

Quick start guide for info workers

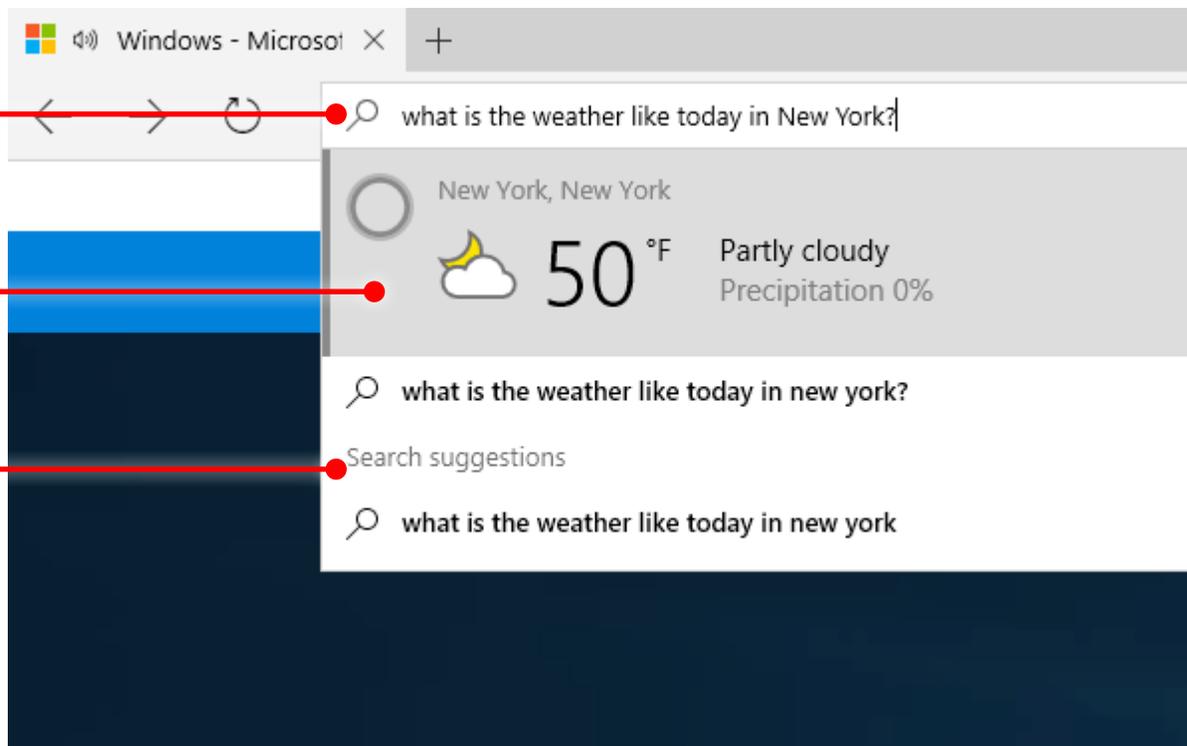
Microsoft Edge makes it faster and easier to find the needles in the internet's haystack.

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...

Ask your question in the address bar

Find your answer here

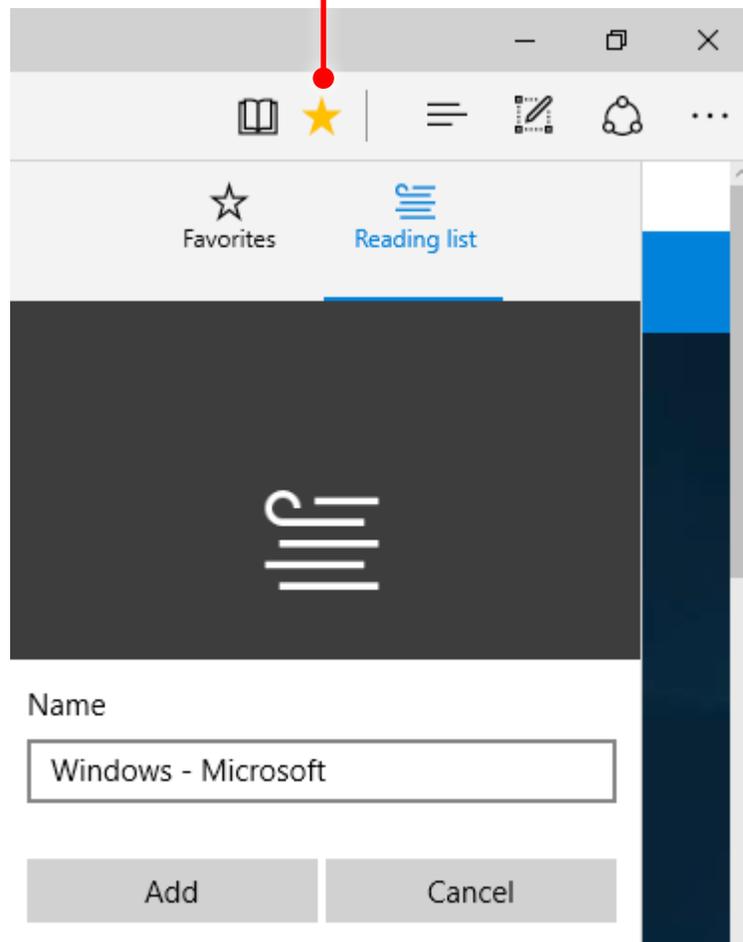
See other options here



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.

