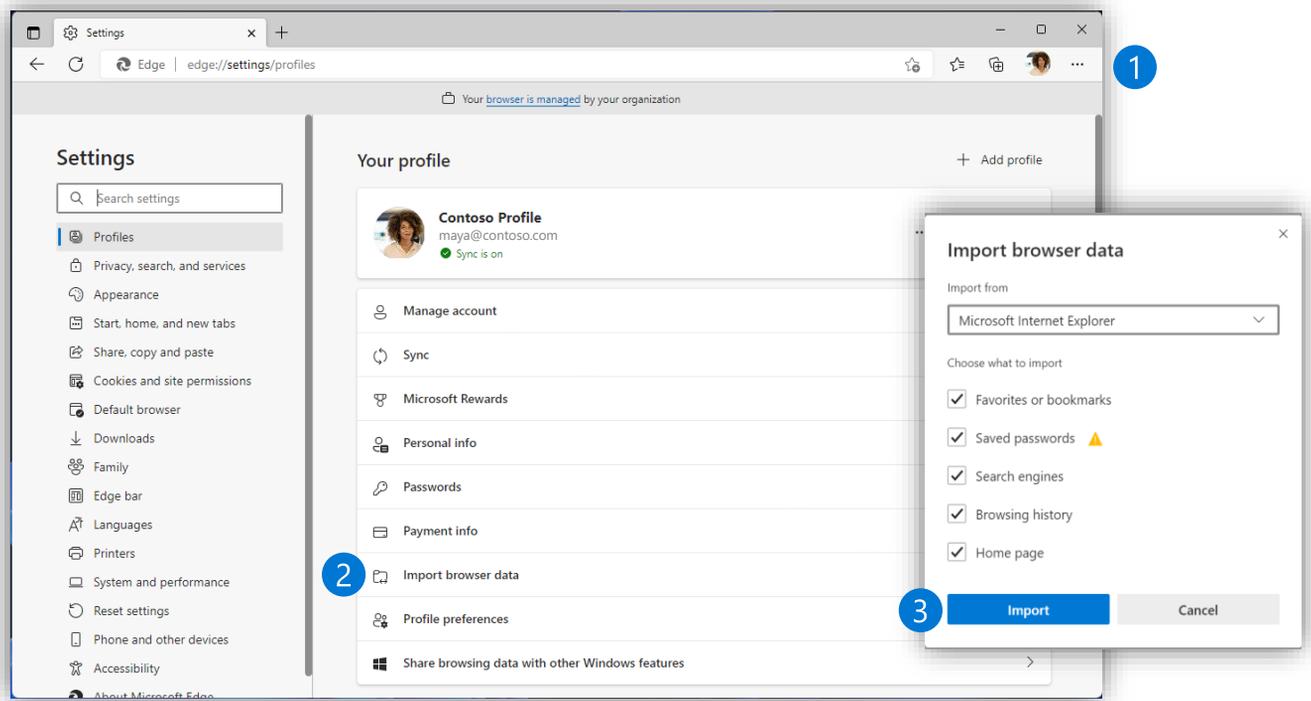
In Microsoft Edge, you can set up different profiles to keep your browsing separate based on what you're doing.

