Software

# Windows 11: You've made the switch, **now make the most of it**

LENET

www.lenet.com

You've made the smart move and upgraded to Windows 11. Good decision.

And maybe now you're wondering…
**What's changed?**
**Where do I find things?**
**And how can my team get the most out of it without a load of hassle or training?**

The good news is, Windows 11 is designed to feel familiar, but work smarter.

It's faster, more secure, and packed with features that help people get more done (with fewer distractions).

Whether your staff are in the office, working remotely, or constantly on the move, this new system is built to support our modern way of working. And to make life easier along the way.

***Woohoo!***

# Meet your new desktop

The first thing you'll notice about Windows 11 is how modern and polished it feels.

The Start button is now centered on the taskbar, giving a more balanced and accessible layout, whether you're using a mouse, touchscreen, or stylus.

The redesign isn't just to look prettier. These design changes are all about helping you work smarter and faster.

### Snap layouts and Snap groups: Multitasking made simple

With Snap layouts, you can instantly arrange your open windows into a tidy grid. Side by side, in quarters, or in your own custom layout. Just hover over the maximize button to choose a layout.

This is perfect when you're juggling documents, spreadsheets, emails, and web browsers all at once.

Windows 11 remembers these layouts too, through a feature called Snap Groups. When you minimize or unplug a screen, it can recall and restore your entire layout with a click. Ideal for those switching between a laptop and a desk setup.

### Virtual desktops for better focus

Create different desktops for different types of work. Such as one for meetings, one for admin, and one for personal use. It helps keep your digital space organized and focused.

### Improved File Explorer

File Explorer now includes tabs (like a web browser), a simpler toolbar, and a more intuitive layout. There's even a smart search bar that makes finding files faster and more accurate.

### Widgets and quick access tools

Click the Widgets icon for instant access to your calendar, news, weather, tasks, and more. All customized to what matters most to you.

**Windows 11's new desktop isn't just a cosmetic upgrade. It's designed to make everyday work faster, easier, and less frustrating. Once you get used to the new layout, you'll wonder how you ever managed without it.**

## Speed, simplicity, and smarts

**Not everything about Windows 11 is visible on the surface. Under the hood, it's been built to be faster, more efficient, and better at handling the way we work today.**

**If Windows 10 sometimes felt clunky or slow, especially when switching between apps, starting up your device, or running multiple programs, Windows 11 has been fine-tuned to smooth those edges.**

---

### Faster startup and better performance

You'll notice your PC starts up quicker. That's because Windows 11 is optimized to boot faster, especially on newer devices. It also uses system resources more efficiently, which means apps open faster and switching between them feels more responsive.

If your business uses modern hardware (or has recently invested in new machines) Windows 11 is built to take full advantage of that.

### Smarter search and easier access

Need to find a file, an app, or a setting? Just click the Start button and start typing. The search in Windows 11 is quicker and more accurate, with suggestions that update in real time. It searches your PC, your OneDrive, and even your Outlook emails if you're using Microsoft 365.

No more clicking through menus or opening folders you think something might be in. It's just… faster.

### Voice typing that works

Want to write an email, take notes, or draft a document without touching the keyboard?

Press Windows + H and try the built-in voice typing. It's surprisingly accurate, even with accents, and can understand natural pauses and punctuation.

For many business owners and teams, this can be a brilliant time-saver. Whether you're multitasking or just thinking out loud.

### Fewer interruptions, better focus

Windows 11 also introduces a feature called Focus Sessions. It helps you block out distractions by silencing notifications for a set amount of time. And even lets you play calming background music through Spotify (if you use it).

If your team struggles with constant pings, popups, and multitasking fatigue, this is a simple way to encourage deeper, more productive work.

## Teams at the heart of everything

It's common for your people to work from different locations. Or even different time zones. That's why Windows 11 puts Microsoft Teams right at the heart of the experience.

It's more than just a video calling tool. And in Windows 11, it's now built into the taskbar, ready whenever you need to connect with someone.

## Chat, call or meet, straight from your desktop

See that little camera icon on the taskbar? That's the new Chat app, powered by Microsoft Teams.

