





Windows lablet

Jim Cheshire



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My Windows[®] 10 Tablet

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My Windows[®] 10 Tablet

Jim Cheshire



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My Windows® 10 Tablet

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About the Author

Jim Cheshire has been using Microsoft software for decades. He has worked for Microsoft for almost 20 years and currently works in the cloud computing world of Azure. He has written more than a dozen books on technology. When not working, you'll usually find Jim spending time with his wife and two children or bass fishing with his son.

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Dedication

This book is dedicated to my mom, who died shortly before I began work on it. She'll always be remembered as a faithful and loving wife and a devoted mother. She spent her life helping others, and I hope that spirit lives on within these pages. I love you, Mom.

Acknowledgments

This book would not have been possible if not for the tireless work of so many people at Que Publishing. I owe much thanks to Michelle Newcomb for coordinating things behind the scenes and for keeping everything on track with the crazy schedules mandated by unpredictable beta releases of Windows 10. This book would not have been possible without Todd Brakke, Brandon Cackowski-Schnell, and Bart Reed, the three of whom worked to make sure that what came out of my head would make sense going into yours. The end result of this project is due to the excellent work by Tonya Simpson, who coordinated the myriad changes that seemed to be neverending. I owe a great deal to all of those who worked to lay out all the beautiful pages in this book. Getting each step's callout just right is tedious and time-consuming, and they did a great job! Finally, thanks are in order for my family for their patience and tolerance while I worked on another book. I know they'll be happy to have a respite from hearing, "Sorry, I can't. I have to write."

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Introduction

Windows 10 is Microsoft's latest iteration of the Windows operating system, and it represents a pretty dramatic departure from the Windows of the past. Although it might look familiar to many, its underlying design is quite fresh and new. Windows 10 is designed from the ground up for touch on a tablet computer. Windows 8 was Microsoft's first attempt at making Windows a touch-enabled operating system. Windows 10 is not just an iteration of that first attempt. It's a dramatic evolution.

As you use Windows 10 on your tablet, you might be surprised to find that the evolution is just beginning. Microsoft is no longer updating Windows with major updates every year or two. They are going to be updating Windows regularly and frequently, and you'll benefit from new features and new functionality along the way.

What You'll Find Inside

Windows 10 is made for work and play. You'll find Office apps such as Word, Excel, PowerPoint, and OneNote in the Windows Store, but Windows 10 includes many other apps for information, entertainment, and productivity. 2 Introduction

Here are just some of the things you can do with your Windows 10 tablet:

- Read news from major news outlets, from sources for all your favorite topics, and even based on your own web searches.
- Get the latest weather, sports scores, travel ideas, stock quotes, and more.
- Listen to your music, discover new music, stream music, and buy music.
- Rent and purchase movies and TV shows from the Windows Store.
- Access all your social networks.
- Browse and edit pictures that are stored on your device or on OneDrive.
- Watch video using Netflix, Hulu Plus, and more.
- Enhance your tablet with apps from the Windows Store.

Why You'll Love My Windows 10 Tablet

Windows 10 is accessible to all kinds of users, and so is *My Windows 10 Tablet*. If you're a nontechnical person, you'll find the step-by-step approach in *My Windows 10 Tablet* to be refreshing and helpful. If you're a technical person new to Windows 10, you'll find plenty of tips and tricks to help you get the most out of your new tablet.

The book covers all the capabilities of your Windows 10 tablet. I show you how to get the most out of each feature using a step-by-step approach, complete with figures that correspond to each step. You never have to wonder what or where to tap. Each task shows you how to interact with your tablet using simple symbols that illustrate what you should do.

This icon means that you should tap and hold an object on the screen:



This icon means that you should drag an item on the screen:



m

This icon indicates that you should pinch on the screen:

This icon means that you should "reverse pinch":



This icon indicates that you need to swipe on the screen:



Along the way, I add plenty of tips that help you better understand a feature or task. I also warn you with It's Not All Good sidebars when you need to be careful with a particular task or when there are pitfalls you need to know about.

