


How to browse the web in Windows 10: Microsoft Edge basics

 [Print this guide](#)

A run-through some of the key features found in Microsoft Edge




Microsoft Edge is Microsoft's latest internet browser. It features all the basic functionality you'd expect from a web browser, but it also contains a number of new features.

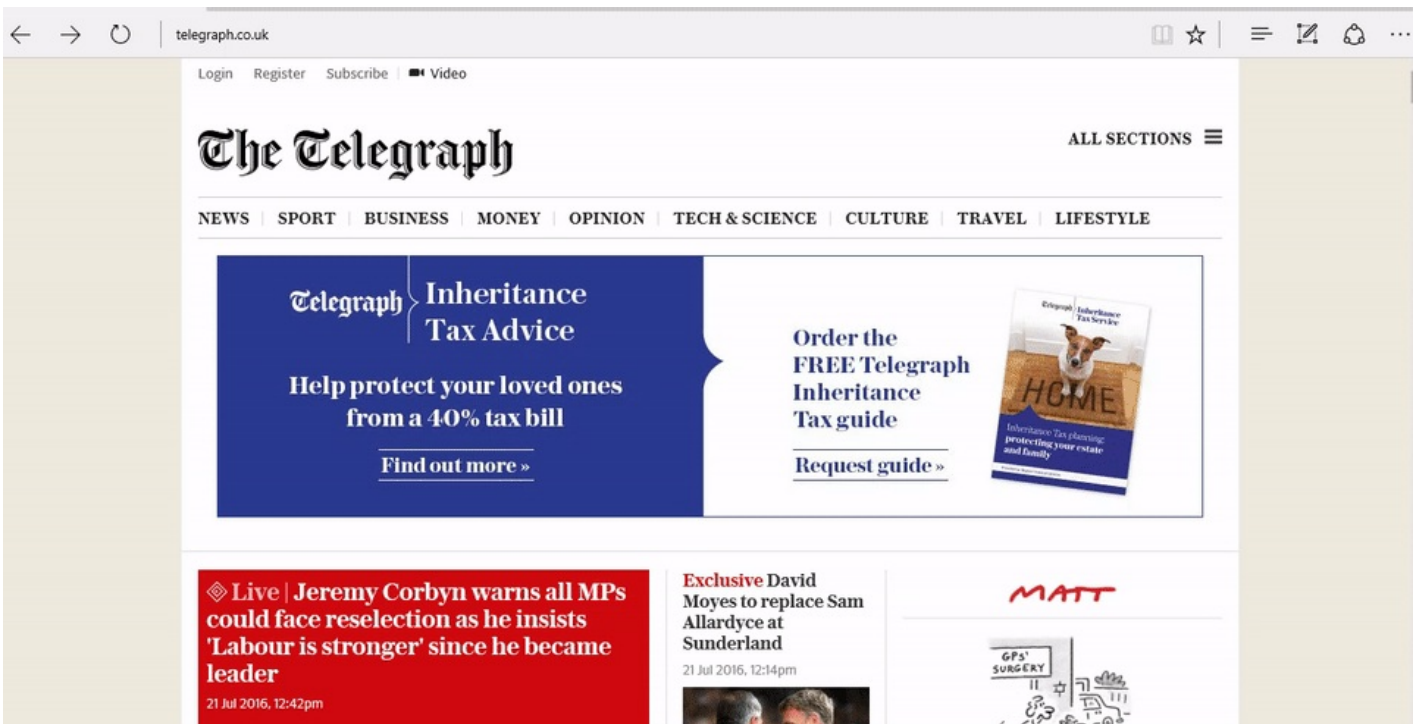
Read on to learn how to:

- search the internet using the address bar
- set up and access reading lists
- simplify the appearance of a web page for easier reading