- 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



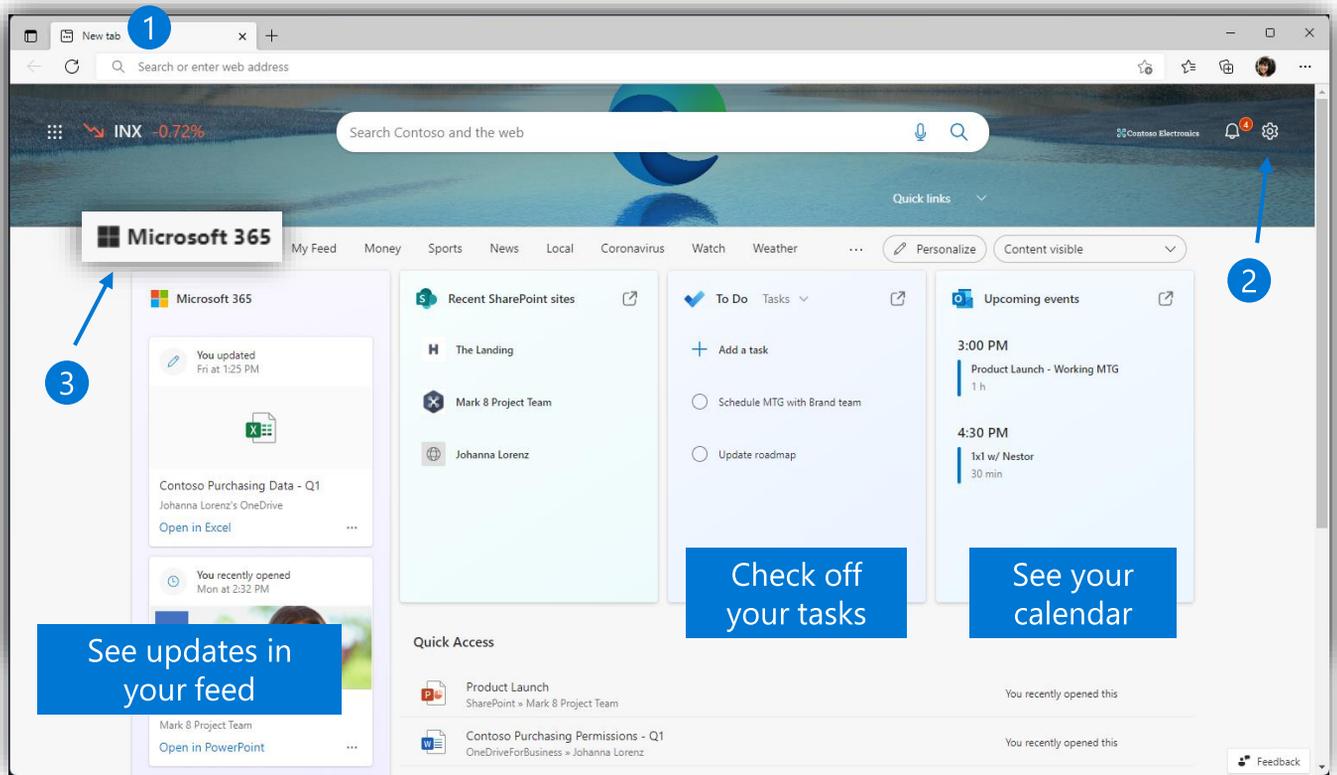
If you didn't import browser data during the profile set up process, or want to change which data you imported, you can at anytime.

- Step 1 Click into the **Settings and more menu**  , then select **Settings**
- Step 2 On the Profiles page, select **Import browser data**
- Step 4 Select the browser and data you'd like imported. Then, click '**Import**'

How to...



