

# What is Cortana? How to use Cortana on Windows 10

Understand what Cortana is, know how to activate, use and train Cortana on Windows 10 with simple steps.

If Google has Google Assistant, Apple has Siri, Microsoft has Cortana. Cortana virtual assistant will be "a powerful assistant" for you in the process of using your phone, computer. By default, Cortana is built into Windows 10 but is not automatically activated. Even so, you will not take much time and action to activate Cortana. Let's learn how to use [Cortana](#) effectively on Windows 10!

## 1. What is Cortana?

Cortana is the virtual assistant that Microsoft dedicated to the Windows operating system including: **Windows 10**, **Windows 10 Mobile**, **Xbox One** and a few other operating systems. Languages that Cortana supports include: English, French, German, Spanish, Italian, Chinese (general), Japanese, and Portuguese.

Without using the keyboard, you can still ask Cortana to work on **voice prompts**. This virtual assistant can help you **set reminders**, **look up information**, **search music**, **turn WiFi on and off**, . In addition, you can also ask Cortana common questions like talking to a friend.

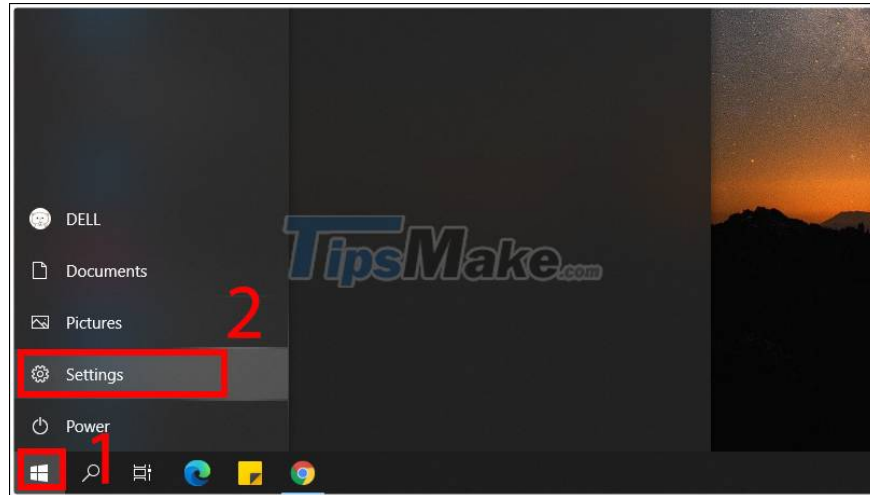


Because it is deeply integrated into the Edge browser on Windows 10, Cortana can look up information with the **Bing search engine**. If the question is simple, the answer will appear in **the search window**. If she encounters a difficult question and Cortana is unsure of the answer, she will open your favorite web browser and a list of results for you to find the answer for yourself.

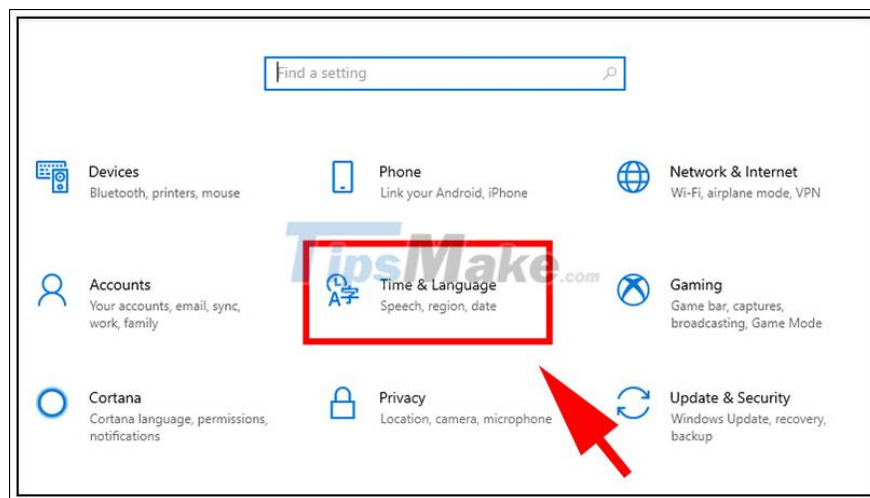
## 2. How to install Cortana on a Windows 10 computer

Since Cortana only supports certain languages, your computer needs to select **the appropriate region** and **language** to use Cortana.

