



# The new Microsoft Edge

How to get started for the classroom | Teacher guide





# Table of Contents

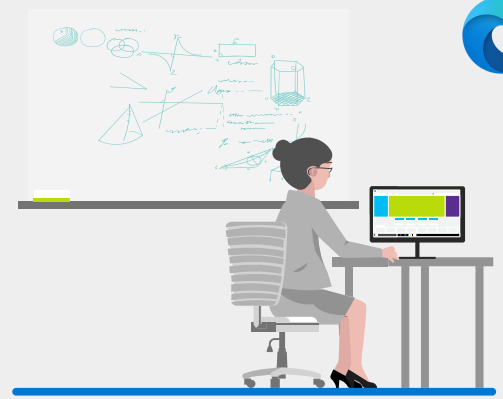
Welcome to the new Microsoft Edge!

We're excited for you to use the browser for school. 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.

3	Finding Microsoft Edge
4	Navigating Microsoft Edge
5	Settings menu
6	Setting up a school profile
7	Importing browser data
8	Connecting to Office 365
9	Searching your school files
10	Adjusting privacy settings
11	Managing favorites
12	Installing extensions
13	Installing Progressive Web Apps
14	Opening Immersive Reader
15	Using Immersive Reader
16	Using Collections
17	FAQ



# Find Microsoft Edge on your desktop



Search

Find on your taskbar

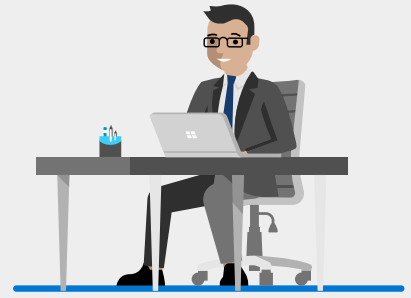
Pin to taskbar

Find in your start menu

Type here to search



# Navigate the new Microsoft Edge

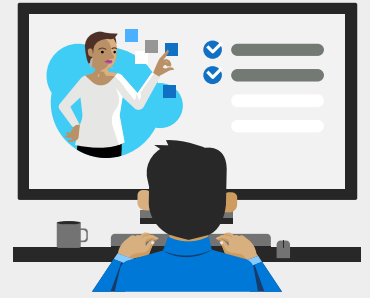


The image shows a screenshot of the Microsoft Edge browser interface with several callout boxes pointing to specific features:

- Go back**: Points to the back arrow in the address bar.
- Open a new tab**: Points to the plus sign in the tab bar.
- Enter a URL or search**: Points to the search bar in the address bar.
- Refresh**: Points to the refresh icon in the address bar.
- Search online**: Points to the search bar on the new tab page.
- Pin a site**: Points to the plus sign in the site list on the new tab page.
- Open Favorites menu**: Points to the star icon in the address bar.
- Add page to Favorites**: Points to the star icon in the address bar.
- Open Collections**: Points to the collection icon in the address bar.
- Access Profiles**: Points to the profile icon in the address bar.
- Open Settings**: Points to the gear icon in the top right corner of the page.
- Customize your new tab**: Points to the gear icon in the top right corner of the page.



# Open and use the settings menu

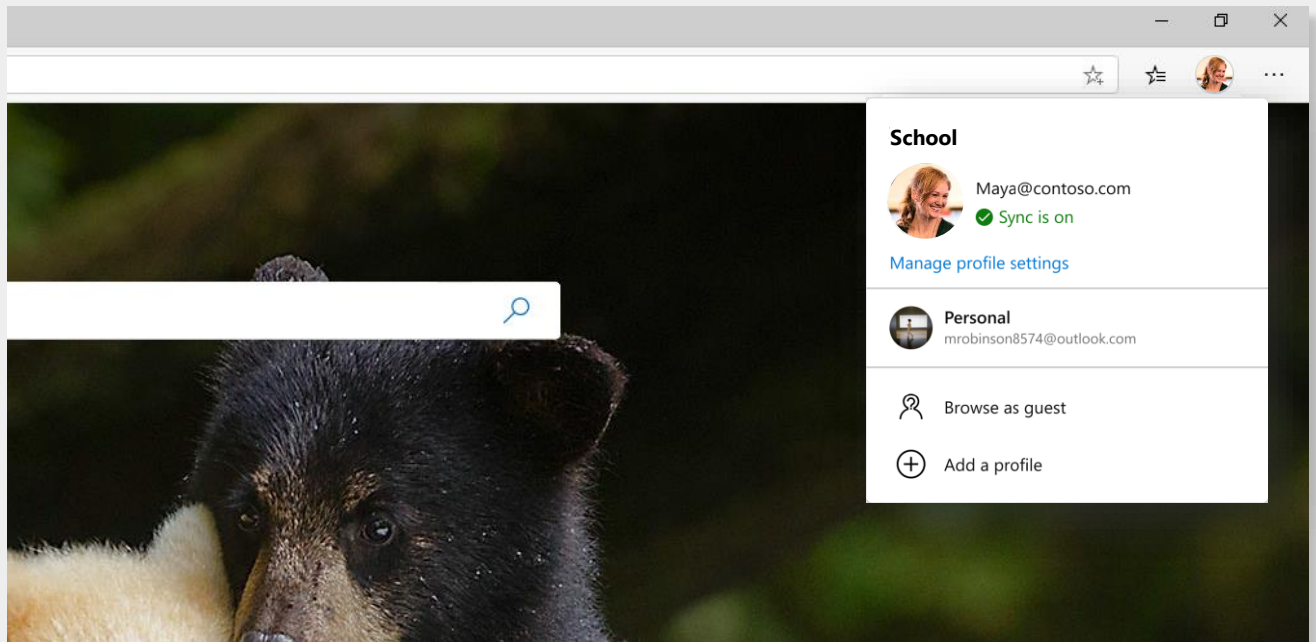
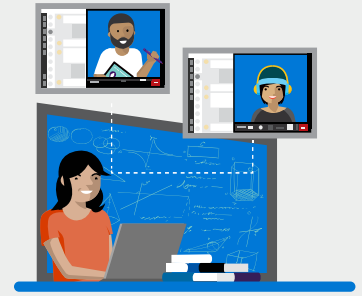