Make your new tab a Microsoft dashboard



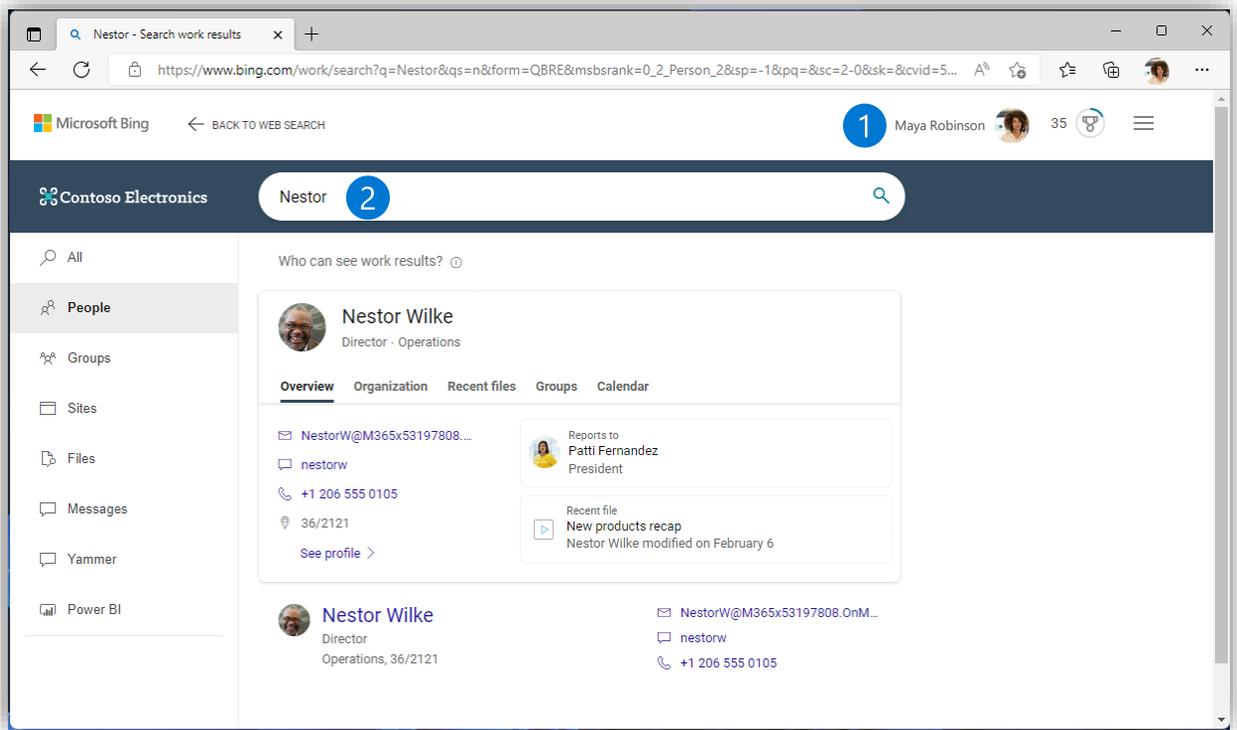
When you open a new tab in Microsoft Edge, you have the option to see a Microsoft 365 dashboard with upcoming events, your To Do task list, and a personalized feed with relevant updates from across your work.

- Step 1 Open a new tab in your **work profile**
- Step 2 Click on the  **“gear” icon** and make sure **“Content off”** is not selected
- Step 3 Select **“Microsoft 365”** from the content tabs (you may need to scroll down to see the content tabs)

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/work, 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?*

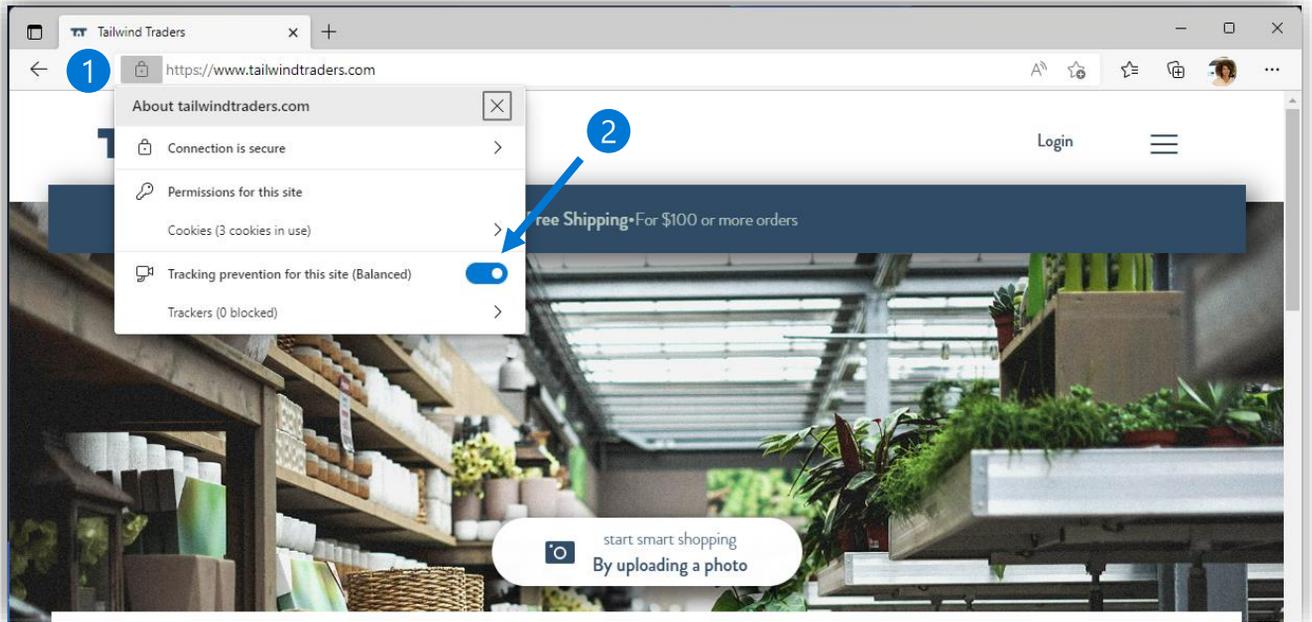
- Files
- Sites
- People
- Acronyms
- Floorplans

*Some options require set up by IT via Microsoft 365 admin center

How to...



