



Quick start guide for info workers

Microsoft Edge makes it faster and easier to find the needles in the internet's haystack.

Type your question in the address bar and, if we've got the answer, we'll show it to you. For example, if you're going to New York on business and need to know what to pack...

The screenshot shows a Microsoft Edge browser window with the following interface elements:

- Address Bar:** Displays the query "what is the weather like today in New York?"
- Search Results:** A card for "New York, New York" shows the weather as "Partly cloudy" with a temperature of "50 °F" and "Precipitation 0%".
- Search Suggestions:** Below the main card, there are two suggestions:
 - "what is the weather like today in new york?"
 - "Search suggestions"
 - "what is the weather like today in new york"

Three callout boxes with red arrows point to specific areas:

- Ask your question in the address bar** points to the address bar.
- Find your answer here** points to the weather card.
- See other options here** points to the search suggestions below the card.

Find it faster with Microsoft Edge

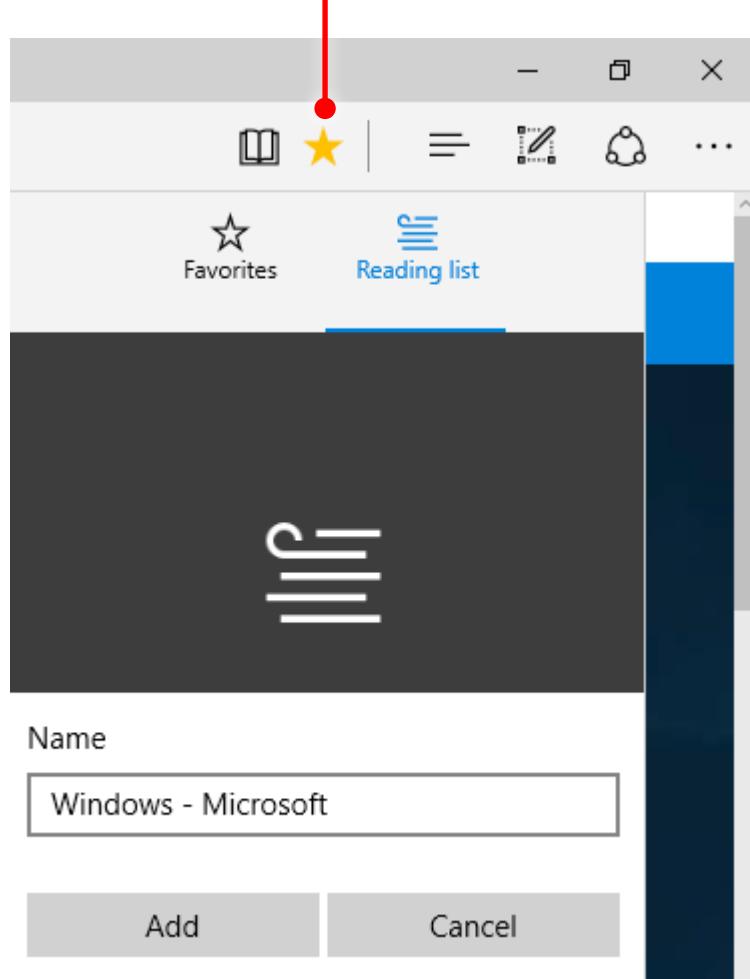


Windows 10

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.

