

How to set up Cortana (or remove her) in Windows 10

Cortana, the personal digital assistant feature in Windows 10, will help you complete tasks, make it to your appointments on time, send messages and emails on your behalf, research the web and even launch applications.

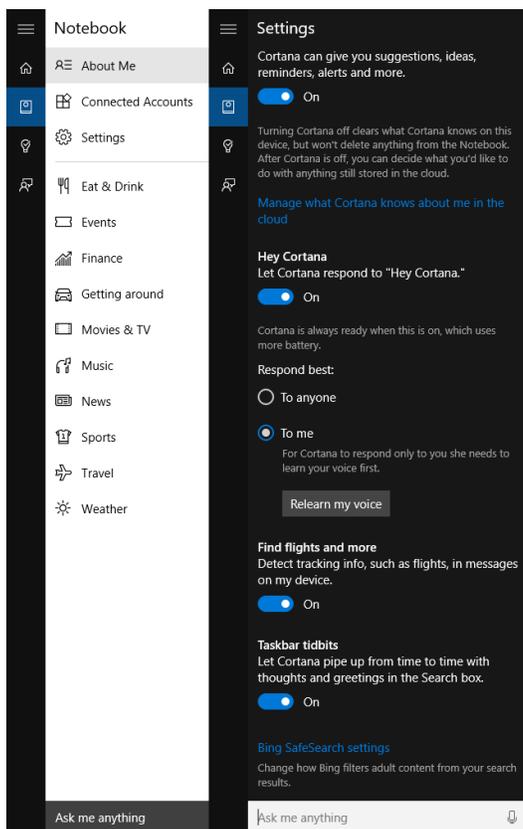
Originally released with the Windows Phone (and named after the AI character from Microsoft's Halo franchise, looks to be a key element in the Windows 10 operating system.

To begin the set up process, click or tap the microphone icon in the search bar and say "Hey Cortana" (if listening is enabled), followed by your question or search term.

When properly set up Cortana is a powerful digital assistant.

Start by clicking into the Cortana search box, and waiting for the results pane to appear. In the top-left corner of this, click the "hamburger" menu and then open Notebook.

This tool allows you to determine what information Cortana can gather about you, and the more data she has, the more she can do.



Cortana will have already asked you to input your name, but you can change this and more by opening **About Me**. Here, set the name you want her to use. Under Settings you can enable tracking info by switching on Find flights and more, which analyses your emails for such details.

The Settings screen also enables you to toggle whether Cortana responds to "Hey, Cortana" which is very similar to Android's "OK, Google" –the system will constantly be on the look-out for you saying this phrase, and will open Cortana when it is detected. You can let Cortana respond to **anyone** uttering the phrase or train her to recognize your voice and respond to **you only**.

For instance, you can provide information about what news topics you're interested in, such as TV shows, political movements, or sports teams.

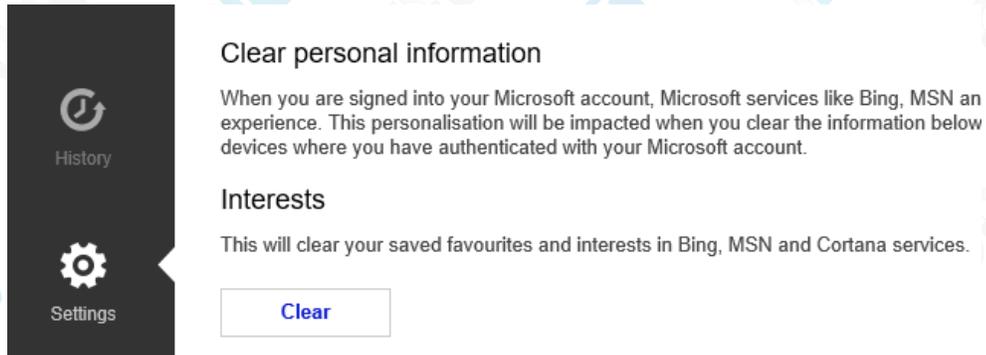
You can specify favorite places which can be used to calculate distance and routes for driving (particularly suited to Windows 10 mobile and tablet devices) and set reminders based on your location (such as "remind me to borrow that chair from moms house.")

To train Cortana, open the menu and go to **Notebook > Settings**, scroll down and click or tap **Learn my voice**. You'll then be prompted to start talking to Cortana, so that she can get an idea of how you pronounce and intone particular words. In the majority of cases, she'll be able to detect your commands within a few minutes of training.

Cortana and Your Privacy

Cortana knows a lot about you and what she knows is stored in a secure online database attached to your OneDrive cloud, but if you're concerned about this, you can visit an online settings page and adjust how much information is stored, or even delete it entirely.

To do this, open **Start > Settings** and select **Privacy**. From here, find Speech, inking & typing and look for **manage cloud info**. Use the Go to Bing and manage personal info for all your choices link to make changes to what Cortana searches for and retains.



In the **Personalization** tab you have the option to **Clear** favorites and interests in Cortana, which for the sake of privacy you should use if you want to keep Cortana's data collection under control. You can also use this button to clean things up should you decide to disable Cortana.

To Disable Cortana

Open **Cortana > Notebook > Settings** and switching Cortana to **Off**.

If you are not using Cortana, remember to turn off the information collection. Return to **Start > Settings > Privacy > Speech, inking & typing**, and select **Stop getting to know me** to completely disable Cortana, confirming your action by clicking **Turn off**.