Adjust privacy settings



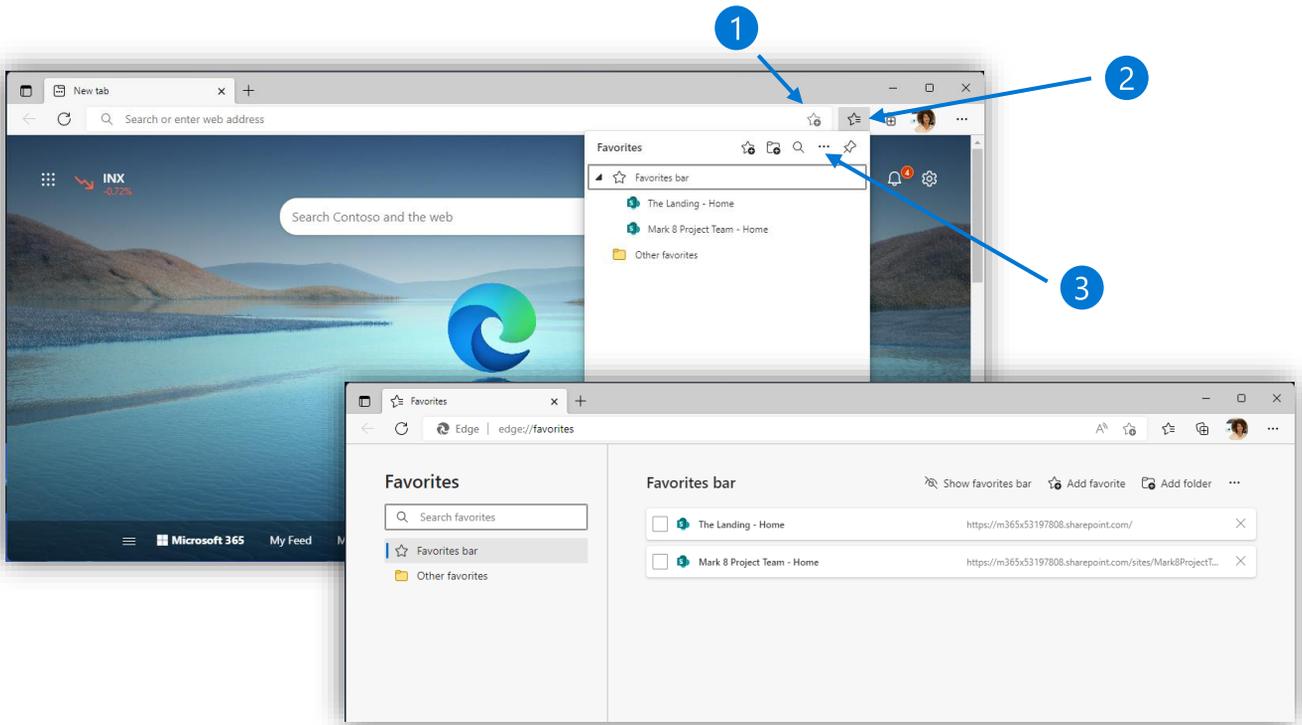
In Microsoft Edge, you can easily adjust privacy settings like how strict you'd like to be when it comes to sites tracking you as you browse.

- Step 1 Click on the  **'lock' icon** in the address bar for privacy information related to the page you're on
- Step 2 Use the toggle to turn **Tracking prevention** on or off. By default, Tracking prevention is set to "Balanced"
- Note You can further manage your privacy settings from the 'Privacy and services' page in **Settings**

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.