You can click it to send a quick message, make a voice call, or start a video meeting. All without opening a separate app or digging through your contacts.

For your business, that means faster communication and fewer delays. Instead of waiting for someone to reply to an email, you can ping them a quick message or jump on a call in seconds.

## No more juggling between apps

If you've ever found yourself switching between email, calendar, phone calls and file sharing apps just to get one small task done, Teams brings it all together.

**You can:**

- **Share files directly in a chat or meeting**
- **See your calendar and schedule meetings**
- **Work on documents in real time with others**
- **Keep conversations organized around specific projects or clients**

It helps reduce the chaos and keeps everything in one place.

## Works seamlessly with your Microsoft 365 tools

If your business uses tools like Word, Excel, Outlook or SharePoint, you'll love how Teams connects the dots. You can co-edit a document with a colleague during a call. Or book a meeting that automatically adds a Teams link to everyone's calendar. It's all tightly integrated.

Even better, your files and chats are stored securely in the cloud. They're always available, no matter where you or your team are working from.

## Perfect for remote and hybrid teams

Teams makes sure everyone stays in the loop. It makes remote collaboration feel less like a workaround and more like the new normal.

# Security that works quietly in the background

**Cyberthreats are getting more sophisticated. But the good news is, so is Windows.**

**With Windows 11, security isn't something you have to think about every day. It's built in, always running, and designed to protect your business behind the scenes. Without getting in your way.**

---

## Stronger protection, built into the hardware

Windows 11 is the most secure version of Windows ever.

One of the biggest changes is how it uses your device's hardware to improve protection.

For example, it requires something called a TPM 2.0 chip. That's a tiny piece of hardware that keeps your data safe by storing sensitive information securely. It means better protection against things like malware, ransomware, and unauthorized access.

You don't need to understand the technical details. Just know this: If your device meets the requirements for Windows 11, it already has these enhanced protections working in the background.

## Windows Hello: Safer logins, no passwords needed

Passwords are a weak spot in many businesses. People reuse them, forget them, or write them on sticky notes.

Windows Hello offers a better way. It lets you sign in with a fingerprint, a facial scan, or a secure PIN that never leaves your device. It's faster, more secure and far less frustrating.

This can be perfect for your team. No more password resets. No more delays trying to log in. Just secure access, in seconds.

## Always up to date, automatically

One of the best things about Windows 11 is that it stays secure without constant interruptions. Updates are smaller, more efficient, and designed to install quietly in the background. Often without even requiring a restart.

That means fewer disruptions for your team, and peace of mind knowing your devices are always protected with the latest security patches.

## Protection for today's threats

Windows 11 includes advanced tools to detect and block ransomware, phishing attempts, and other attacks that target businesses. Combined with Microsoft Defender, which now comes as standard, it gives your business a strong, multi-layered defense.

Even if you don't have an in-house IT team, you'll benefit from protection that's up to enterprise standards.

# Managing devices just got easier

Whether your business has five devices or fifty, keeping them all up to date, secure, and running smoothly can be a challenge. Especially if you don't have a dedicated IT team.

Windows 11 makes device management simpler, smarter, and more secure. It's built with modern businesses in mind, giving you more visibility and control (or handing it easily to your IT provider) without the usual headaches.

## Built for the cloud-first world

Windows 11 works together with Microsoft 365 and cloud-based tools. That means devices can be managed from anywhere, not only when your people are in the office and connected to the company network.

This is especially helpful if you have team members working remotely or using laptops on the go. Your IT support can still update software, enforce security settings, and help troubleshoot problems, no matter where the device is.

## Easier onboarding and setup

Adding a new device to your business used to mean a lot of manual set up. Now, with Windows 11 and Microsoft 365, new machines can be configured automatically. A team member signs in with their work email, and their apps, settings, and files are ready to go within minutes.

This "zero-touch" setup is faster, more consistent, and reduces the chance of errors. It's ideal for growing businesses or those managing multiple locations.

## Smarter policies and protection

Windows 11 allows your IT support to set rules across all devices. Like requiring strong passwords, turning on encryption, or blocking risky apps. These policies can be applied automatically, so nothing slips through the cracks.