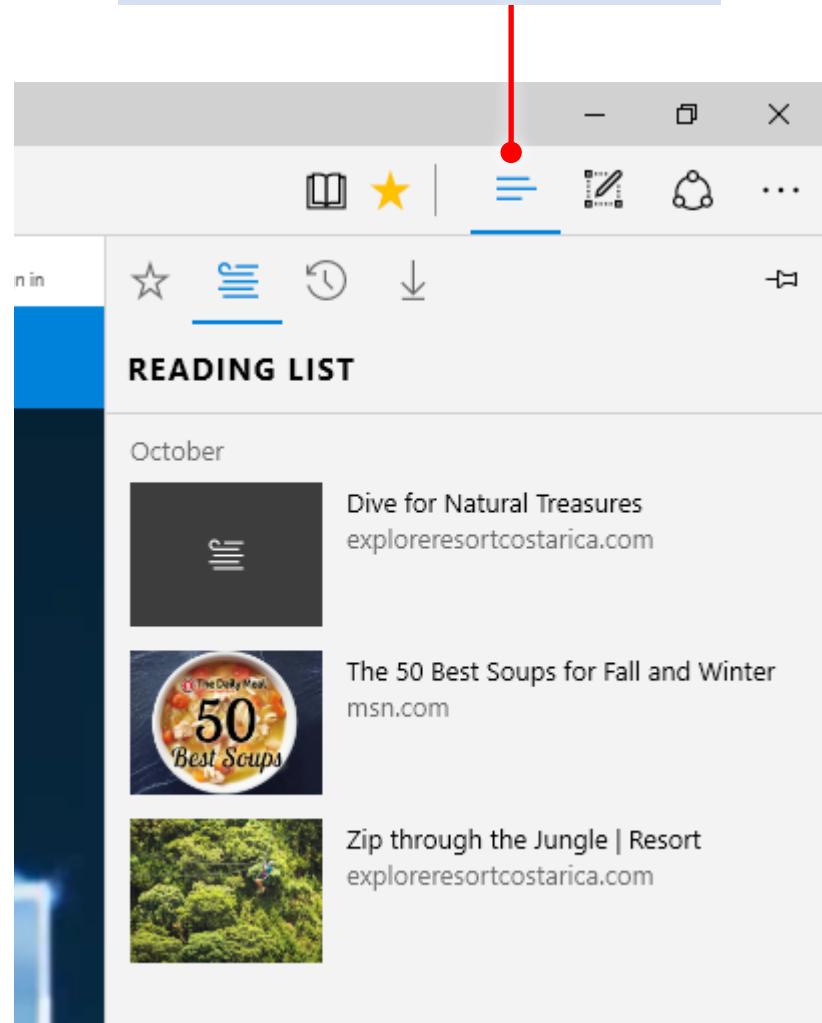
1. Add things to the list

Open a webpage > select the **Favorites** button > **Reading list** > **Add**.



2. Open the list

Hub button > **Reading list** .



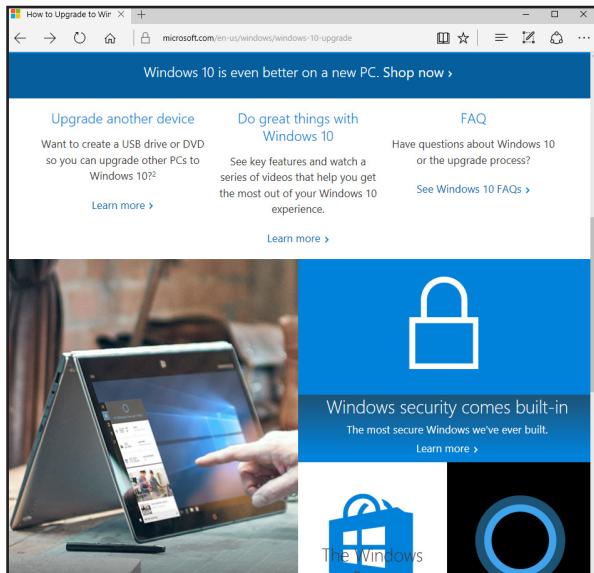
Find it faster with Microsoft Edge



Windows 10

If you've got a lot of web reading to do, switch to Reading view and give your eyes a break. It reformats the page so you can increase reading speed and comprehension with less strain. You can tweak the font style and size of Reading view to your preferences.

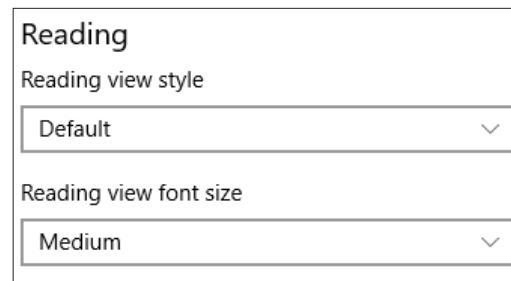
Before



After



To change settings, select **More** ⋮ in the upper-right corner > **Settings** > scroll to the **Reading** section and play with the options.





Already using Cortana as your personal assistant at the office?

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.

The image contains two side-by-side screenshots of the Microsoft Edge browser window. Both screenshots show the browser's toolbar at the top, which includes icons for search, refresh, and other functions, followed by a separator bar, and then a set of five icons: a circle, a book, a star, a grid, and a cloud. A red arrow points from a callout box labeled "Select this link..." to the star icon in the toolbar. In the left screenshot, a red arrow points from another callout box labeled "...to get more info without leaving the page" to the same star icon. In the right screenshot, a red arrow points from the same callout box to a circular button on the toolbar. Below the toolbar, the main content area displays a map of the Seattle area with numbered locations (1 through 7) marked with blue circles. The text "I've got the details." is displayed above the map.

Select this link...

I've got directions, hours, and more.

...

...to get more info without leaving the page

I've got the details.

Poulsbo Port Madison I.R. Bothell Duvall Bainbridge Island Mercer Island Redmond Carnation Seattle 520 3 6 7 4 2 1 3

Find it faster with Microsoft Edge



Windows 10

If you're shopping online for office supplies, business travel, or another expense, Cortana might be able to save your company some money by giving you coupons.

See what you can save

Cortana offers coupons for many major retailers.

A screenshot of the Microsoft Edge browser window. At the top, there is a light blue header bar with the text "See what you can save" and "Cortana offers coupons for many major retailers.". Below this, the main content area shows a website for Office Depot. The URL bar has "12AM PT >" in it. The page features a red banner with a search icon, a shopping cart icon with "0", and a "Sign in" link. Below the banner, there are buttons for "Sale" and "Find a store". A large graphic on the left says "Today's deal is sold out. See tomorrow's offer." with a link "Preview now >". To the right of this graphic is a vertical banner with "12 DAYS OF DEALS". At the bottom right of the page, there is a button labeled "Talk to an expert". A red arrow points from the text "Can I interest you in a coupon?" in the header bar down to the "Talk to an expert" button.

Find it faster with Microsoft Edge



Windows 10

And if you're reading something online and want to know more about it, Cortana has the answers.

**Select some text and then right-click it
(or press and hold)**
In this example, "Windows 10" is selected.



See Cortana's answers on the same page