How to search faster from the address bar

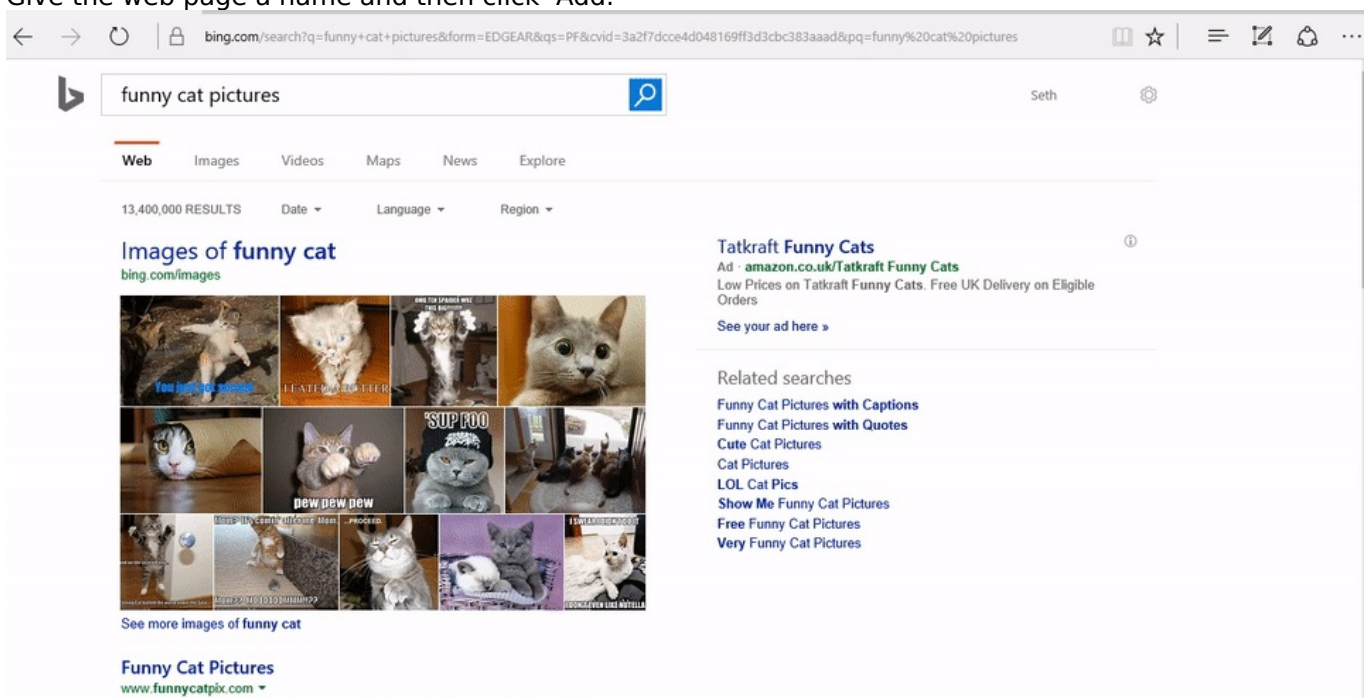
1. To open Microsoft Edge, click on the  icon on your taskbar or desktop.
2. If you want to carry out an online search, simply type in the topic in the address bar (where you write the name of the site you want to visit). This will give you a range of answers without your having to visit a search engine.

Watch the below to see how it works:



How to set up and access reading lists

1. If there's an article or web page you'd like to read, but you don't have time right now, you can set up a reading list in Microsoft Edge. This will synchronise across all your Windows 10 devices if you're signed in with your Microsoft account.
2. On the top right hand of the Microsoft Edge window, click on the star.
3. Click on the right hand icon labelled 'Reading list.'
4. Give the web page a name and then click 'Add.'