Finally, for those of you with the paperback version of this book, you might notice that it isn't a big and bulky book. It's a handy size for taking with you when you go places with your tablet. That way, you can always find the steps necessary to do what you want to do. Of course, if you prefer not to carry the book with you, you can always purchase the e-book version and read it on your tablet.

What You'll Find in the Book

Your tablet is full of surprises. The major functions are easy to discover, but some of the neater features are hidden away. As you read through this book, you'll find yourself saying, "Wow, I didn't know I could do that!" This book is designed to invoke just that kind of reaction.

Here are the things covered in this book:

- Chapter 1, "An Introduction to Windows 10," provides an introduction to Windows 10 and how to interact with it on your tablet.
- Chapter 2, "Connecting to Networks," shows you how to connect to wireless networks, how you can access shared resources on your network, and how you can remote in to other computers on your network using your tablet.
- Chapter 3, "Using and Customizing the Start Menu and Taskbar," walks you through using the new Windows Start menu and the Taskbar, including details on how you can customize both and make them uniquely yours.

- 4 Introduction
 - Chapter 4, "Security and Windows 10," shows you how to use user accounts and secure your tablet.
 - Chapter 5, "Using Microsoft Family," provides a thorough view of Microsoft Family, a feature that makes it easy to control what family members can do on your Windows 10 devices, which apps they can use, and when they are able to use your devices. You also learn how you can get reports on activity that kids and other family members are engaging in.
 - Chapter 6, "Backing Up Your Data with File History," shows you how to use the unique features in Windows 10 to back up your data and keep it safe from data loss.
 - Chapter 7, "Finding Information on the Internet," covers Microsoft Edge, the new browser introduced in Windows 10.
 - Chapter 8, "Using Cortana," shows you how to use Cortana, the digital personal assistant built in to Windows 10.
 - Chapter 9, "Connecting with People," demonstrates how you can interact with friends and family on Windows 10.
 - Chapter 10, "Using Mail," covers the Mail app in Windows 10 and explains how to send and receive email.
 - Chapter 11, "Using Calendar," walks you through using the Calendar app to keep track of your appointments.
 - Chapter 12, "Keeping Up to Date with News," shows you how to read news and other information from sources all over the Web from within the News app.
 - Chapter 13, "HomeGroups and OneDrive," explains how you can share data with others on your network with HomeGroups and how to use Microsoft OneDrive to store and share files in the cloud.
 - Chapter 14, "Discovering and Playing Music," provides information on using the Groove Music app to play your own music, how to buy music from the Windows Store, and how to use a Groove Music Pass to stream and download music.

- Chapter 15, "Watching Video," covers the Movies & TV app as well as renting and buying movies and TV shows from the Windows Store.
- Chapter 16, "Using Photos," shows you how to use the Photos app to view and edit pictures from your tablet and from OneDrive.
- Chapter 17, "Using Maps," walks you through using Maps, an app that provides detailed maps as well as directions.
- Chapter 18, "Creating Documents with Microsoft Word Mobile," covers using Microsoft Word Mobile to create and edit documents.
- Chapter 19, "Crunching Numbers with Microsoft Excel Mobile," walks you through using Microsoft Excel Mobile to create workbooks, including how you can use formulas and functions to create complex sheets.
- Chapter 20, "Presenting with Microsoft PowerPoint Mobile," walks you through using Microsoft PowerPoint Mobile to create compelling presentations.
- Chapter 21, "Organizing Notes with Microsoft OneNote," shows you how to use Microsoft OneNote to organize notes, synchronize them across your devices, and access them from anywhere.
- Chapter 22, "Enhancing Windows with Apps," shows you how to enhance the operation of your tablet using apps from the Windows Store.
- Chapter 23, "Updating and Troubleshooting Windows 10," shows you how to update Windows 10 and how to troubleshoot and repair problems that you might encounter.