Open Settings	...
Open an InPrivate browsing window	New InPrivate window
Enlarge page or go Fullscreen	Zoom
See your web history	History
Create a web app	Apps
Print the page	Print
Search the page	Find on page
Access more settings	Settings
Provide feedback or get help	Help and feedback

The screenshot shows the Microsoft Edge browser window with the menu open. The menu items are: 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, and Close Microsoft Edge.



# Set up a School profile



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

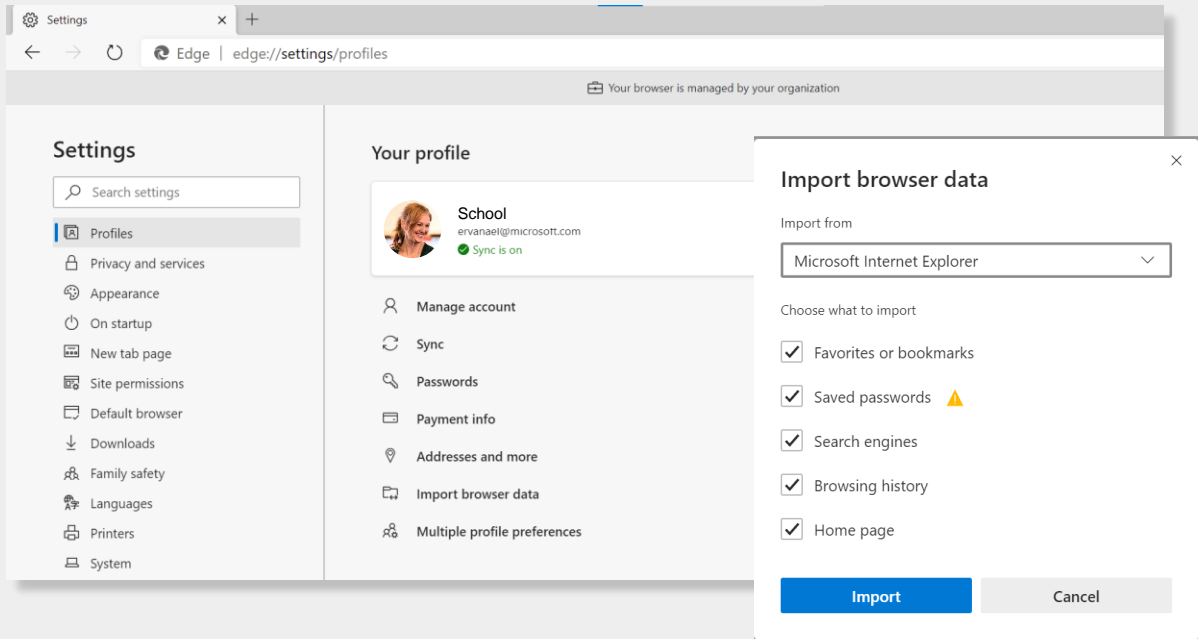
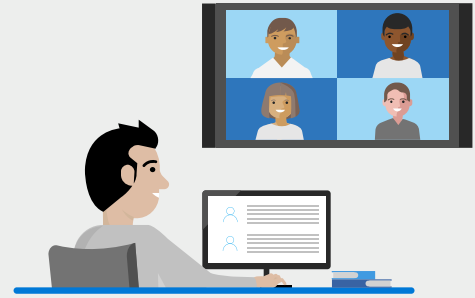
- |        |  |
|--------|--|
| Step 1 | Click on the <b>profile image</b> icon to the right of the address bar   |
| Step 2 | Select <b>'Add a profile'</b>  |
| Step 3 | Select 'Add' to start the process  |
| Step 4 | <b>Repeat</b> the process to set up a personal profile (hint: use different pictures to differentiate between your school and personal profiles) |

## Quick tips:


- Have students setup profiles so they can save passwords to websites you use everyday
- Start every classroom session by having students switch over to their profiles. With their saved settings you can minimize class time spent troubleshooting



# Import browser data



Import your browser data to copy over your preferences and settings from other browsers. You can do this at any time, in case you didn't import browser data during the profile set up process or want to change which data you imported.

