

How to Activate Microsoft Office

With Windows 10 came Cortana, Microsoft's digital assistant. This wikiHow will teach you how to activate 'Hey Cortana' mode and how to use Cortana on a Windows 10 computer. Click the Cortana icon, which is a white circle. You'll find this...

Activating "Hey Cortana"

1. **Click the Cortana icon, which is a white circle.** You'll find this in your taskbar, next to the search icon.
 1. If the Cortana icon is not here, right-click the taskbar and select **Show Cortana button**.
 2. You can only activate "Hey Cortana" if your computer has a microphone.
2. **Click the settings icon**
 - . You'll see this on the left side of your screen under your profile picture.
 1. This opens the Settings menu to Cortana.
3. **Click the switch to enable it under "Hey Cortana."** With this enabled, your computer will always be listening for you to say "Hey Cortana" and will most likely use more battery power.^[1]

Asking Cortana

1. **Click the white microphone icon in your taskbar.** If you rather not speak your command, you can type a question in the search bar.
2. **Ask your question.** You can ask Cortana what the weather will be like.
3. **Give a command.** You can also tell Cortana to add an appointment to your calendar or remind you about specific interests.

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