And if a device is lost or stolen? It can be locked or wiped remotely, keeping your business's data out of the wrong hands.

## Time-saving for business owners

Even if you're not technical,
Windows 11 reduces the time you spend dealing with IT issues. You won't need to chase updates or worry about whether security settings are switched on.

And if you work with an IT support partner (like us), they'll have all the tools they need to keep your systems safe, current, and well managed, without needing to physically touch every device.

# Designed for the way your team works

**Businesses run on flexibility. Windows 11 is built for hybrid working, touchscreens, styluses, and even voice commands. So, your team can work the way that suits them best.**

---

## Tailored for modern devices

Whether you're using a laptop, desktop, 2-in-1 device, or tablet, Windows 11 adapts instantly. The interface adjusts based on how you're using it. Keyboard and mouse, stylus, touch, or voice.

The new Pen Menu gives you a handy shortcut bar, making digital inking faster and more fluid. That's useful for marking up documents or signing forms.

## Phone Link: Your smartphone, on your PC

Windows 11 lets you connect your Android or iPhone using Phone Link.

**You can:**

- **Read and reply to texts**
- **View phone notifications**
- **Make and receive calls**
- **Access recent photos**

It's a great way to stay connected without constantly picking up your phone.

## Accessibility for everyone

Windows 11 includes powerful built-in accessibility tools like voice control, live captions, magnifier options, and screen readers. And these are all easily activated and customizable. It's not only inclusive, it also helps people work more comfortably and efficiently.

## Fewer distractions with Focus Assist

Need to get something done? Turn on Focus sessions to silence notifications and set work timers. You can even pair it with Spotify for background music.

### Flexible, intuitive, and built for today's working world

Gone are the days when everyone worked from the same desk, on the same kind of device, in the same way. These days, your team might be spread across locations, using a mix of laptops, desktops, and even tablets.

Windows 11 is built to support that shift. It's more adaptable than ever, making it easier for your people to work in the way that suits them best, without compromising on productivity or security.

### A calm, clutter-free experience

The whole system feels more streamlined. Rounded corners, consistent design, and a simplified Start menu might sound like small things, but together, they help reduce digital fatigue.

And when your tech feels calmer and easier to navigate, people are less frustrated and more productive.

## Your favorite apps still work (and work better)

**When upgrading to a new operating system, one of the biggest concerns for business owners is whether their everyday apps will still work.**

**The good news? Windows 11 has been designed with compatibility in mind. So, if it ran well on Windows 10, it'll almost certainly run just as well on Windows 11.**

### No need to relearn everything

You won't need to start from scratch. Your Microsoft 365 apps, like Word, Excel, Outlook, and Teams, work perfectly. So do most other popular business tools, whether you're using accounting software, CRM systems, or industry-specific applications.

In fact, many apps look sharper and perform faster on Windows 11, thanks to performance improvements and support for newer technology.

## Tighter integration with Microsoft 365

If you use Microsoft 365, you'll benefit from a much more connected experience:

- **Files open faster and are easier to find**
- **Cloud-based documents (like those in OneDrive or SharePoint) integrate smoothly with desktop apps**
- **You can collaborate in real time directly from within Teams or Office apps**

Windows 11 is designed to bring everything together, so your team spends less time jumping between apps. And more time getting things done.

## Welcome upgrades to everyday utilities

Snipping Tool now includes screen recording, voice notes, redaction, and smarter sharing tools.

Clipchamp, Windows' built-in video editor, lets your team quickly edit and publish social media videos, product demos, or internal comms. And yes, with AI-powered templates and effects.

Paint, yes, Paint, now supports layers, transparency, and more for quick image work.

These are bundled in, no extra subscriptions or downloads needed.