Go Deeper

Now that you know what's in store, it's time to start having fun digging deeper into Windows 10 on your tablet. You're sure to learn new things and experience the thrill of what your tablet can do—and you'll have fun doing it. Let's get started!

See detailed activity reporting for children using all of your Windows 10 PCs.

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	> msn.com 2 visits		Today 9:37 AM	Allow	1
	> youtube.com 2 visits		Today 10:04 AM	Allow	

Control the days and times when your children can use your Windows 10 PCs. Block websites and apps you don't want your children to see or use. A computer is a wonderful tool for children, but it can also allow access to websites and apps that aren't appropriate for them. Microsoft Family is designed to help adults monitor and control what children can do on a PC. In this chapter, you learn about the following topics:

- → Adding and Removing Family Members
- → Controlling Website Access
- → Controlling App Access
- → Controlling PC Access
- → Configuring and Reviewing Reports

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Using Microsoft Family

Microsoft Family (previously called Family Safety) provides a convenient way to help children that use your tablet (and your other PCs as well) from wandering into websites and apps that contain inappropriate material. You also can use Microsoft Family features to control the days and times that a child can use your computer. Finally, you can configure your tablet so that when a particular family member logs in, he or she can access only a specific app.

<u>It's Not All Good</u>

Only Windows 10

Microsoft Family features do not work on Windows 8.1 or earlier. You will have to upgrade to Windows 10 if you want to use these features.

Adding and Removing Family Members

To use Microsoft Family, you must add your family members to your account. You can add child accounts and adult accounts. Child accounts can be configured with restrictions on them, and adult accounts have the ability to monitor and configure these controls.

Microsoft Account Required

Your family members are associated with your Microsoft account, so you'll want to use your Microsoft account to sign in to your PC before you use Microsoft Family. For more information on using a Microsoft account, see "Managing User Accounts" in Chapter 4, "Security and Windows 10."

Adding a Family Member

You can easily add family members to your account. When you add a family member, you use their Microsoft account email address. If they don't have one, you can create one when you add them to your account.

1. From Settings, tap or click Accounts.



- 2. Tap or click Family & Other Users.
- 3. Tap or click Add a Family Member.
- **4.** To add a child, tap or click Add a Child.
- 5. To add an adult, tap or click Add an Adult.
- Enter the family member's Microsoft account email address. (If they don't have a Microsoft account, tap or click The Person I Want to Add Doesn't Have an Email Address, and you'll have the option to create one.)
- 7. Tap or click Next.
- 8. Tap or click Confirm.



 Tap or click Close to complete the process.

Accepting an Invitation

The family member that you add will receive an email invitation in their Microsoft account email inbox. They will need to accept that invitation to be added to your Microsoft Family. If the invitation isn't accepted within 14 days, it will expire and you'll need to add the person to your Microsoft Family again. Any family members you invite must still be set up to log in to your tablet from the Accounts app.

Changing Type

You cannot change a family member from a child to an adult. If you unintentionally add an adult as a child account, or vice versa, you'll have to remove the account and then add it back using the correct account type.

Removing a Family Member

Family members can be removed from the Microsoft Family website. Once a family member is removed, he or she can no longer log in to your PC.

 From the Family & Other Users screen in Settings, tap or click Manage Family Settings Online.





- 2. Tap or click Remove in the Child section to remove a child or in the Adults section to remove an adult.
- **3.** Tap or click the family member you want to remove.
- Tap or click Remove to confirm that you want to remove the family member.