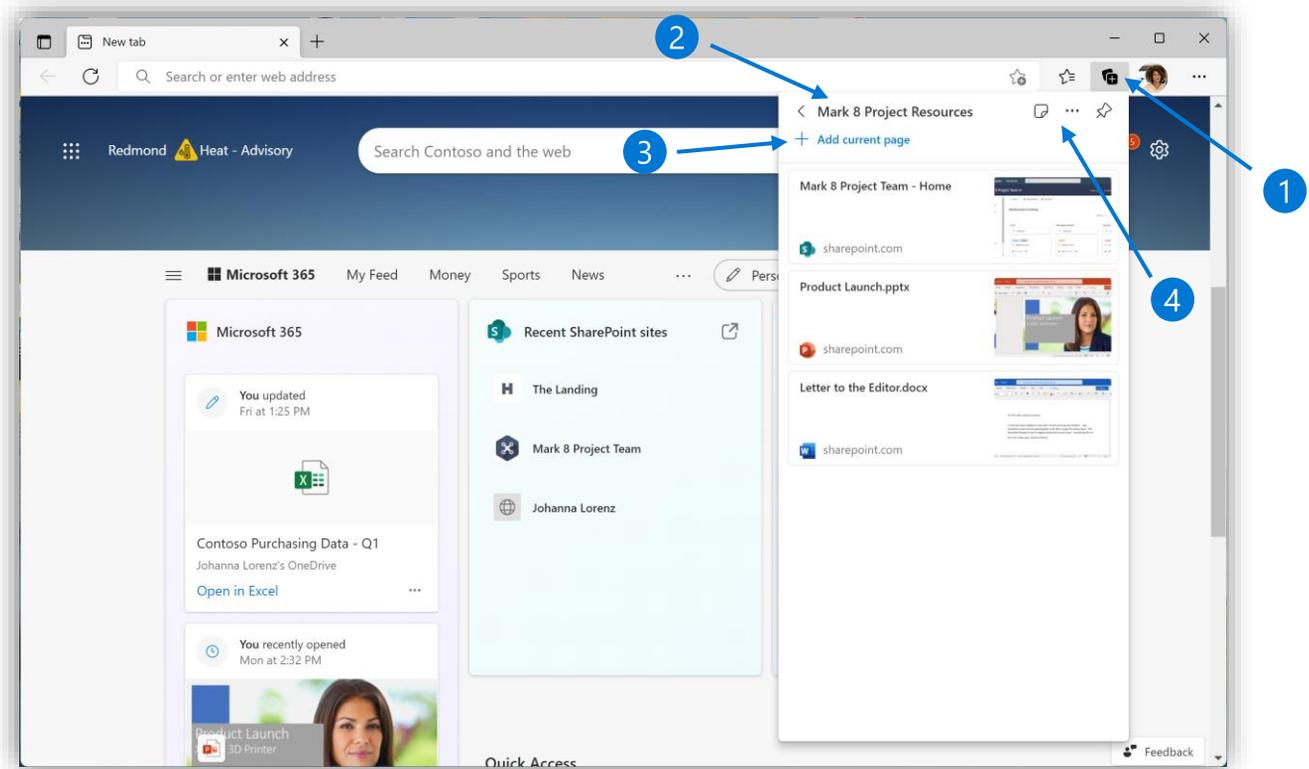
- Step 1 Navigate to a page and click on the ☆ button on the right-side of the address bar to **add the page to your favorites** or use Ctrl + D
- Step 2 To **view a list of favorited pages**, or to manage your favorites, click on the ☆+ button located to the right of the add favorite button
- Step 3 Select ... then **Open favorites page** to manage your favorites in the Settings menu (Ctrl + Shift + O)

Have a lot of favorites? Learn how to use Collections to further organize yourself online on the next page!

How to...