**Step 1** : Click the **Windows** icon > Select **Settings** .

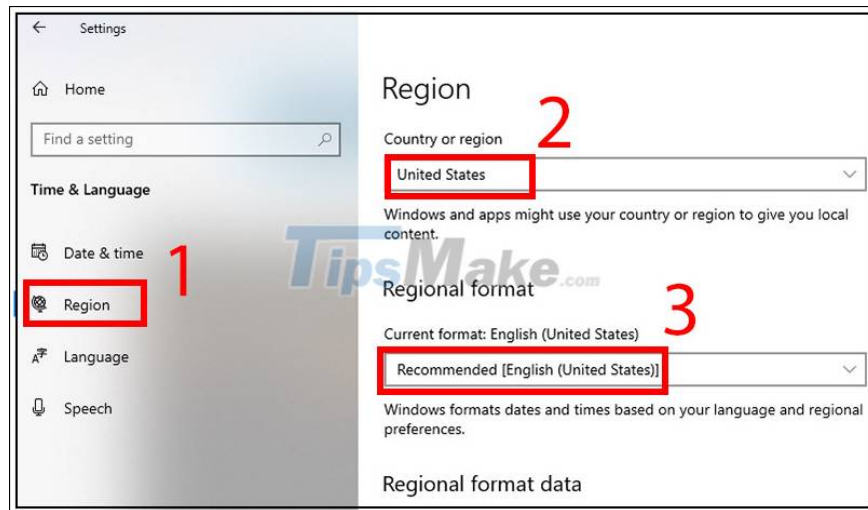


**Step 2** : Select the **Time & Language** tab .



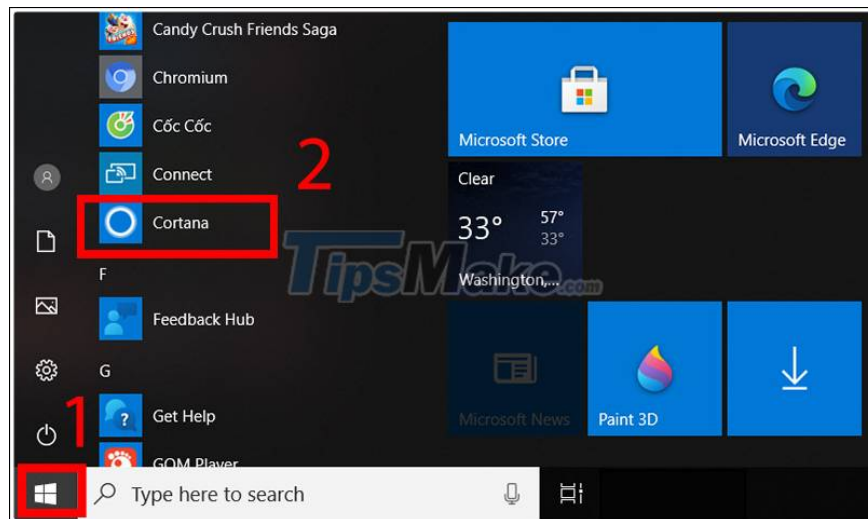
**Step 3** : Select the **Region** tab in the left menu column> Select the region as **United States** > Select the language as **English (United States)** .

You can also choose one of the other languages ??mentioned above for convenience.