Your family		
select a child to view or edit their	settings	441 - R
B Hope Cheshire	С Ми-сотплатезс	WIN-JICHPEEHE 1
		A 10 10
Adults		Add B
Adults im Cheshire harderdhaddad aan		Acc ient Is
Adults im Cheshre an and a child Remove a child		465 b
Adults in Cheshire and official and a cheshire Adults a cheshire Hope Cheshire Hope Cheshire Hope Cheshire		. WAP-TCHARRINGSI
Adults in Cheshre hardredbardna sam A genove a child Hoge Cheshre Hoge Cheshre H	with COTTILETPSC	MartCathidei

<u>It's Not All Good</u>

No Confirmation Prompt

There's no confirmation prompt when you remove a family member. You can easily add a family member back to your account, but if you have configured Microsoft Family settings for the family member, those settings will be lost when you remove the family member and will have to be reconfigured if you add that family member back again.

Controlling Website Access

After you've added family members, you can configure child accounts to control their access to websites. You can automatically block access to adult websites (Microsoft decides what is and isn't an adult site), but you can also explicitly block or allow access to particular sites.

Requesting Access

Children can request access to websites that are blocked. You or another adult in your family will have the option to approve or deny such requests. See "Responding to Requests" later in this section for more information.

Blocking Inappropriate Websites

You can automatically block access to adult websites. Doing so will also block a child's ability to use InPrivate browsing and will also ensure that Bing SafeSearch is on so that inappropriate search results are not displayed in Bing searches.

InPrivate Browsing

InPrivate is a special mode in Microsoft Edge and Microsoft Internet Explorer that makes it possible to browse websites without any evidence stored on the PC of the site being visited.

- Browse to https:// account.microsoft.com/family to access the Microsoft Family settings for your account. (You'll need to log in with your Microsoft account.)
- 2. Tap or click a child in your family.
- 3. Tap or click Web Browsing.
- **4.** Tap or click Block Inappropriate Websites to turn on the setting.



Changes Take Place Immediately

Changes you make on the Microsoft Family website take place immediately. Even if a child is currently using a PC, any changes you make will be immediately enforced.

Explicitly Allowing a Site

You might find that Microsoft Family blocks a site that you want to allow a child to access. You can explicitly allow access to a site so that it will always be allowed.

- From the Web Browsing screen on the Microsoft Family website, swipe up or scroll down to access the Always Allow These section.
- 2. Enter a website URL in the Enter the URL of a Website You Want to Allow.
- 3. Tap or click Allow.



Removing an Allowed Site

If you want to remove access to a site that you've previously explicitly allowed, you can easily remove the site's URL.

- From the Web Browsing screen on the Microsoft Family website, swipe up or scroll down to the list of allowed sites.
- Tap or click Remove next to the URL that you no longer want to allow.
- If you unintentionally remove the wrong site, tap or click Undo to add the URL back to the list of allowed sites.



Explicitly Blocking a Site

You might encounter websites that Microsoft Family allows but that you don't want your child to access. In these cases, you can explicitly block access to a site.

- From the Web Browsing screen on the Microsoft Family website, swipe up or scroll down to Always Block These.
- **2.** Enter the URL of a website you want to block.
- **3.** Tap or click Block to add the site to the list of blocked sites.



Removing a Blocked Site

If you want to remove the restriction on a website you've blocked, you can remove it from the list of blocked websites.

- From the Web Browsing screen on the Microsoft Family website, swipe up or scroll down to Always Block These.
- 2. Tap or click Remove next to the website that you no longer want to block.
- If you unintentionally removed the wrong site, tap or click Undo to add the URL back to the list of blocked sites.



Responding to Requests

If a child attempts to browse to a website that is blocked, a message will let them know that they must ask for permission to access the website. If they click to ask for permission, an email message will be sent to all adults on the account asking for permission. You can then either approve or reject the request.

- 1. Open the email request that was sent to an adult in your family.
- 2. Review the requested URL to determine whether you want to allow access.
- **3.** Tap or click Allow to allow access to the requested website.
- If prompted, log in with your Microsoft account to confirm that you are allowing access.

Allowed Websites

If you respond to a request and allow a website that you had previously blocked, the site will be moved from the Always Blocked list to the Always Allowed list. If you want to block the site again, you'll need to remove it from the Allowed list and add it back to the Blocked list.

