Using Windows 10 for a Banner Year

Have you ever wondered what it would be like to have your very own personal assistant? Someone who helps remind you of important things you have to do during the day such as clocking in and out in the Banner system? Windows 10 can be just that, a personal assistant. With tools such as Cortana and Alarms, you won't forget to submit your hours anymore!

Cortana is Window's version of Apple's Siri. The tool functions similarly by simply asking for help with a microphone or on your mobile device. For those of you without a microphone, there is a text option with Cortana. Simply type in the box that says "Ask me anything" located in the lower left by the start button what you are wanting to be reminded of. An example is: "Remind me to submit my time sheet every Friday by 9 AM" and each Friday a reminder will pop up. It's as simple as that.
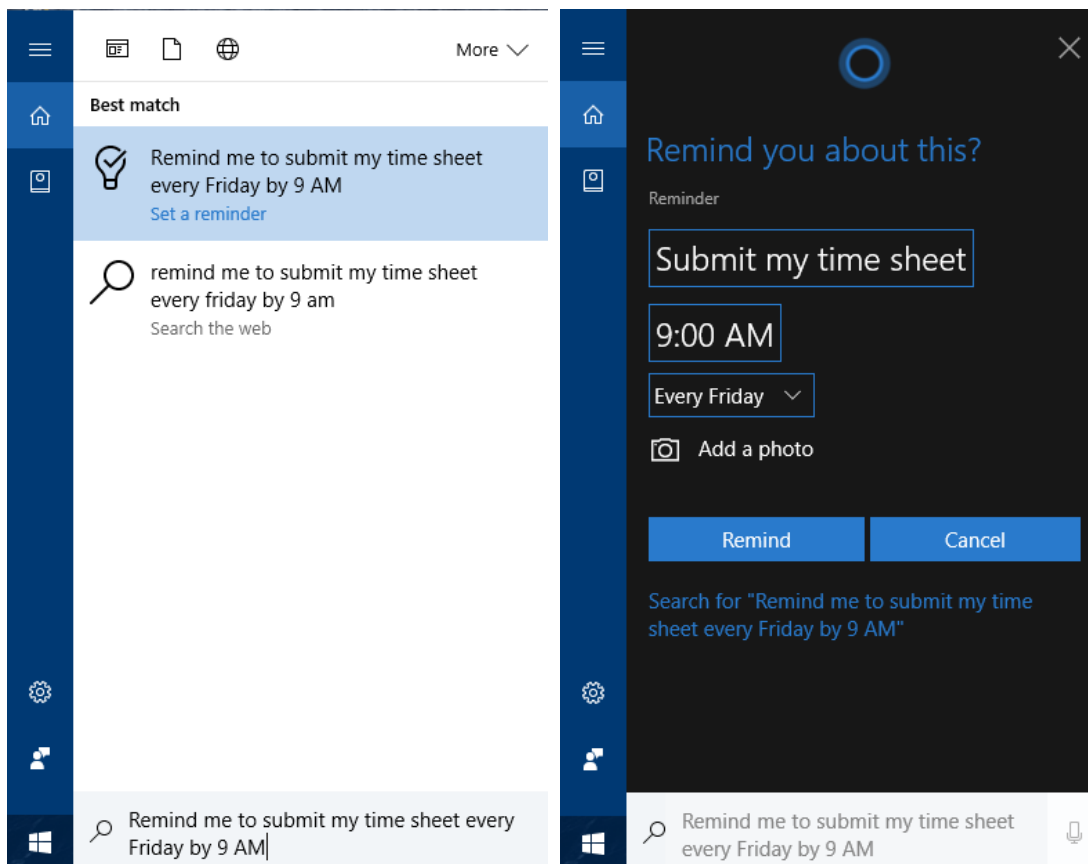
Another useful Windows 10 tool is the "Alarms and Clock" App. This can be found by clicking the Start button and scrolling through the programs. Alarms and Clock should be toward the top of the list. Once open, you can set daily alarms to remind you to check email, get up and go for a walk and clock in/out of Banner. Keep in mind, these alarms will only work if the computer is on and you are logged in.
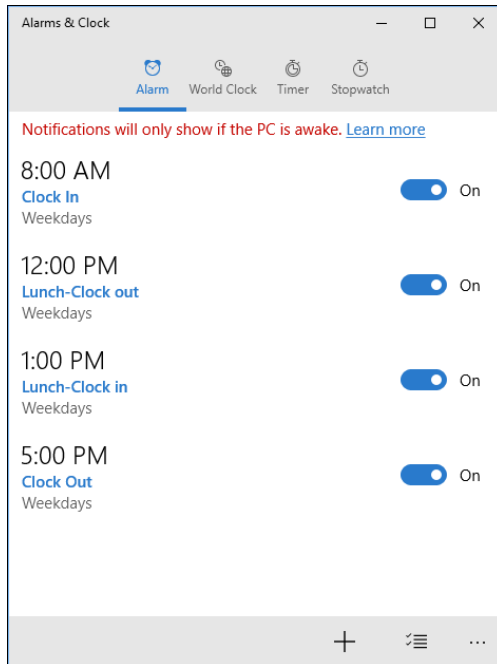
Windows 10 adds a variety of new tools and features to help make your work day easier. If you are interested in upgrading to Windows 10, contact your support specialist to discuss your options.