Use Collections to stay more organized



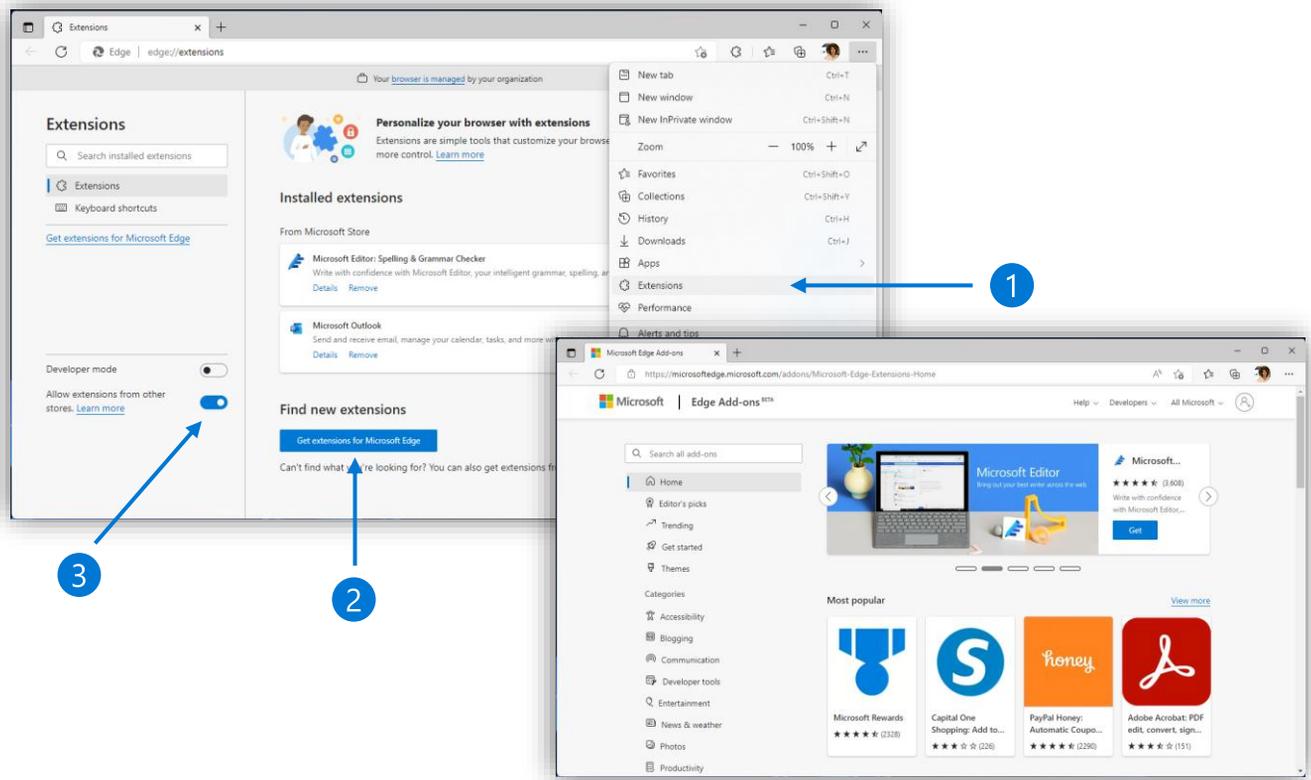
Collections are a new way to save what you want online. You can save websites just like Favorites, but you can also save images, text, and videos, and even add notes to make it your own!

- 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**

How to...