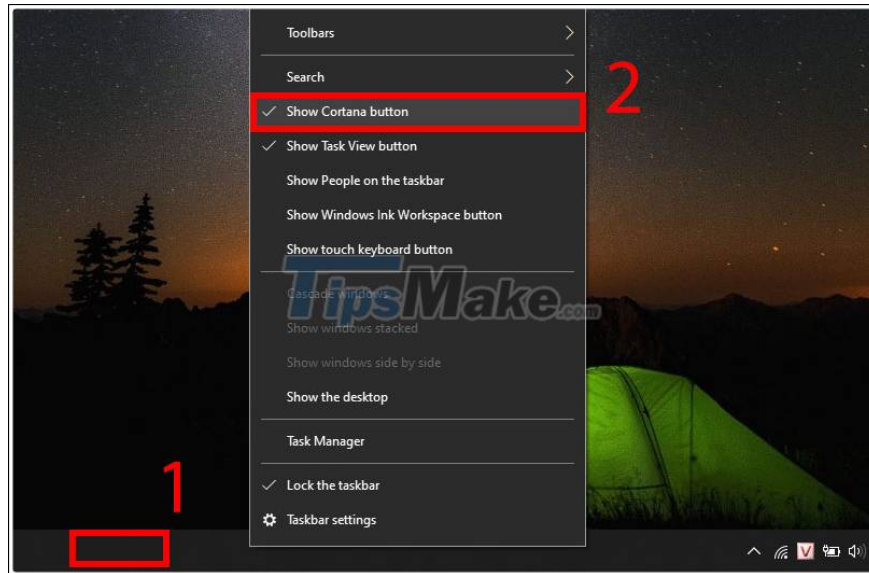
### 3. How to use Cortana

**Step 1 :** Select the **Windows** icon > Select **Cortana** .



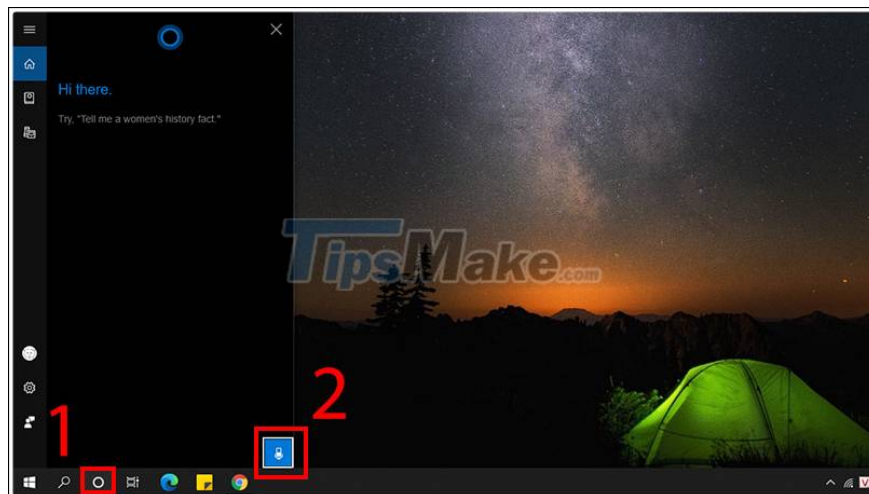
**Step 2 :** Display Cortana icon on the Taskbar.

You should now be able to see the Cortana icon on the Taskbar. If it **doesn't appear** , **right- click the Taskbar** > Check **Show Cortana Botton** .



**Step 3 :** Select **Cortana** on the Taskbar > **Micro Icon** .

Now, you can ask Cortana any question in the language you installed earlier for Cortana. Then, take a look at how this virtual assistant quickly and intelligently responds!



#### 4. How to call Cortana

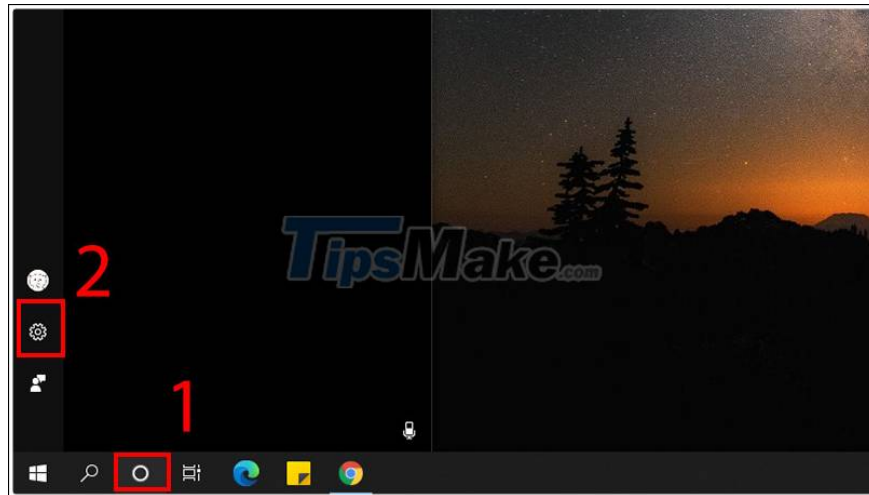
You can call Cortana in **2 ways** below:

