

From: **Windows** windows@communication.microsoft.com
Subject: Master the art of multitasking with Windows 10
Date: August 27, 2015 at 8:09 PM
To: jphealy@digivideoplus.com



Learn about multitasking, the Mail and Calendar apps, and more.

Windows 10 | Getting Started Series

Email 1 | 2

This email has been designed to work with Windows 10 devices.

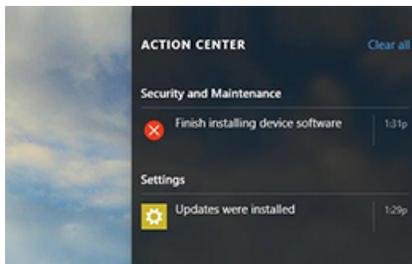


Multi-do to get more done

In this second email of the series, you'll learn how to multitask, and get all of your email in just one place.

If you've opted out of receiving email, this is the last one you'll get. See the bottom of this email if you'd like to opt back in.

Get all your notifications in action center



With action center, your notifications – emails, reminders, updates, and key settings – are all in one place, for quick action with no need to open a separate app.

[Learn how to use action center](#)



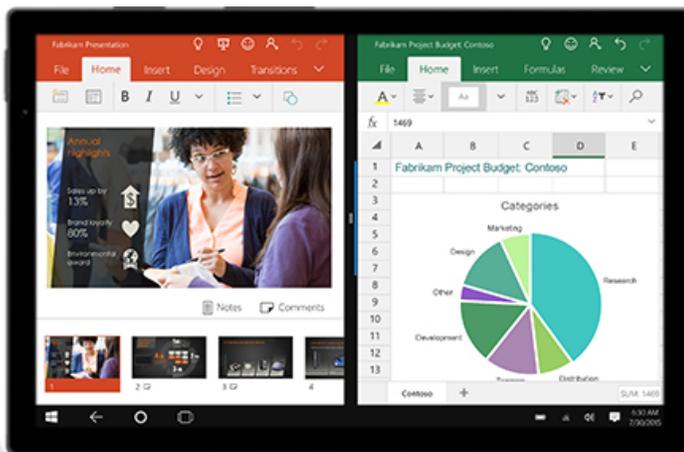


See everything open in task view

See your open apps, documents, and files in a single view to easily manage and switch between tasks.

[Learn more](#)

Multi-doing gets you to “done” faster



Snap up to four things into place on the screen at the same time and work across documents. Or check out multiple websites without having to switch between them.

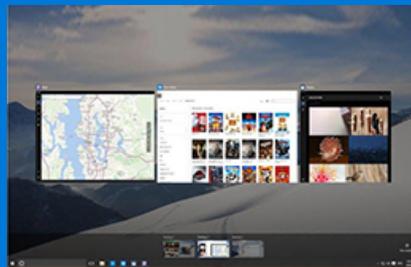
[Learn more](#)





Create virtual desktops to stay organized

To get more space and keep things separated, you can create multiple desktops. For example, you can have one desktop for files and documents when it's time to work – and another desktop for music, photos, and games when it's time to play.



[Learn more](#)

Meet the new Mail and Calendar

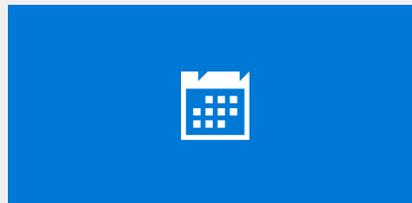
With the new built-in Mail and Calendar apps, you can better manage your inbox and keep your day more organized. Microsoft Word capability is built into the Mail app, so you can insert tables, add photos, and format text in familiar ways. And the new navigation bar lets you move easily between your email and calendar.

[Learn more](#)



Mail

[Open the Mail app](#)



Calendar

[Open the Calendar app](#)

More built-in apps that work across your devices

Windows 10 comes with great built-in apps like Photos, Maps, Music, and Movies & TV² to help you have more fun and get more done.



Photos

[Open the app](#)



Maps

[Open the app](#)



Movies & TV

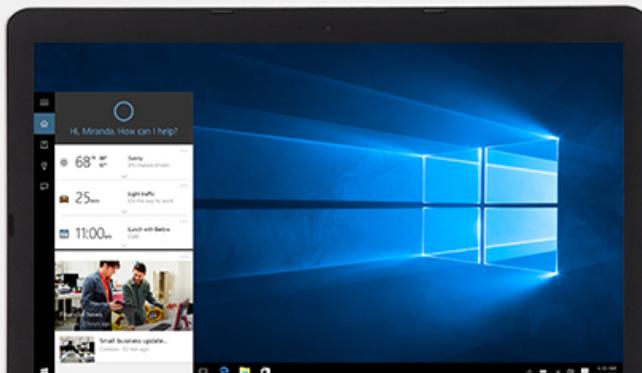
[Open the app](#)



Cortana helps you get more done

Have Cortana¹, your personal digital assistant, send an email, set a reminder or appointment, play music, and more – all without leaving what you're currently doing.

[Learn more](#)





Let Cortana search for you

The easiest way to search for the apps, games, and entertainment on your device is from your taskbar with Cortana.¹ You can also use Cortana to search the web, and access and share the files you've saved on OneDrive.

[Learn more](#)

Help is waiting in the Get Started app

We've designed the Get Started app to help you get the most out of Windows 10. It can help you get on the web, navigate your device, move files, set up printers and hardware, and more. Any time we add new features to Windows 10, the app will automatically update³ to help you with those, too.

[Open the Get Started app](#)

Let's keep in touch

Get the Windows newsletter to learn about new features coming to Windows 10, entertainment and apps in the Windows Store, tips, tricks, and more.

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¹ Cortana available in select markets at launch; Cortana experience may vary by region and device. Some Cortana functionality requires Internet connection.

² Feature and app availability and experience may vary by market and device.

³ Additional software and/or hardware requirements may apply over time for updates.

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Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