Install extensions



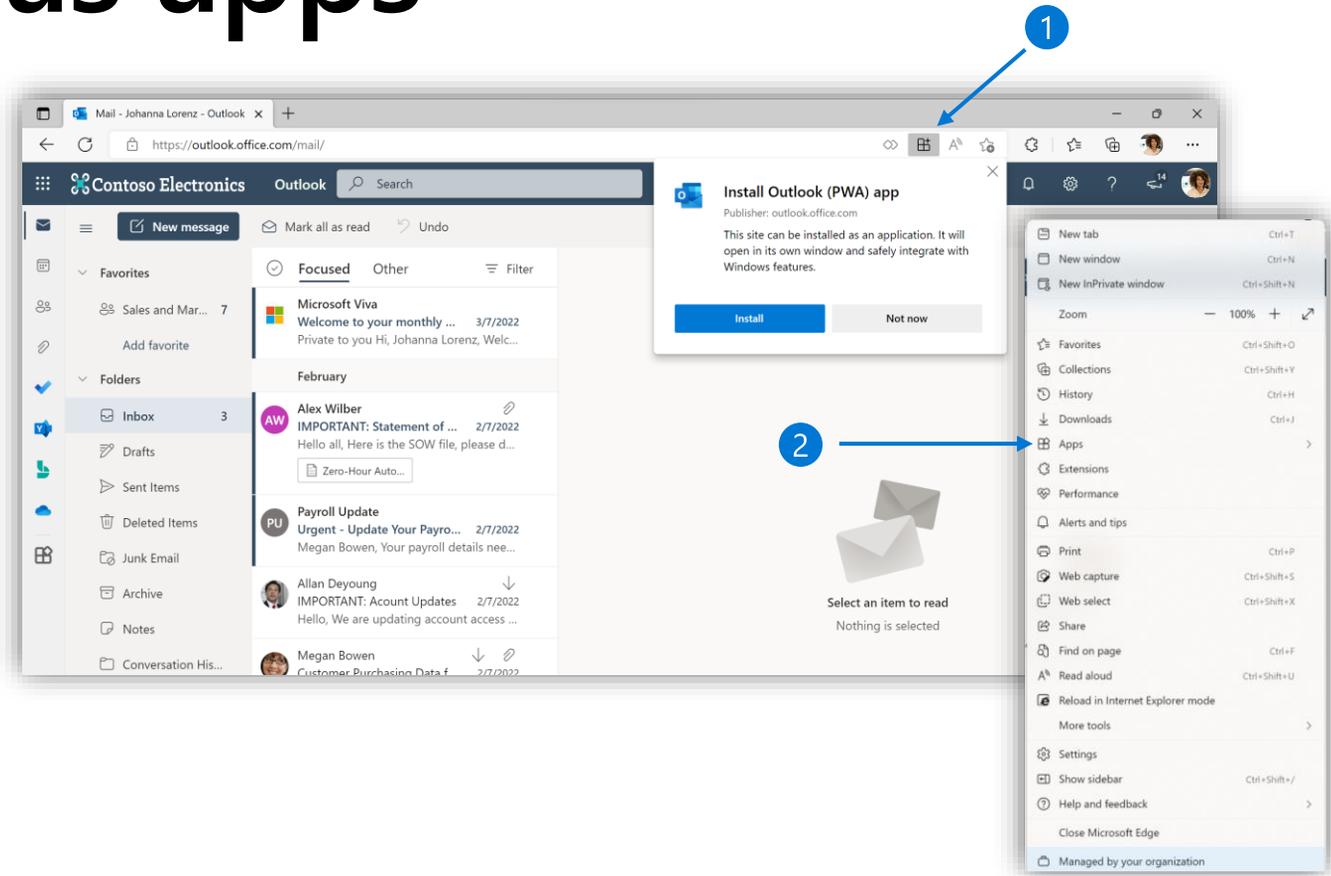
You can easily install extensions in Microsoft Edge. Find them in a brand-new store or install extensions from other stores.

- 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 websites as apps



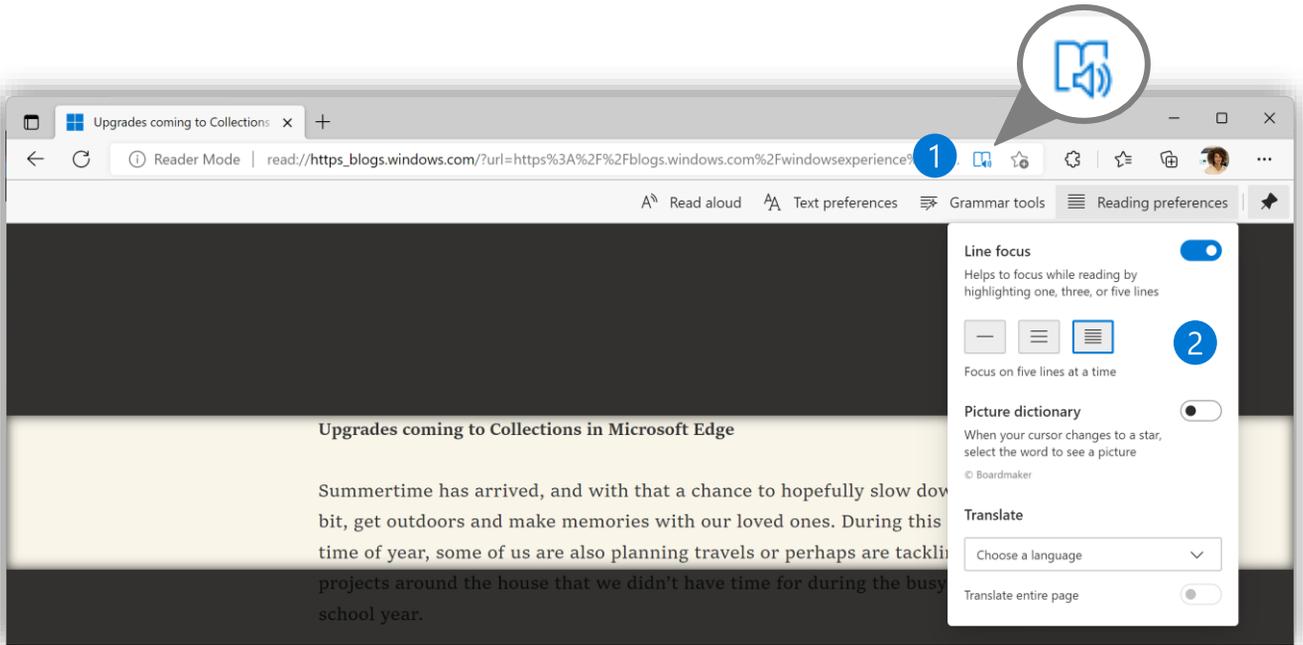
Progressive Web Apps (PWAs) offer a dynamic way to install a website on your computer so you can open it just like an app.