## A better experience for cloud-based tools

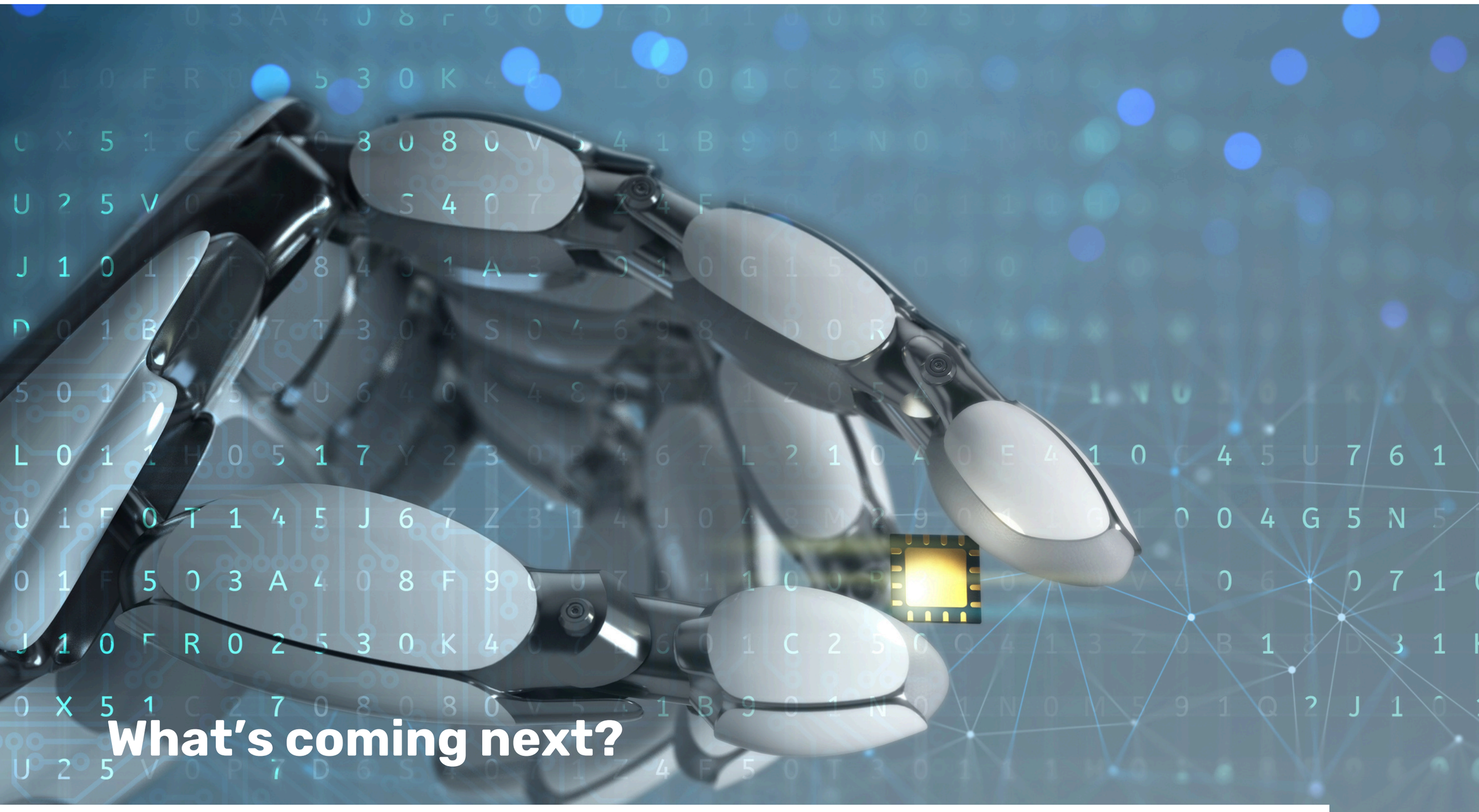
You may rely on cloud apps like Xero, HubSpot, Slack, or Google Workspace. Windows 11 is built to work together with these services. It supports the latest browser standards, runs web apps more efficiently, and keeps your logins more secure with built-in credential protection.

That means fewer hiccups, faster load times, and a smoother experience all round. Whether your apps live on your desktop or in the browser.

## Customize your setup, your way

Every business is different. Windows 11 lets you pin your most-used apps to the Start menu, group them into folders, and create a workspace that suits your workflow.

