

Cortana

What

Cortana is a tool where you can ask the computer to do anything, such as “Set an alarm for 3:15” or “Where is the nearest pizzeria?” (It’s like Siri on an iPhone)

Where

Text box just to the right of the Start button.



Information

If you set up a Microsoft account, Cortana can do anything you ask, such as search the web or control the computer. For example: “How are dams removed?” or “Set up a meeting every Thursday at 3:15”

If you turn Cortana off, this box still can search for programs, apps, or files on the local computer. For example, you can enter “word” to start Microsoft Word.

How to deactivate

1. Click on the text box.
2. Cortana will ask “Before we get started, I’ll need you to sign in with a Microsoft account”
3. Click the “Not Interested” button.
4. Click “I’m sure”.

How to set up

Note two things about Cortana:

- You need a Microsoft account to use it.
 - Since your computer doesn’t have a microphone, you must type in your questions.
1. Click on the text box.
 2. Cortana will ask “Before we get started, I’ll need you to sign in with a Microsoft account”
 3. Click the “Sign In” button.
 4. Either enter your Microsoft account information or create an account.
 5. **Important! – During the sign in process, it will ask “Sign in to this device using your Microsoft account?” Click on “Skip this step”.**

Note about a Microsoft account – if you choose to create one

A Microsoft account is a personal account that you set up. It has nothing to do with COCC and can be used at home for personal use or if you get employment elsewhere. Cortana needs this account to learn your style so it can better assist you.

Microphone

Cortana is designed to be voice activated, but our computers don't have microphones. That's not a problem – simply type your question into the text box (and it's probably faster than using a microphone).

But if you really want to use a microphone, there is a microphone port on the front of your computer next to the headphone jack (it has a little picture of a microphone on it). A microphone icon will appear next to the Cortana text box. Click on the microphone, say your command, and Cortana will do your bidding.

I've changed my mind; I want to activate/deactivate Cortana

To deactivate:

- Click on the Cortana box. A window pops up.
- There are icons to the left. Click the book icon (third one down under the house icon)
- Click on the settings icon (looks like a gear)
- Click the first switch to "Off"

To activate:

- Click on the Cortana box. A window pops up.
- There are icons to the left. Click on the settings icon (third one down, the gear)
- Click the first switch to "ON"
- Follow the setup wizard.