Denying a Request

If you want to deny a request, simply ignore the email requesting access. A request will be approved only if you take explicit action to approve it.



Sign in

Because you're accessing sensitive info, you need to verify your password.

cheshire@outlook.com



Controlling App Access

The Windows Store provides access to a wide assortment of apps, and some of them are not appropriate for children. All of the apps in the Windows Store are rated for the ages for which they are appropriate. Using Microsoft Family, you can control which apps your child can download and purchase. You can also block access to apps that have already been installed on the device, a useful feature if you want to block an app for a child but allow it for an adult.

Setting Age Restrictions on Windows Store Apps

You can configure Microsoft Family so that your child cannot download or purchase apps unless they are rated as appropriate for the age group you specify.

- From the Microsoft Family website, tap or click the child for whom you want to set an age restriction.
- 2. Tap or click Apps & Games.
- Tap or click Block Inappropriate Apps and Games to turn the setting to On.
- Swipe up or scroll down to the Limit Apps and Games from the Windows Store section.
- Tap or click Child Can Download and Purchase Apps and Games Appropriate For.





6. Tap or click the appropriate age for your child.

Age Ratings

The Microsoft Family website will display rating indicators based on the age you select. Your child will be able to download or purchase games with the ratings displayed.

3 year olds 4 year olds 5 year olds 6 year olds 7 year olds 8 year olds	ws 10 Mobile 🔲 Windows Phone 8
9 year olds 10 year olds 11 year olds 12 year olds	Windows Store
14 year olds 15 year olds 16 year olds 17 year olds 17 year olds	nes appropriate for:
18 year olds 19 year olds 20 year olds Any age (no restrictions)	

It's Not All Good

Doesn't Block Installed Apps

If there is an app already installed on your tablet that is rated for ages older than the age you select, your child will still be able to use that app. Setting an age restriction will only block the purchase or download of apps from the Windows Store. If you want to stop a child from using an app that's already installed, follow the steps in "Blocking Specific Apps."

Blocking Specific Apps

You can block specific apps so that your child cannot use them. Note that the child must use the app first so that it appears in the Recent Activity list. If you would like, you can log in as the child and launch the app to satisfy this requirement.

It's Not All Good

Wait 4 Hours

There is a 4-hour window between the time a child uses apps on a PC and the time the activity shows up in Recent Activity on the Microsoft Family website.

- 1. From the Microsoft Family website, tap or click the child you want to block from using an app.
- 2. Tap or click Recent Activity.
- **3.** Tap or click to ensure that Activity Reporting is turned on.
- 4. Swipe up or scroll down to Apps & Games.
- Locate the app you want to block. Tap or click Show All to see all apps if the app you want isn't visible.
- Tap or click to expand the app's entry and view the device on which the app was used if you're interested in knowing that information.
- 7. Tap or click Block to block usage of the app.



It's Not All Good

You Cannot Block Edge

Note that you cannot block the use of Microsoft Edge.
Unblocking an App

If you would like to allow the use of an app that you had previously blocked, you can remove it from the blocked app list.

- After selecting the child from the Microsoft Family website, tap or click Apps & Games.
- 2. Swipe up or scroll down to the Blocked Apps & Games section.
- **3.** Tap or click Remove next to the blocked app.
- If you unintentionally unblock the wrong app, tap or click Undo to add the app back to the blocked app list.





Enabling Assigned Access

You can configure your tablet so that your child (or whatever account you specify) can use only one specific app. When that user logs in to your tablet, the app you specify will be launched full-screen and the user will not be able to close it or switch to another app.

It's Not All Good

Administrator Access Required

To enable or disable Assigned Access, you must be logged in using an account with administrator access.

Kiosk Mode

You will sometimes hear Assigned Access referred to as "kiosk mode." That's because it's an ideal way to use a Windows 10 tablet in a kiosk situation where you don't want users to be able to mess with settings or otherwise change the PC.