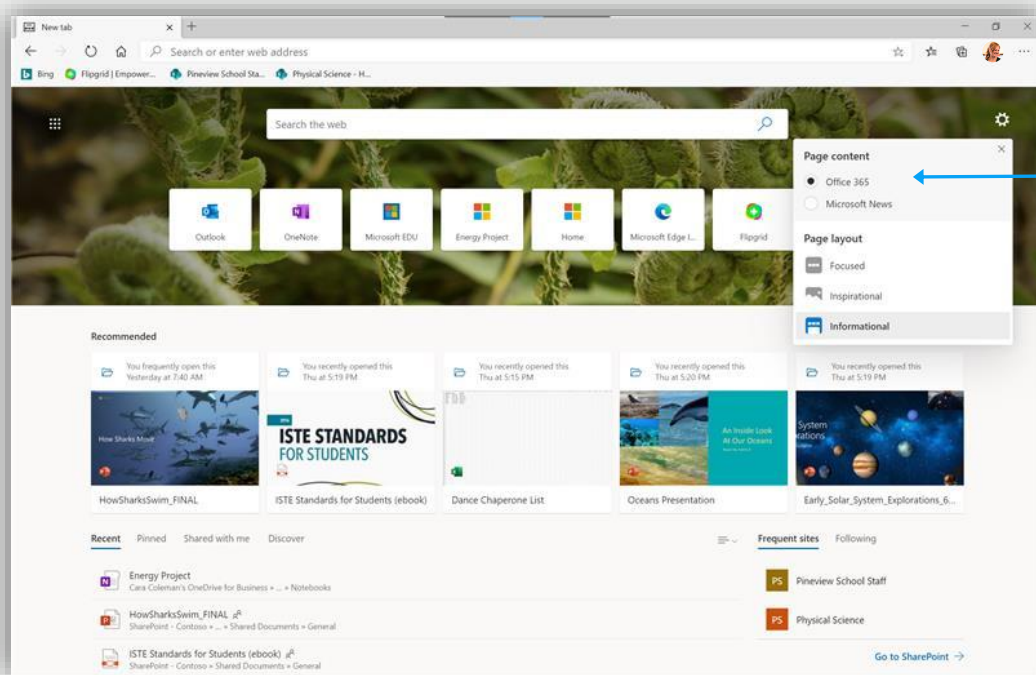
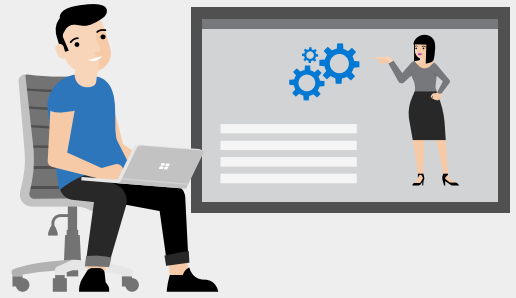
Step 1	Click into the <b>settings menu</b>  to the right of the address bar
Step 2	Click into ' <b>Settings</b> ' to access more options
Step 3	Under 'Profiles', select ' <b>Import browser data</b> '
Step 4	Select <b>which browser</b> you would like data imported from and <b>which data</b> you'd like imported. Then click ' <b>Import</b> '

## You can import:


- Favorites/bookmarks
- Saved passwords
- Search engines
- Browsing history
- Home page



# 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, find assignments, recent or shared projects, notebooks, and pinned sites.

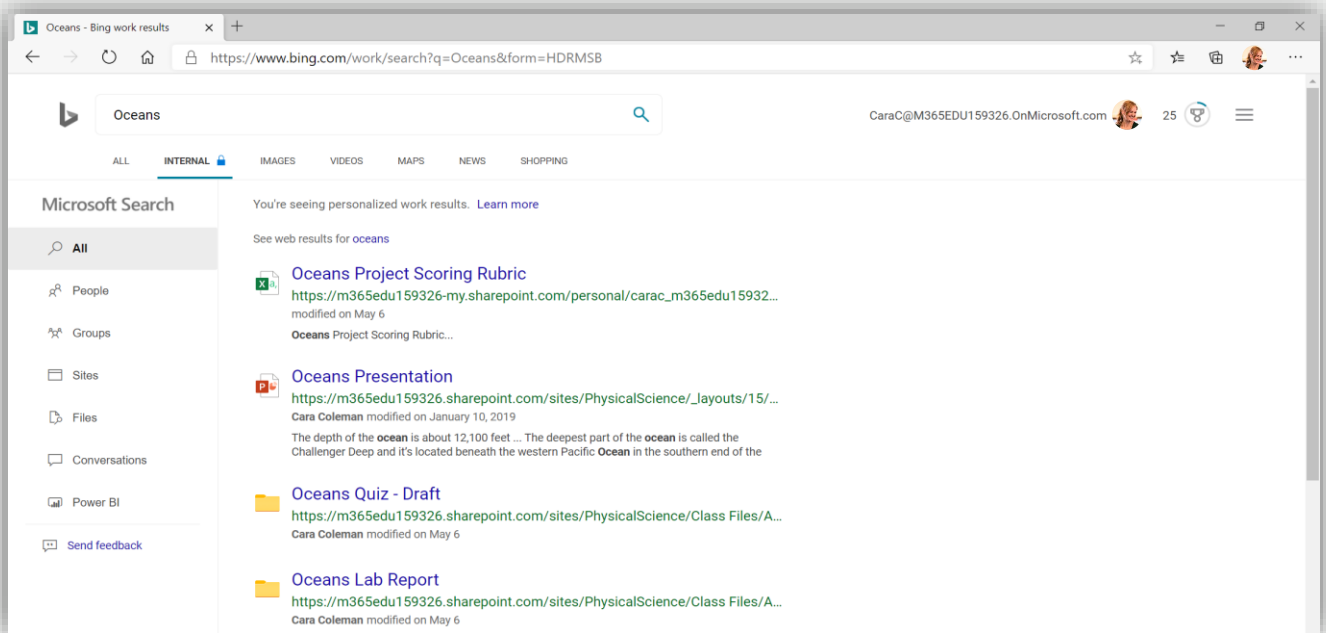
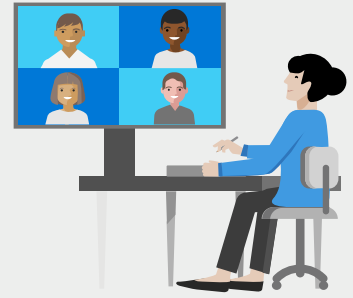
- |        |  |
|--------|--|
| Step 1 | Open a new tab in your <b>school profile</b> . You must be in your school profile to see the page content tab  |
| Step 2 | Click on the  <b>“gear”</b> icon in the top right portion of the page |
| Step 3 | Select <b>“Office 365”</b> under ‘Page Content’  |
| Step 4 | Choose your page layout  |