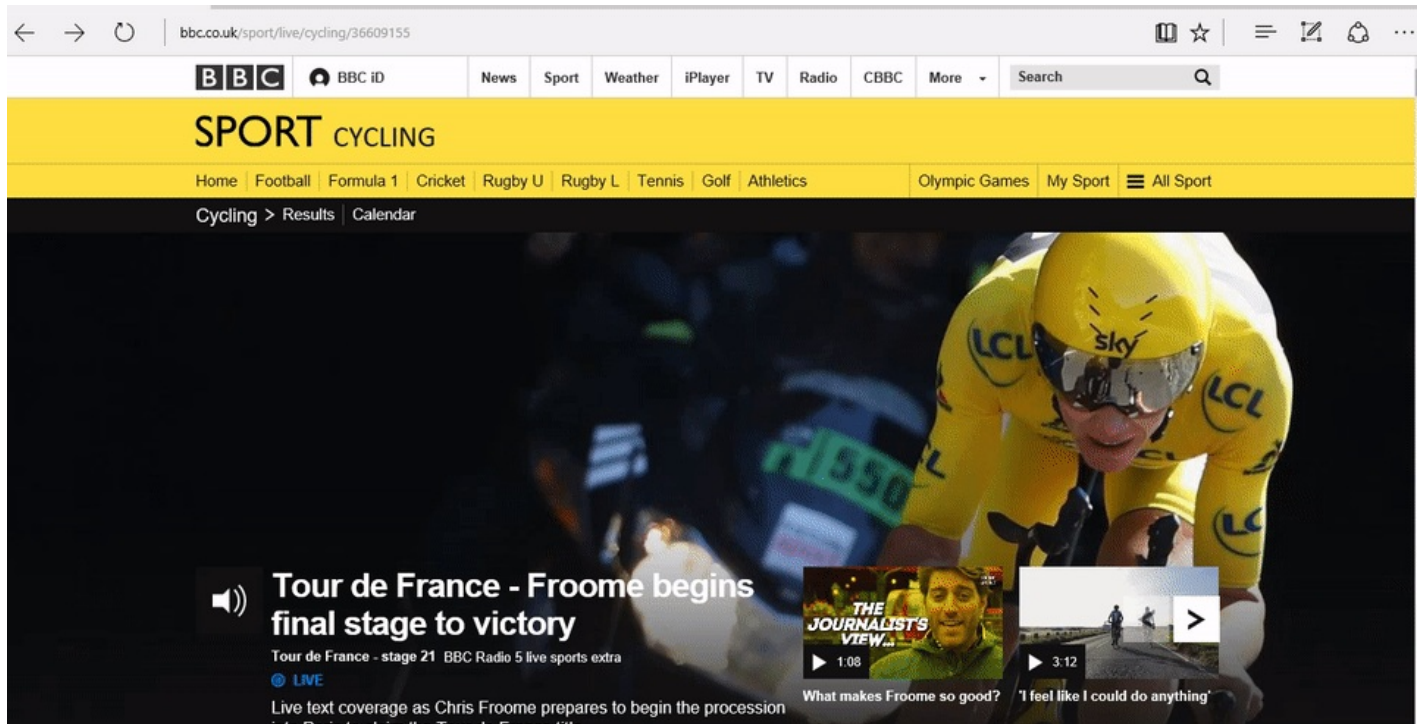


5. When you want to read an item in your reading list, click on the icon with three lines in the top right hand of the screen. This will display everything you've added to your reading list.

How to simplify the appearance of a web page

1. If you prefer a clean, easy to read layout for your web pages, click on the icon of a book in the top right hand corner of Microsoft Edge to turn on reading view. This will bring the text to the front and centre of the page, making it easier to read.
2. Adjust the reading view style and font size to suit your needs by clicking on the icon with three dots ('More'), selecting 'Settings' and scrolling down to the reading options.
3. To exit reading view, simply click on the book icon again.

Watch the below to see how it works:



The screenshot shows the BBC Sport website interface. At the top, there's a navigation bar with the BBC logo and links to News, Sport, Weather, iPlayer, TV, Radio, CBBC, and a search bar. Below this is a yellow banner with 'SPORT CYCLING' and sub-navigation for Home, Football, Formula 1, Cricket, Rugby U, Rugby L, Tennis, Golf, Athletics, Olympic Games, My Sport, and All Sport. The main content area features a large video player with the title 'Tour de France - Froome begins final stage to victory' and a 'LIVE' indicator. The video player includes a progress bar and a thumbnail for 'THE JOURNALIST'S VIEW'.

In summary

That's a simple overview of some of the basic features of Microsoft Edge. Read through some of the more advanced features of Microsoft's latest web browser, plus other aspects of Windows 10, in our wider collection of Windows 10 guides.

Next steps


- [▶ How to browse the web in Windows 10: Microsoft Edge basics](#)
- [▶ What's new in Windows 10?](#)
- [▶ An introduction to using Cortana in Windows 10](#)
- [▶ What are the main differences between Windows 8 and Windows 10?](#)
- [▶ How to sign in to Windows 10 using a Microsoft account](#)
- [▶ How to set up email and calendars in Windows 10](#)
- [▶ How to use and download apps in Windows 10](#)
- [▶ A guide to internet security](#)

Want to help people learn Digital Skills?

Find out about Digital Champions



Digital Unite

 [0800 228 9272](tel:08002289272)

 du@digitalunite.com

[Get in touch](#)

[Privacy policy](#)

[Terms of use](#)

[Cookie policy](#)




Our learning platforms

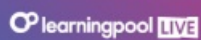
[Digital Champions Network](#)

[Inspire](#)



Learning Pool Award
Winner 2023







Our newsletter

Research, resources, insights and offers.