You can even tailor different desktops for different tasks. One for admin work, another for creative projects, another for meetings. It's about giving your people the freedom to work in the way that works best for them.



# What's coming next?

**Technology doesn't stand still. And neither does Windows 11. One of the biggest advantages of making the switch now is that you're setting your business up for what's coming next.**

**Microsoft is investing heavily in Windows 11. That means new features, improvements, and innovations are being added all the time. Especially in areas like AI, automation, and smarter collaboration tools.**

## Say hello to AI with Microsoft Copilot

Windows 11 is becoming smarter, and that's good news for your team. Microsoft is bringing AI into everyday work through Copilot, your personal assistant built into Windows 11 and Microsoft 365.

**You can:**

- **Draft and rewrite emails in Outlook**
- **Generate summaries of meetings and documents**
- **Answer natural-language questions about your files and apps**
- **Suggest actions or automations based on your habits**

These tools are rolling out gradually. And they'll only work on Windows 11. Staying up to date ensures your business can take advantage of them as they arrive.

## AI-powered productivity: Click to Do

A new AI feature called Click to Do lets you click on things, like text or an image, and take smart actions. Want to copy info, generate a follow-up task, or edit something? Just click and go. It's early days, but this is the kind of shortcut that will save time across every department.

## Smarter search, better updates

Search in Windows 11 is getting more powerful. Type what you're looking for in plain English, like "show me last month's invoice", and Windows can understand what you mean.

And as always, updates continue to improve features quietly in the background, without the disruptive restarts and delays of the past.

## A more connected Microsoft ecosystem

Windows 11 is designed to be part of a bigger, more joined-up Microsoft environment.

**That includes:**

- **Seamless integration with Microsoft 365 and Teams**
- **Better compatibility with Azure services for cloud backups and remote access**
- **Easier management of devices, users, and security across your organization**

This connected approach means less time spent juggling systems and more time focusing on your work.

## A smoother, more reliable experience over time

Windows 11 gets regular feature updates (not just security patches), which gradually improve performance, stability, and user experience. These updates happen in the background and are designed to be less disruptive than in the past.

And because Windows 11 is the long-term focus for Microsoft, you won't be left behind. The features and fixes will keep coming. Without needing to wait for a whole new version of Windows.

# Need help?

**You've made the move to Windows 11. You've got the tools, the features, and the foundation for a faster, more secure, more productive business.**

But what happens when you're not sure how something works? Or you need help setting things up the right way?

**Good news:** You don't have to figure it all out yourself.

Whether you have an in-house IT person or work with a trusted IT support provider (like us), they'll know how to get the most from Windows 11 for your specific setup.

**They can:**

- **Optimize your devices for speed and performance**
- **Ensure the right security settings are in place**
- **Help your team get comfortable with the new layout**
- **Recommend time-saving features and productivity tools**
- **Manage updates, backups, and user access behind the scenes**

If you've got questions or you're not sure if everything's been configured properly, ask. A quick review could make a big difference in day-to-day performance.

## Windows 11 includes help built in

Click the Start menu and type "Help," and you'll find a range of easy-to-follow guides, tips, and support options from Microsoft.

These cover everything from using Snap layouts to adjusting your display settings.

You can also access the Get Help app for step-by-step troubleshooting or connect directly with Microsoft support if needed.

## Encourage your team to ask questions

Don't expect everyone to get it straight away. Even small changes, like the relocated Start menu, can throw people off at first. It's worth giving your team time to explore and ask questions.

Encourage a bit of curiosity. Let them try Snap layouts, voice typing, or Widgets. The more they experiment, the more they'll discover just how helpful Windows 11 can be.

You've taken a big step forward by moving to Windows 11. It's more than just an upgrade, it's a platform for a more modern, efficient, and secure way of working.

There might be a few adjustments at first, but once your team settles in, you'll start to see the benefits: Faster workflows, fewer IT issues, and a system that supports your business as it grows.

**And if you need a hand?**
**We're here to help.**

**Get in touch.**

**CALL: (212) 967-4477**
**EMAIL: info@lenet.com**
**WEBSITE: www.lenet.com**

LENET