\*Azure Active Directory (AAD) and Office 365 required.





# Easily find school files and information



Search for school files, documents and sites just like you would on the Web with Microsoft search.

Step 1	<b>Sign-in to Bing.com</b> with your school 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 <b>if Bing is set as the default</b>
Step 3	From the Bing results page, click into the <b>“School”</b> 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

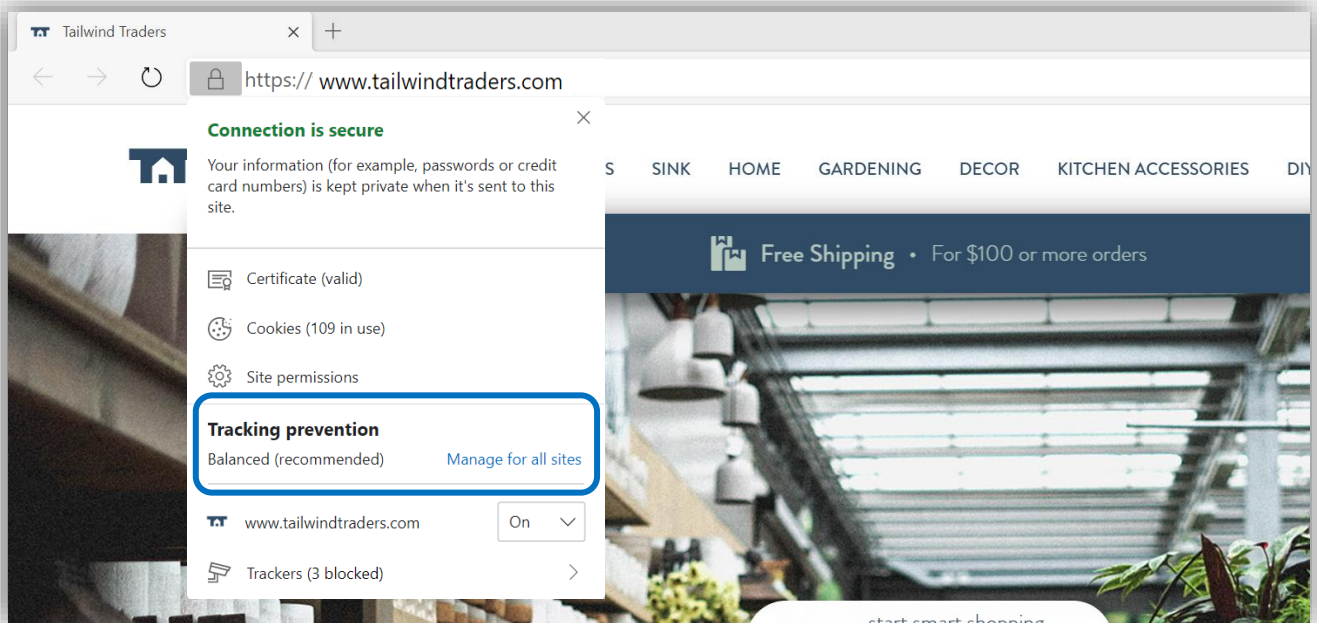
## What can I search for?\*

- Files
- Sites
- People
- Acronyms
- Floorplans

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



# Adjust privacy settings

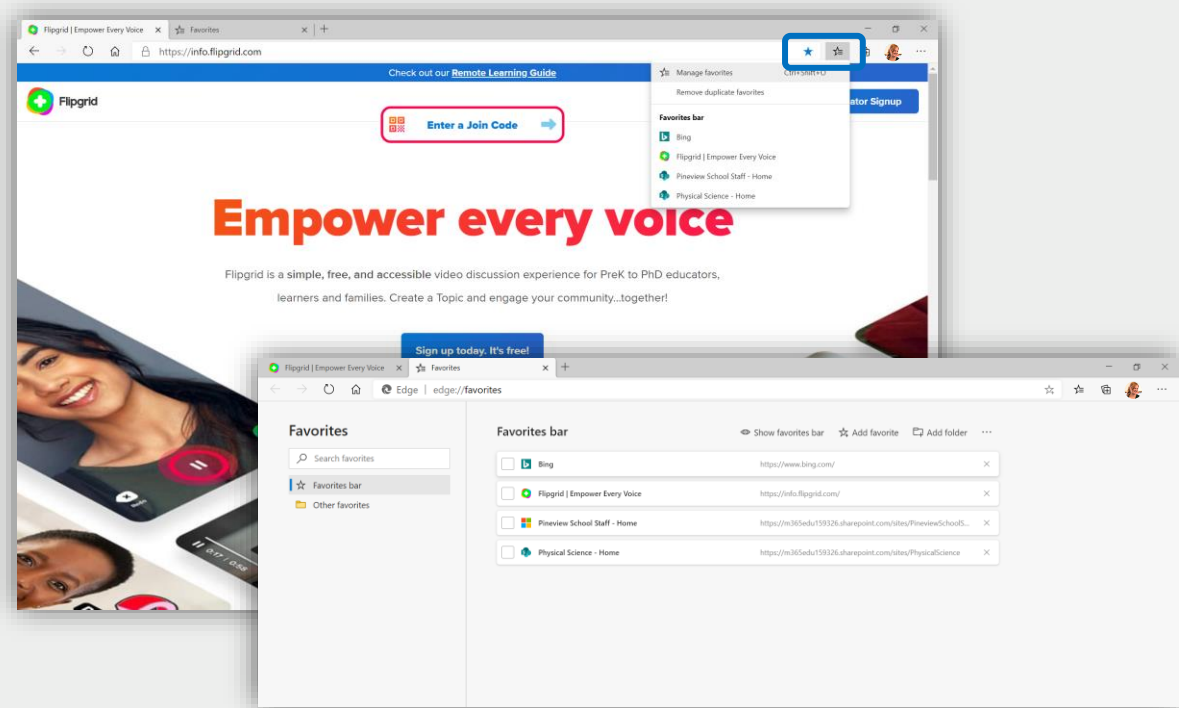


In the new Microsoft Edge you can easily adjust privacy settings, including how sites can track you as you browse.



Step 1	Click on the <b>lock icon</b> in the address bar for privacy information related to the page you're on
Step 2	To manage your privacy settings, <b>click 'Manage for all sites'</b> in the 'Tracking prevention' section of the flyout
Step 3	From the 'Privacy and services' page under <b>Settings</b> , 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



