

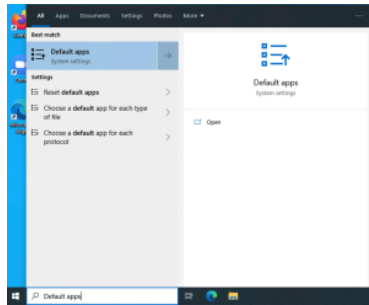
Default Apps - Change Settings - Windows 10

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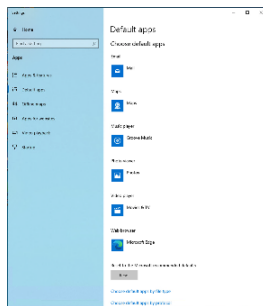
It's a good idea, when logging into a computer for the first time, or a recently re-imaged laptop with a fresh copy of Windows installed, to change the default app settings, to more preferred apps.

Step-by-step guide

- Click the **Start Menu** (*Windows icon, bottom left corner*) and type "**Default apps**"

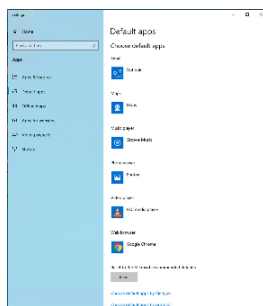


- Select the "Default apps System settings".



- Within the Default apps System settings window, left click, to change the following default apps:

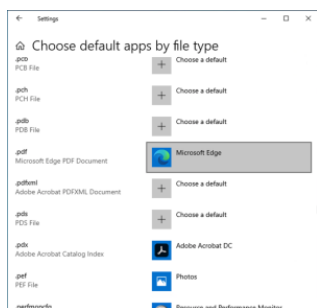
1. **Email:** Change from "Mail" to "Outlook"
2. **Video Player:** Change from "Movies & TV" to "VLC media player"
3. **Web browser:** Change from Microsoft Edge, to your preferred web browser (*Chrome, Firefox, etc.*)



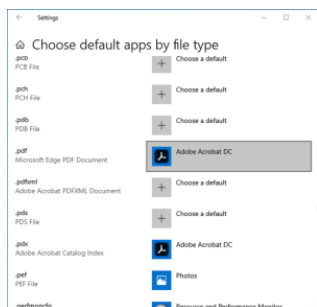
- Next scroll down and select "Choose default apps by file type"

This will load a long list (*along the left side*) of Windows file types.

- From the file type choices, scroll down the list (*grab scroll bar, right side*) until you get to the **.pdf** listing.



- Change the .pdf file type from "Microsoft Edge", to "Adobe Acrobat DC"



- At this point you should be done. Close out of the Default apps settings.



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