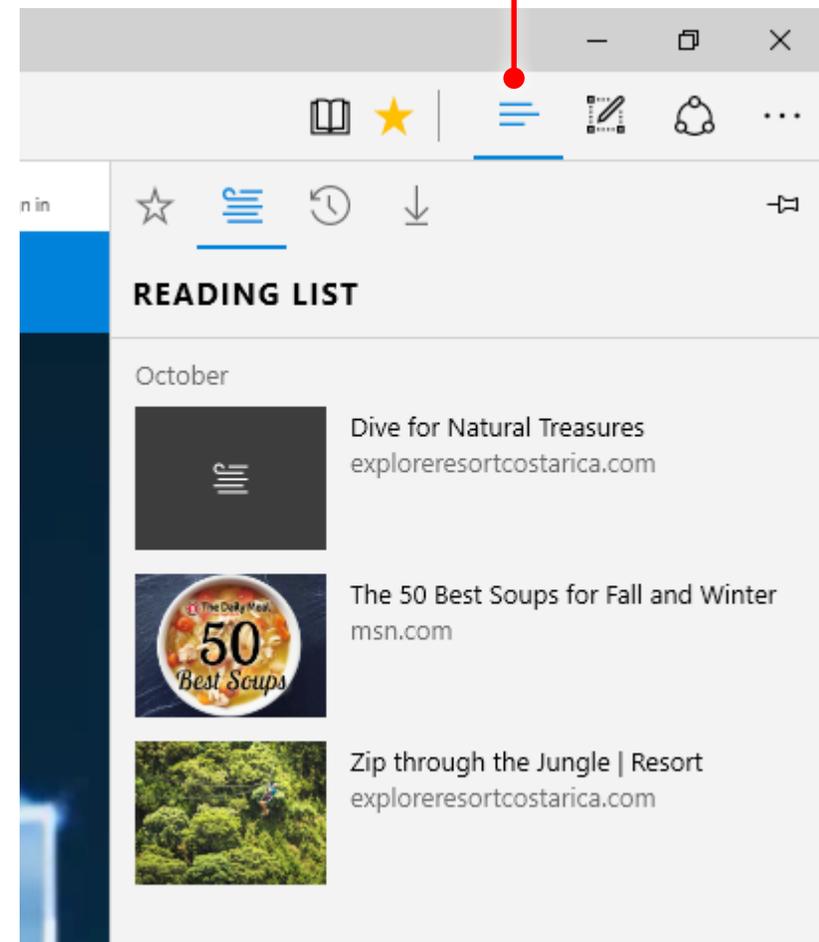
1. Add things to the list

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



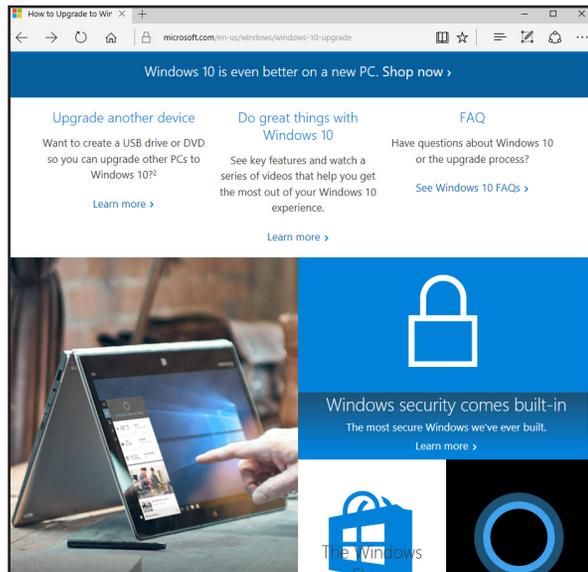
2. Open the list

Hub button ≡ > **Reading list** ≡.



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.