# Manage your favorites

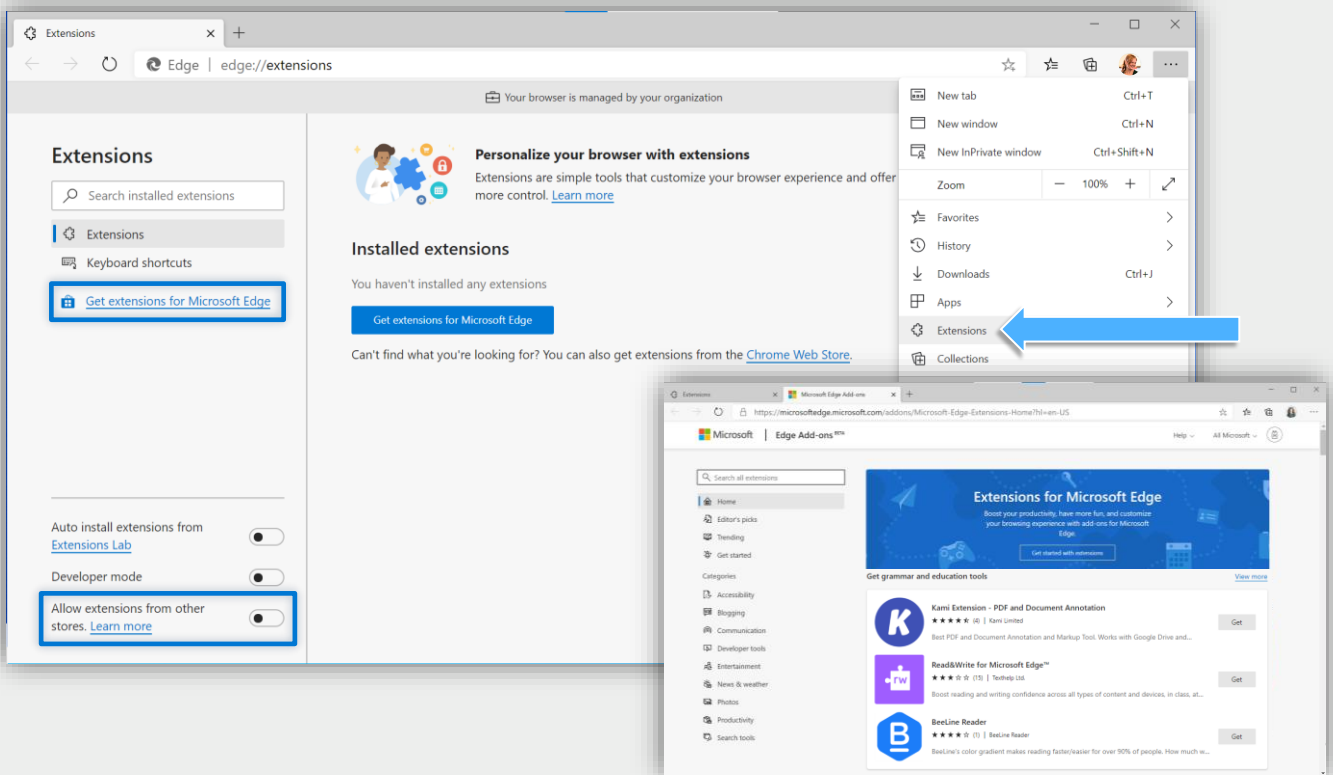


You can easily add favorites right from the address bar or you can manage them from within the settings menu.


- |        |   |
|--------|---|
| Step 1 | Navigate to a page and click on the  button on the right side of the address bar to <b>add the page to your favorites</b> or use Ctrl + D    |
| Step 2 | To <b>view a list of favorited pages</b> , or to manage your