It's Not All Good

Only Windows Store Apps

Assigned Access works only with Windows Store apps.

- From the Accounts screen in Settings, tap or click Family & Other Users.
- 2. Tap or click Set Up Assigned Access.



- 3. Tap or click Choose an Account.
- **4.** Tap or click the account you want to use for Assigned Access.
- 5. Tap or click Choose an App.
- 6. Tap or click the app you want to allow the user to access on the machine.



- **7.** From the Start menu, tap or click Power.
- **8.** Tap or click Restart to restart your tablet.

Accessing Other Users

Even when Assigned Access is in use, you can press Ctrl+Alt+Delete on your keyboard to access the Windows login screen and log in as another user. If you don't have a keyboard connected, press the Windows logo and the power button on your tablet at the same time.



Disabling Assigned Access

You can turn off Assigned Access for a user so that he or she can use more than one app on the PC. After making this change, you will need to restart your computer.

 From the Family & Other Users settings screen, tap or click on Set Up Assigned Access.

Other users

Allow people who are not part of your family to sign in with their own accounts. This won't add them to your family.



- 2. Tap or click the user who has Assigned Access.
- 3. Tap or click Don't Use Assigned Access.



Controlling PC Access

You can block a child from signing in to your tablet. You also can control how long and at what times your child is able to use your tablet (and other PCs running Windows 10) each day.

Blocking a Child from Signing In

You can block your child from ever signing in to your tablet. This setting is specific to the device where you configure it, so you can use it to control which of your Windows 10 computers your child is allowed to access.

 From the Family & Other Users section in Settings, tap or click the child you want to block from signing in to your PC.



- 2. Tap or click Block.
- **3.** Tap or click Block to block the child from signing in.



Unblocking a Child from Signing In

You can unblock a child whom you've previously blocked from signing in.

- From the Family & Other Users section in Settings, tap or click the child who is blocked from signing in.
- 2. Tap or click Allow.



3. Tap or click Allow to allow the child to sign in.



Setting Time and Day Restrictions on Usage

You can control how long and at what times a child is allowed to use your Windows 10 computers. Unlike blocking a child from signing in, these settings apply to all of your Windows 10 PCs and not just the one you are using when you configure the settings.

- From the Microsoft Family website, tap or click the child you want to configure.
- 2. Tap or click Screen Time.
- **3.** Tap or click Set Limits for When My Child Can Use Devices to change the setting to On.



- 4. Swipe up or scroll down to choose days and times when your devices can be used.
- Tap or click As Early As on each day to choose the earliest time that your child can use your Windows 10 PCs.
- Tap or click No Later Than on each day to choose the latest time that your child can use your Windows 10 PCs.
- Tap or click Limit Per Day, Per Device to set the time limit each day per device.

	As early as	No later than	Limit per day, per device
Sunday	7:00 AM 🗸 🗸	8:00 PM 🗸	2 hrs 🗸
Monday	3:30 PM ~	8:00 PM ~	Unlimited
Tuesday	3:30 PM ~	8:00 PM ~	Unlimited
Wednesday	3:30 PM ~	8:00 PM ~	Unlimited 4
Thursday	3:30 PM ~	8:00 PM ~	Unlimited
Friday	3:30 PM ~	10.00 PM ~	Unlimited ~
Saturday	7:00 AM 🛛 🗸	10:00 PM ~	2 hrs 🗸
		"	

It's Not All Good

Time Limit Per Device

Notice that the time limit is per day, per device. That means that if you set a time limit of 2 hours and you have two Windows 10 PCs, your child will be able to use your PCs for a total of 4 hours, provided he or she uses the PCs within the timeframes you specify.

Configuring and Reviewing Reports

In addition to controlling how your child can use your PCs, you can also review details on what your child is doing on your PCs. You can view report data on the Microsoft Family website. You also can configure Microsoft Family to send you a weekly report on your child's activities in an email message.