- 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...



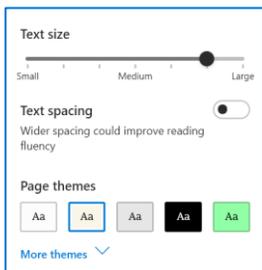
Use Immersive Reader



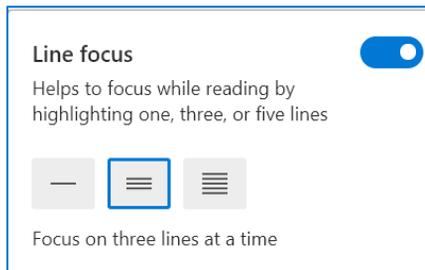
Reading online can often be difficult and distracting. Enter Immersive reader for a more focused, customizable online reading experience.

- Step 1 When you see the  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)

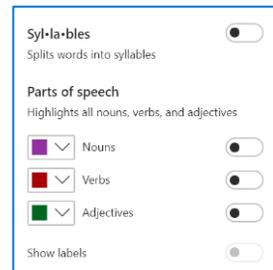
Text preferences



Reading preferences



Grammar tools





Looking for more tips?

Check out our Microsoft Edge tips page for the latest on how to get the most out of using Microsoft Edge at work (or at home)!

Explore more tips!



The screenshot shows the Microsoft Edge Features & Tips page. At the top, there is a Microsoft logo and a search bar. The main heading is "Microsoft Edge Features & Tips" with a sub-heading "Discover new features and helpful tips to get the best experience out of Microsoft Edge." Below this is a search bar with the placeholder text "Search (try 'tabs')".

The "Editor's Picks" section features four cards:

- Drag multiple items into Collections:** While on a website that has a list of products, you can now highlight multiple items, click and drag them over to your Collections list, and drop them...
- Bargain shoppers - your shopping just got easier!** Have you found yourself digging through site after site looking for a great deal on an item you want? We are excited to share with you a feature tha...
- Pin sites to the taskbar for quick access:** The taskbar pinning wizard helps you pin your favorite sites to the taskbar. The pinning wizard suggests up to 6 sites to pin based on your browsing h...
- Import settings and tabs from Google Chrome:** If you're a Google Chrome user, it just got a little easier to bring your existing browser experience with you into Microsoft Edge with support for impor...

The "Features for Work" section includes a blue sidebar with the heading "Features for Work" and the text "Get the flexibility you want to accomplish your goals and tasks using Microsoft Edge while at work. Learn about all the features designed to simplify your workday—and how to easily get started—with these helpful tips." The main content area contains several feature cards:

- Copy content from the web easily with web select**
- Capture and mark up screenshots**
- Write confidently on the web with Microsoft Editor**
- Get a view of your day with Microsoft 365**
- Password Monitor**
- A new way to organize your tabs with tab groups**
- Browse efficiently with vertical tabs!**

A "Show all 21 tips" button is located at the bottom right of the "Features for Work" section.