favorites, click on the  button located to the right of the add favorite button |
| Step 3 | Select <b>“Manage favorites”</b> to open the Favorites page in settings or open the page with Ctrl + Shift + O  |



# Install extensions

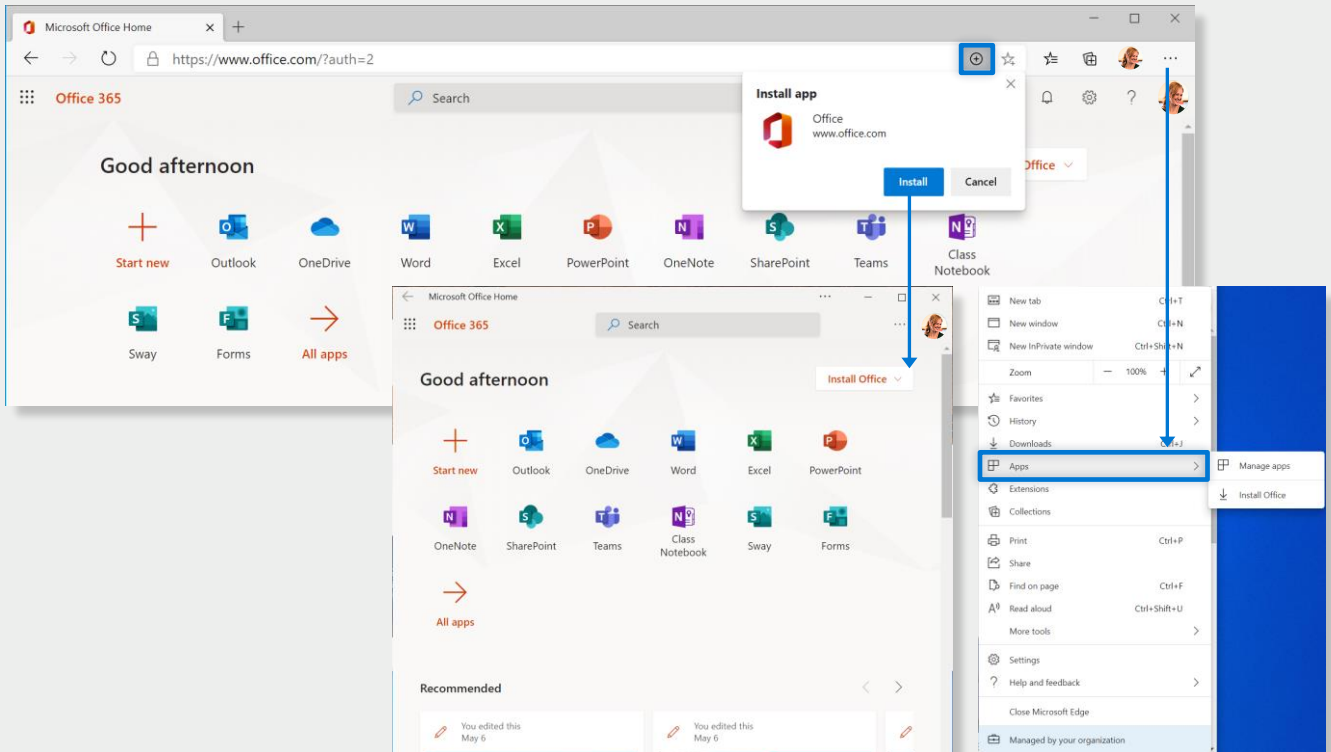
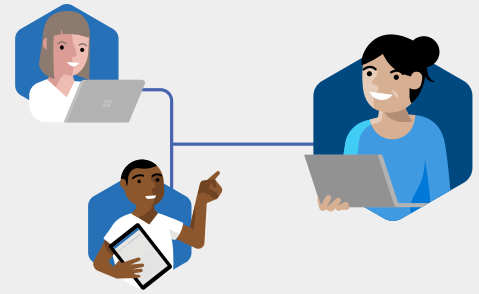


You can easily install extensions in the new Microsoft Edge. Find them in a brand-new store or install extensions from other stores.