**Method 1 :** Press the **Windows + C** key combination and start speaking.

**Method 2 :** Say "**Hey, Cortana**".

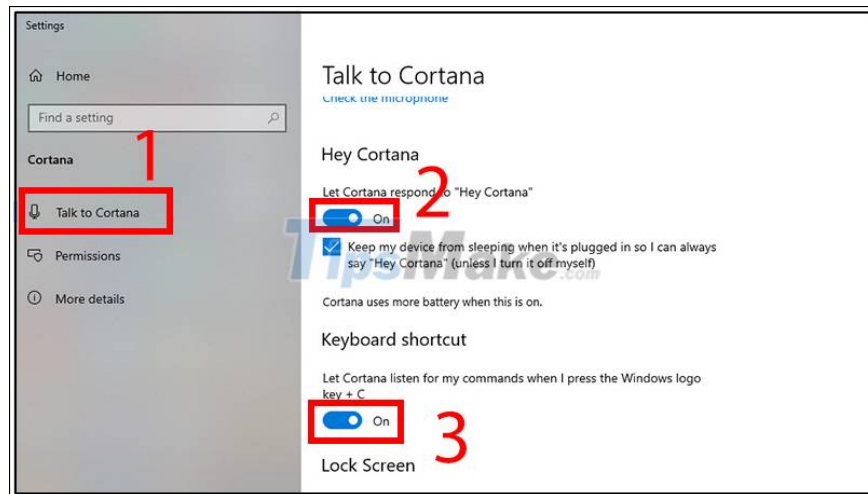
To be able to call Cortana in these 2 ways, you need to do the 2 steps below.

**Step 1 :** Open **Cortana** > Select **Settings** .



**Step 2 :** Select **Talk to Cortana** > Turn on **Hey, Cortana** and **Windows + C** functions .

At the **Talk to Cortana** tab on the left menu, you drag the switch from **Off to On** in **Hey, Cortana** and **Keyboard Shortcut** functions .



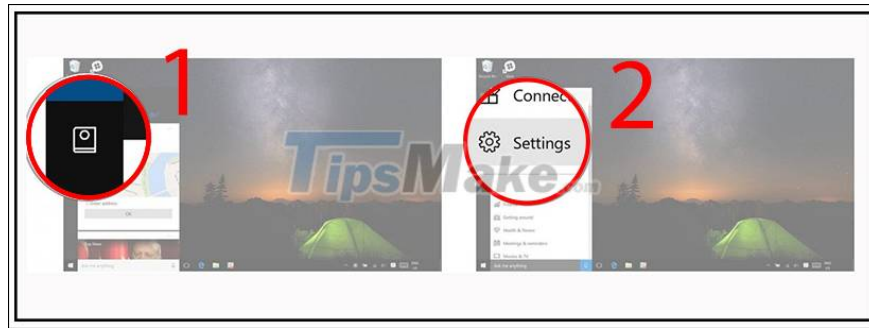
## 5. How to train Cortana to only answer your voice

Coach Cortana only responds to her voice in case someone else wakes up and commands her. You need to be in a **quiet place** to train Cortana to get acquainted and only answer your voice!

**Step 1 :** Open **Cortana** .

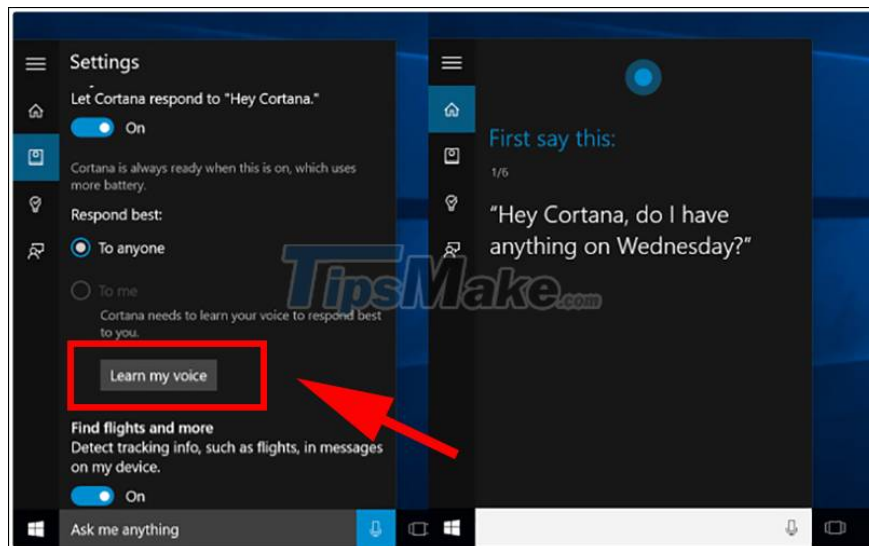
You can press the **Windows + C** key combination or click on **the Cortana icon** in the Taskbar to open the utility.

Then open **Notebook** (a small book-like icon below the house icon) on the Cortana app screen> Select **Settings** .



**Step 2 :** Click **Learn my voice** and start training Cortana.

You will be asked to speak **6 sentences** so you need to speak **loud and clear** for Cortana to correctly recognize your voice!



So, with just simple steps, you can use the Cortana virtual assistant feature on Windows 10 operating system. Hope you can successfully activate Cortana yourself and have a good experience with this feature.

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