Enabling Activity Reporting and Weekly Reports

To see your child's activities on the Microsoft Family website, you will need to make sure that Activity Reporting is enabled. (Activity Reporting is enabled by default, so these steps apply only if you've previously disabled it.) Once you enable Activity Reporting, you can also enable a weekly email report of the child's activities.

Activity Reporting Is Per User

The Activity Reporting setting is configured separately for each child; therefore, you can choose to have it enabled for one child and not another. It's your choice.

- 1. From the Microsoft Family website, tap or click the child you want to configure.
- 2. From the Recent Activity page, tap or click to set Activity Reporting to On.
- If you want to receive a weekly email report of your child's activities, tap or click Email Weekly Reports to Me to set it to On.





Reviewing Website Activity

You can view your child's website activity, including searches that were performed, websites that were blocked, and websites that were visited.

- 1. While viewing the Recent Activity for your child, swipe up or scroll down to the Web Browsing section.
- **2.** Review the web searches your child performed in the Recent Searches section. Note that clicking a web search link will show you the results for that search.
- 3. Review the websites that were blocked in the Recent Websites Blocked section.
- **4.** Tap or click to expand a website and see the pages on the site that your child attempted to visit.
- 5. Tap or click Allow next to a page or site to remove it from the blocked URL list.
- 6. Swipe up or scroll down if necessary to see more items on the page.

Web browsing		Settings
Recent searches (1) coloring pages		
Recent websites blocked (2) msn.com 2 visits	Today 9:37 AM	Allow
MSN.com - Hotmail, Outlook, Skype, Bing, Latest News, Ph 2 visits > youtube.com	Today 9:37 AM Today 10:04 AM	Allow
Recent websites visited (16)		
> msn.com 98 visits	Today 11:37 AM	Block
h microsoft com	Today 11-38 AM	Block

- 7. Review the websites your child visited in the Recent Websites Visited section.
- 8. Tap or click to expand a site and see the pages that were visited on the site.
- **9.** Tap or click Show All to see additional sites that were visited.
- **10.** Tap or click Block to add a site or page to the blocked URL list.

> msn.com 98 visits	Today 11:37 AM	Block
 microsoft.com 70 visits 	Today 11:38 AM	Block
google.com 28 visits	Today 10:38 AM	Block
http://accounts.google.com/ 14 visits	Today 10:38 AM	Block
http://apis.google.com/ 14 visits	Today 10:38 AM	Block
> bing.com 24 visits	Today 11:36 AM	Block
> skype.com 24 visits	Today 11:36 AM	Block
Show all		

Reviewing App Activity

You can review your child's app activity (including games). In addition to seeing which apps were used, you can see what devices they were used on and how long they were used.

- 1. While viewing a child's recent activity, swipe up or scroll down to the Apps & Games section.
- 2. Tap or click to expand an app and see which devices it was used on.
- 3. Tap or click Show All to see a full list of apps that were used.
- 4. Tap or click Block to block usage of an app.

			Recently used (7)
plock	Can't block	16 min	 Microsoft Edge 2 devices
(1)	(13 min	DESKTOP-SPG8CHO Windows 10
		2 min	JIMCHESHIRE53D5 Windows 10
Block	Block	3 min	> Internet Explorer 1 device
Block	Block	2 min	 Crossy Road 1 device
Block	Block	2 min	> MSN Weather 1 device
Block	Block	1 min	 Music 1 device
			Show all

Reviewing Device Usage

You can view details of your child's usage of each of your Windows 10 PCs. You can see how long each PC was used along with a breakdown of usage on each day for the past 7 days.

- 1. While viewing a child's recent activity, swipe up or scroll down to the Screen Time section.
- 2. Review the time spent on each device in total for the past 7 days.
- **3.** Review the daily breakdown of usage for each device. (Note that each device is indicated in a unique color.)



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