- |        |  |
|--------|--|
| Step 1 | Navigate to the <b>Extensions</b> page through the  Settings menu; here you will see any installed extensions                 |
| Step 2 | To access the new <b>Microsoft Edge Add-ons</b> 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 <b>install extensions from other stores</b> , flip the "Allow extensions from other stores" toggle at the bottom of the left-hand pane on the extensions page   |



# Install a PWA

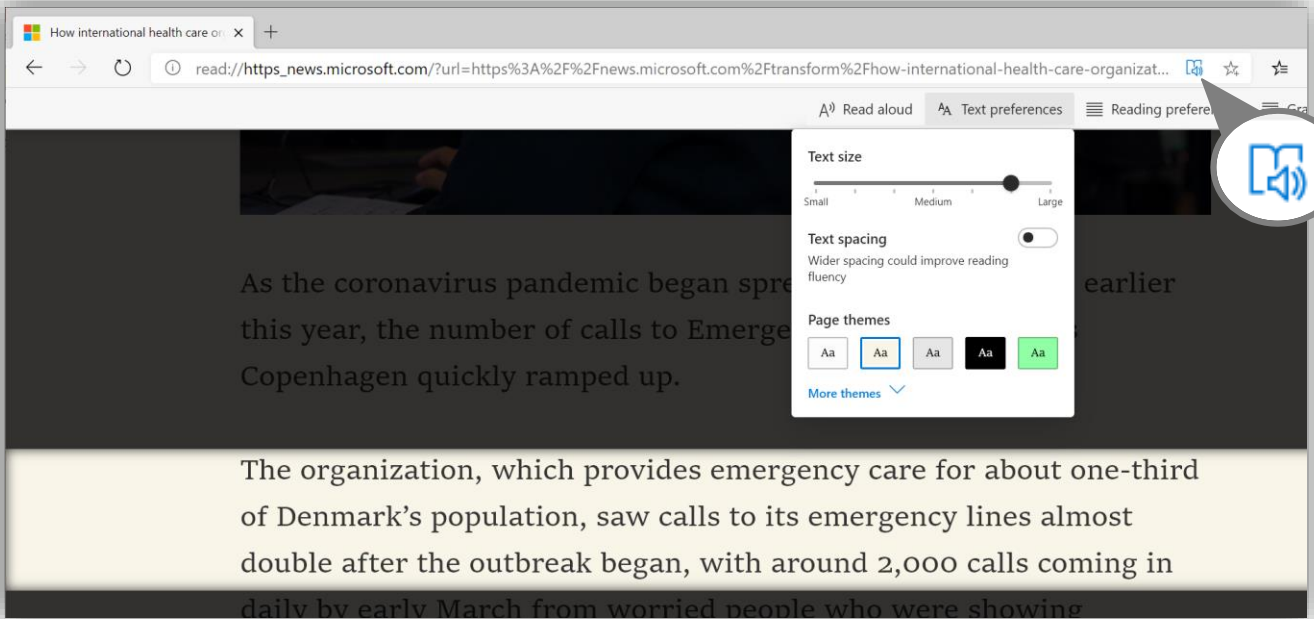


Progressive Web Apps (PWAs) offer a dynamic way to install a site on your computer so you can access it like an app.

- |         |   |
|---------|---|
| Step 1  | Look for the  button on the right-side of the address bar <b>to install a site as a PWA</b> ; 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'    |




# Open Immersive Reader



Reading online can often be difficult and distracting. Enter Immersive Reader for an ad-free, customizable experience.

There are a few ways to open immersive reader.

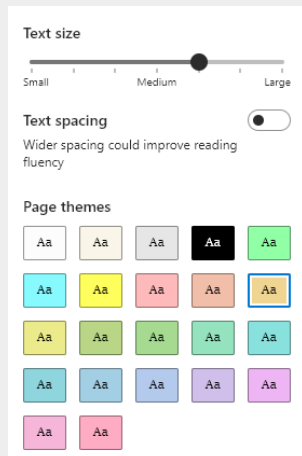
- |          |   |
|----------|---|
| Option 1 | Click the  icon in the address bar next to the URL |
| Option 2 | Press F9 when viewing a webpage   |
| Option 3 | Highlight the text you want the reader to read, right click, and select <b>Open in Immersive Reader</b> from the menu                 |



