

INTRO TO COMPUTERS

What You Will Learn Today



These are the essential computer basics every employee at MNHC should know. These skills will help you work more efficiently and fix common issues quickly.

TODAY'S TOPICS

1

Restarting Your Computer



Why restarting is important and how to do it correctly.

2

Finding Your Computer ID



How to find your Device Name or System ID for support.

3

Printers & Default Printer Settings



How to set your default printer so you can print in EPIC.

4

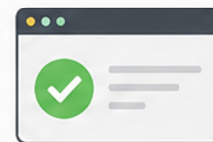
Google Chrome as Default Browser



Why we use Chrome and how to set it as your default browser.

5

Web Prompts & Password Saving



What to select on web prompts and how to save your passwords safely.

6

Tips for Success



Simple habits that will help you avoid problems and save time.



REMEMBER:



Restart regularly (weekly/daily)



Read prompts carefully



Save passwords when prompted



Contact IT if you need help

Our goal is to help you feel confident using technology at MNHC.
You're not expected to know everything — we're here to help!

