Quick start: Microsoft Edge

Get oriented

If you’re familiar with Internet Explorer, you’ll have no trouble getting going with Microsoft Edge. Here are the basics.

**Back and Forward**
Where you expect ‘em.

**Address bar**
Same location.

**Add a favorite...**
...see your favorites

**Refresh**
We moved this and made it bigger.

**Reading view**
This is new. It changes pages for easier reading.

**Add your notes**
Draw on this page or take a note.

Don’t see what you need?
Look here.
Microsoft Edge makes finding the needles in the internet’s haystack faster and easier.

Find answers quickly by typing your question in the address bar. If we’ve got the answer, we’ll show it to you or make a suggestion.

1. Ask your question in the Address bar
2. Find your answer here
3. See other options here
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If you’ve got a lot of web reading to do, switch to Reading view and give your eyes a break.

Before

![Before](image1)

After

![After](image2)

Need more contrast or a bigger font? To change settings, select More in the upper-right corner, select Settings, scroll to the Reading section and play with the options.

<table>
<thead>
<tr>
<th>Reading</th>
<th>Reading view style</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Default</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading view font size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium</td>
</tr>
</tbody>
</table>
If you don’t always have internet access, add webpages that you want to read later to your Reading List and you’ll be able to get to them offline, too.

1. **Add things to the list**
   Open a webpage > select the **Favorites** button ✨ > **Reading list** > **Add**.

2. **Open the list**
   **Hub** button ⬅️ > **Reading list** ⬅️.
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Want to take notes or draw on a page and then share it?

Select Make a Web Note □
It’s in the upper right.

The new toolbar appears at the top of the page.

Pick a writing tool over here on the left

Select the Pen ⬂ button to change the color and size.

The Highlighter ⬂ next to the Pen ⬂ button works the same way.
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Use a pen or finger on a touch screen, or even use a mouse as we did here:

Don’t have a touch screen? Have a lot to say? Type it.

Add a comment
Select Add a typed note and tap or click where you want the comment to appear.
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Erase just a part or everything at once
Select the **Eraser** and start removing a single line at a time with your finger, stylus, or mouse.

Or select the **Eraser**, select **Clear all ink**, and get rid of everything at once.

Better when shared
When you’re done editing, share the whole thing, save everything, or clip just a piece and paste it in an app or email.

Done? Exit is on the right
You don’t need to close the Edge browser window to stop writing on a webpage. Select **Exit** to close the Web Notes toolbar.
Already using Cortana as your personal assistant?

She’s there to help when you use Microsoft Edge, too. When you’re on a page, Cortana figures out what the likely next steps are and is ready to show you the info you’ll probably want next.

Select this ...

...to get more info without leaving the page
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And if you’re reading something online and want to know more about it, Cortana has the answers.

1. Select some text and press and hold (or right-click it)

2. And then select Ask Cortana

3. See Cortana’s answers on the same page