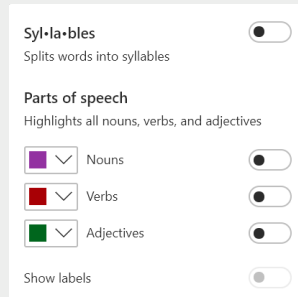
# Use Immersive Reader



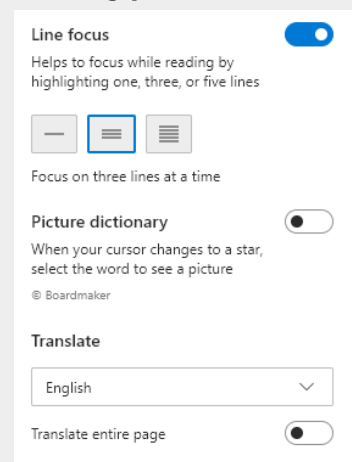
## Text preferences



## Grammar tools



## Reading preferences

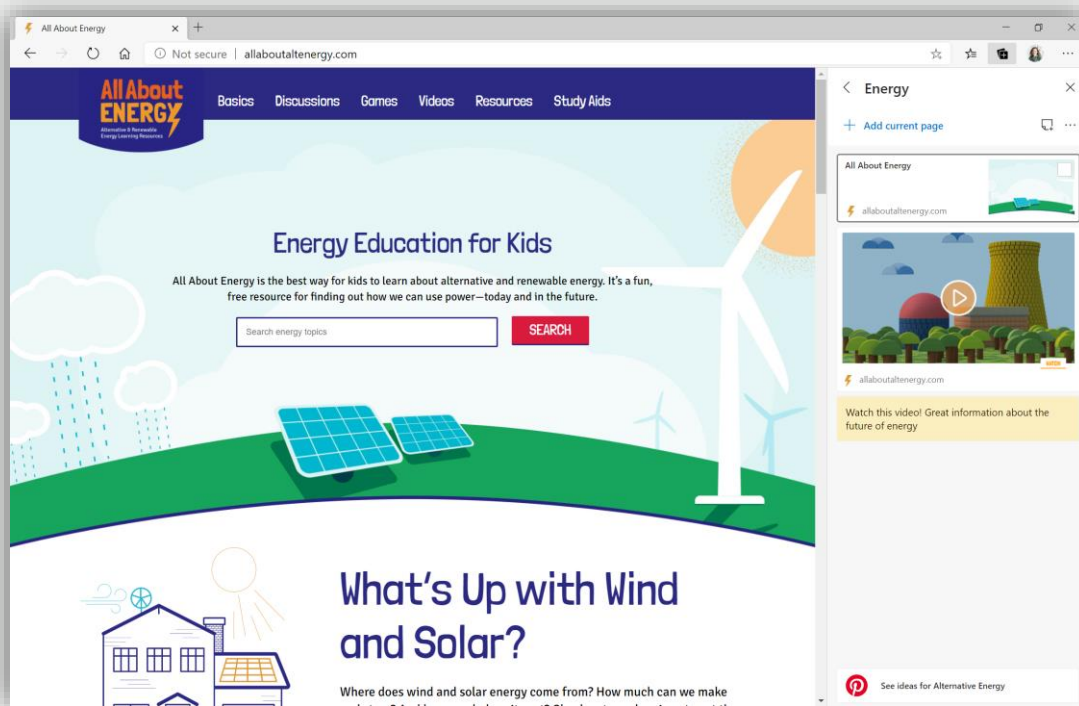
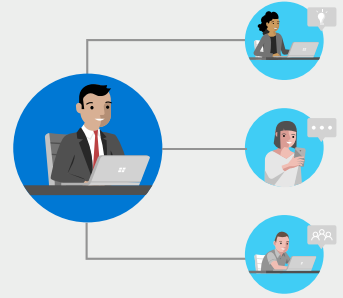


Immersive reader has many features: You can have **text read aloud**, adjust text **size and spacing**, and even break down the text into **syllables or parts of speech**




Read aloud	Hear text read out loud. Just right-click (or press and hold) anywhere on the page and select Read aloud. Read aloud will begin automatically reading at the word you selected.
Text preferences	Choose your Text size, Text spacing, and Page theme to find the reading style that works for you
Grammar tools	Split words into syllables, and highlight nouns, verbs, and/or adjectives
Reading preferences	Help focus your reading by highlight one, three, or five lines at a time, translate the text onscreen, or open Picture dictionary to get visual help learning new words



# Collect and organize content on the web



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

- |        |  |
|--------|--|
| Step 1 | Click on the  icon to open the Collections panel  |
| Step 2 | <b>Start a new collection</b> or open an existing one  |
| Step 3 | Add content: add the <b>current page</b> you're on or <b>highlight/select page content</b> 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 <b>OneNote</b> , <b>Word</b> , or <b>Excel</b> |





# 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 school credentials. Why is it asking me to do so again?**

Check to see if you are using your personal profile versus your school profile. If you are, just switch to your school 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 the new 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.

**I used to be able to capture a screenshot and write on it with inking. Is this coming back?**

Yes! This has been one of the top requested features from educators and we're actively working to bring this functionality to the new Microsoft Edge.



# FAQ

**There are some sites where I don't have the option to launch Immersive reader, either from the address bar or the using F9. Does that mean I can't use Immersive Reader?**

If you navigate to a page and the options are not available, don't be discouraged! We've launched a new capability in Microsoft Edge to open Immersive Reader to text from across the web. Simply highlight the text that you want to view in Immersive Reader, right click, and select "Open in Immersive Reader".

**Can I share my Collections with others?**

To share the contents of a Collection, you will need to export the Collection to one of the supported Microsoft 365 apps and share that file. Sharing or collaborating on a Collection in Microsoft Edge is not currently supported (but we're working on it!).

**I could only have one profile in Microsoft Edge Legacy (previous version of Microsoft Edge). Can I create more than one profile in the new Microsoft Edge?**

Yes, and we recommend it! Many of our teachers who use the new Microsoft Edge create both a Personal and School profiles. This lets them keep their school credentials, favorites, extensions, and browsing in one profile for teaching, and everything non-school related goes in the other.