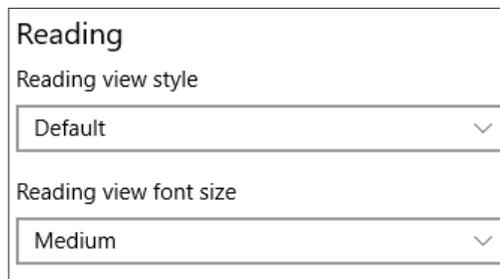
Before



After



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



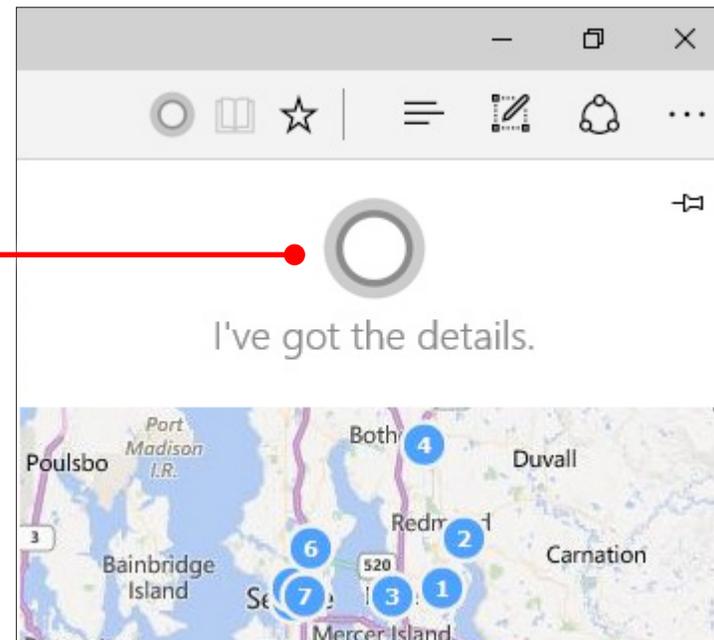
Already using Cortana as your personal assistant at the office?

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.

Select this link...



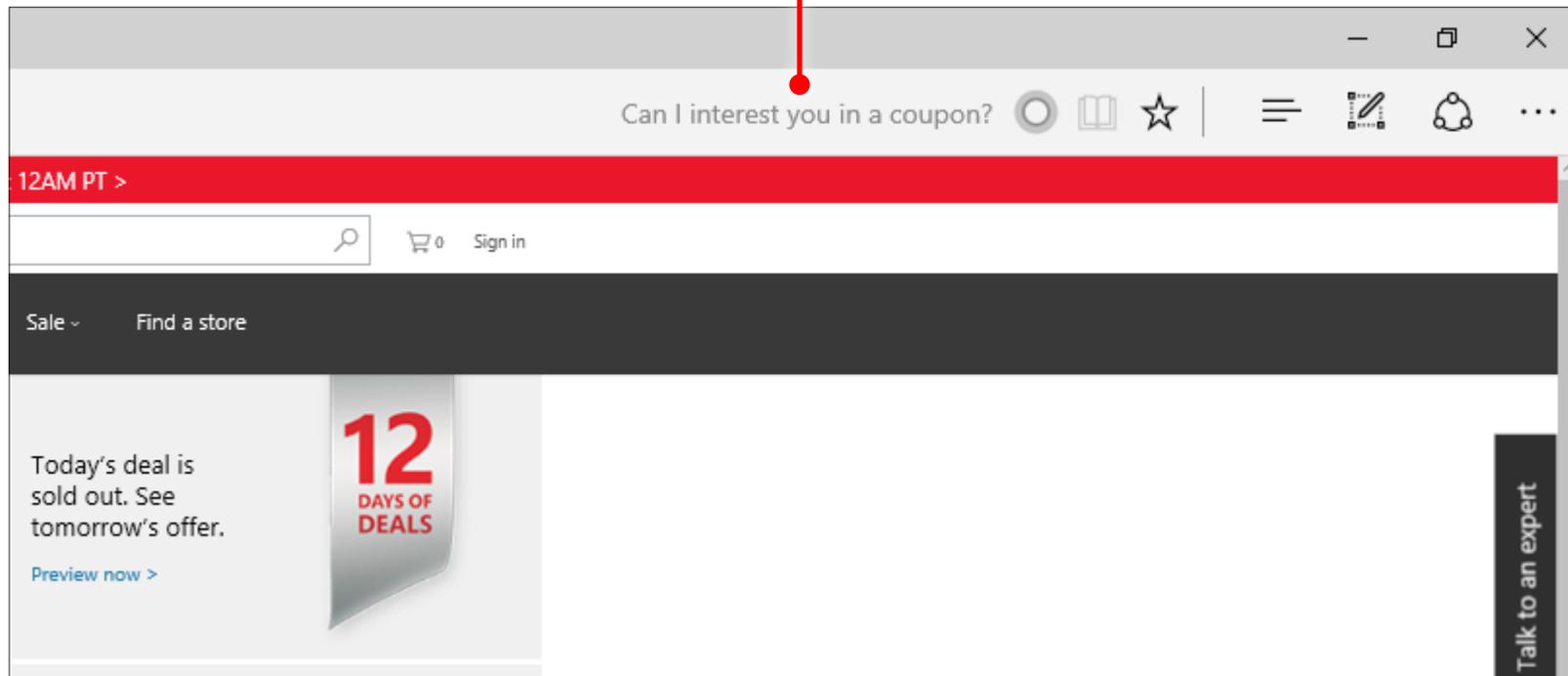
...to get more info without leaving the page



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.



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

