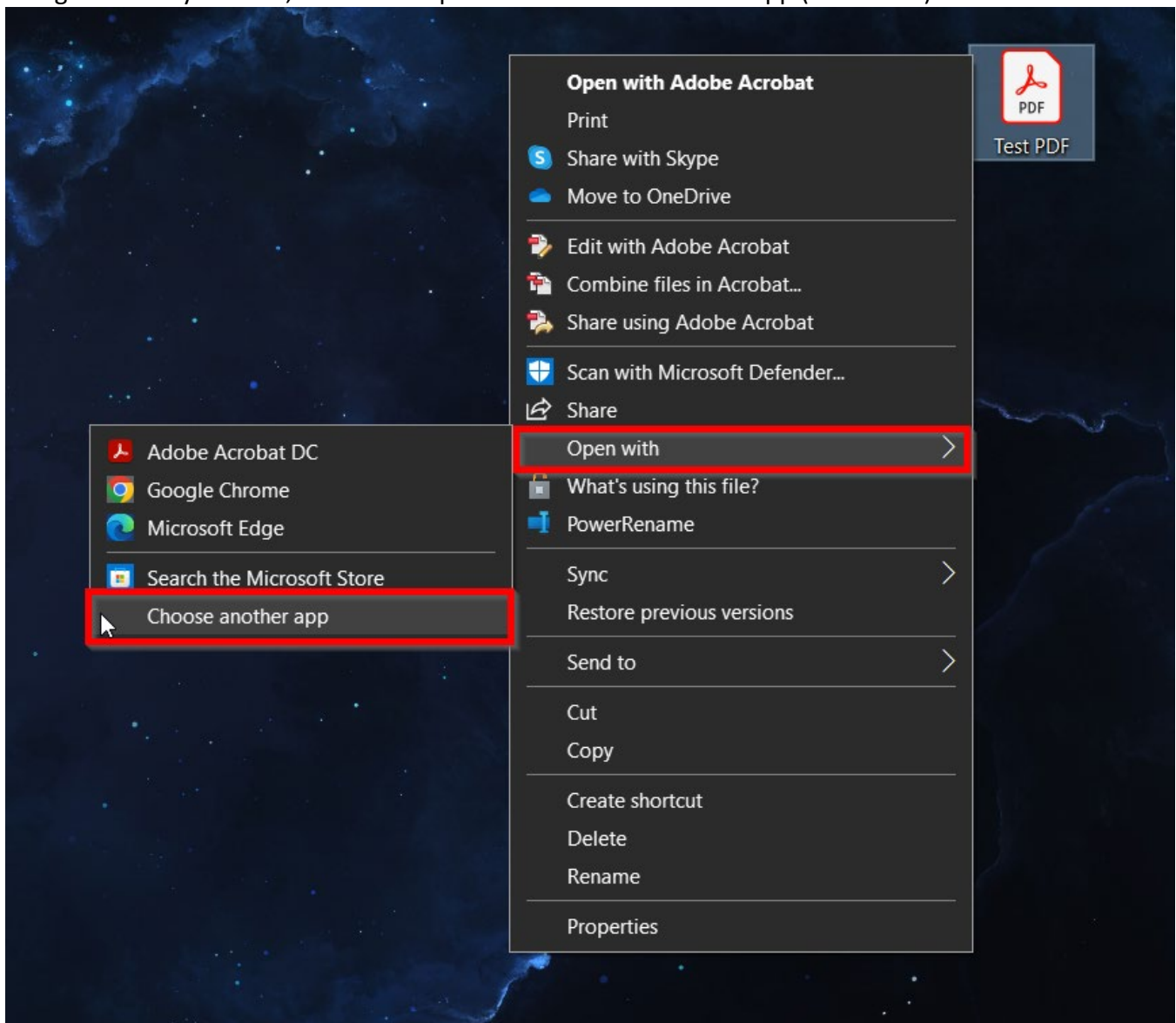


How to make Microsoft Edge your Default App for opening PDFs

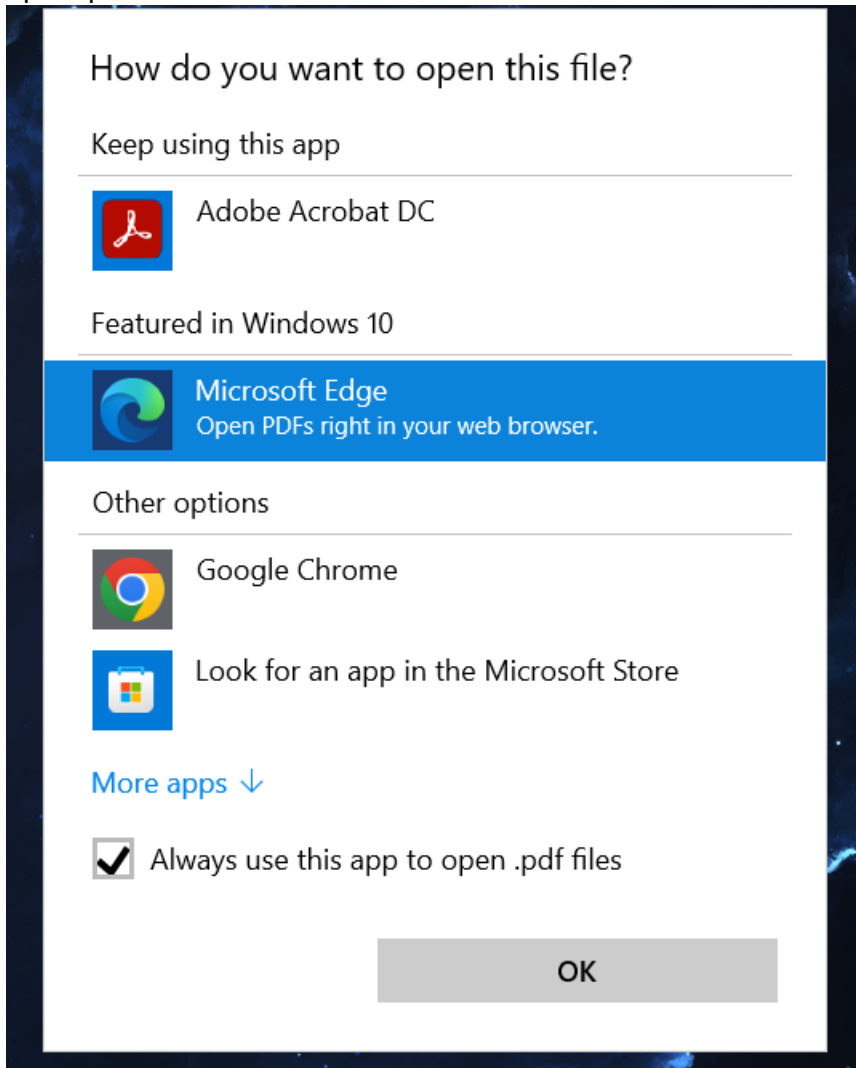
There are two ways to change your default app from Adobe to Microsoft Edge:

OPTION 1:

1: Right click any PDF file, and select Open with > Choose another app (see below)



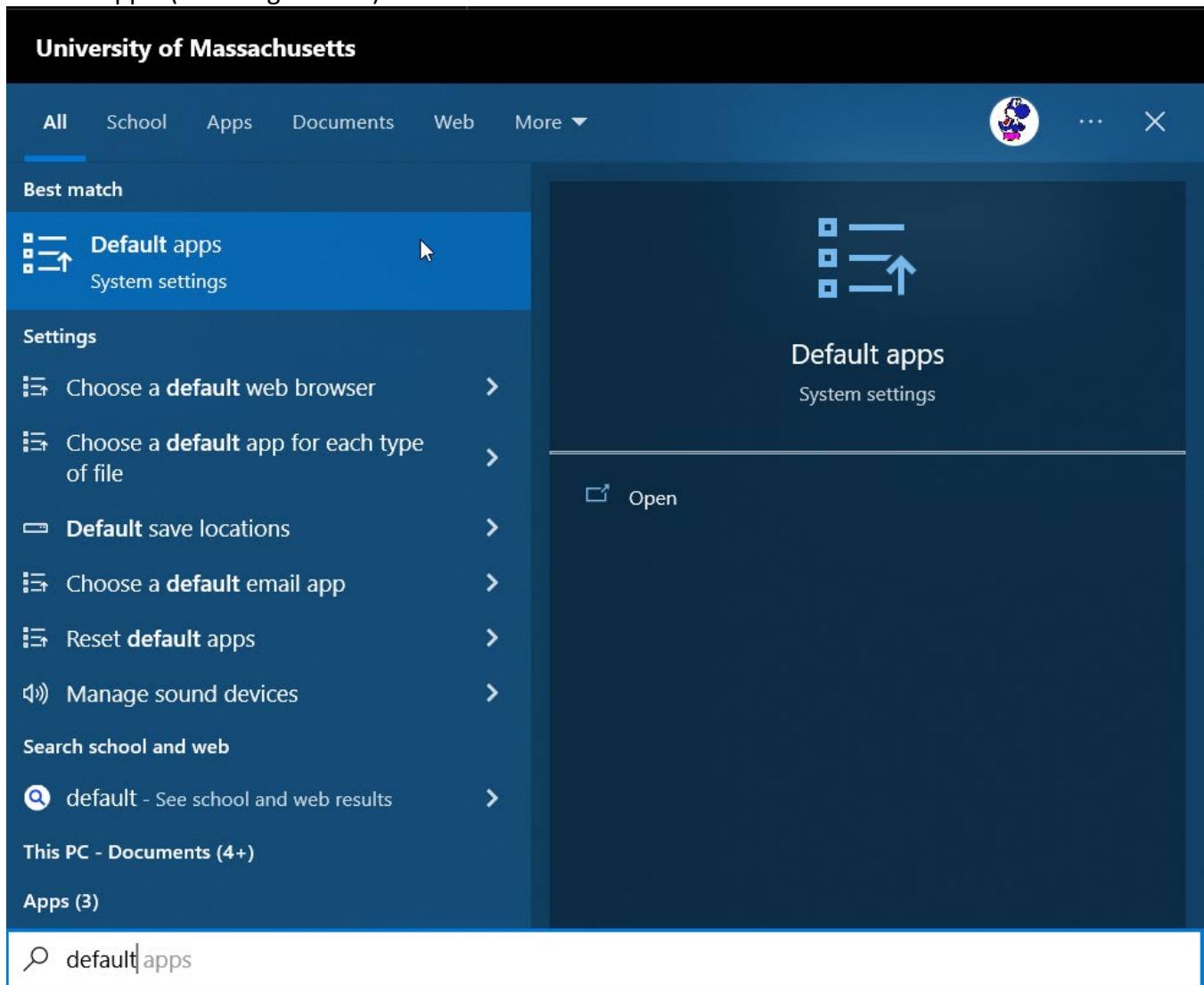
Next, Click on Microsoft Edge, and then, check the check box at the bottom to “Always use this app to open .pdf files” and click OK.



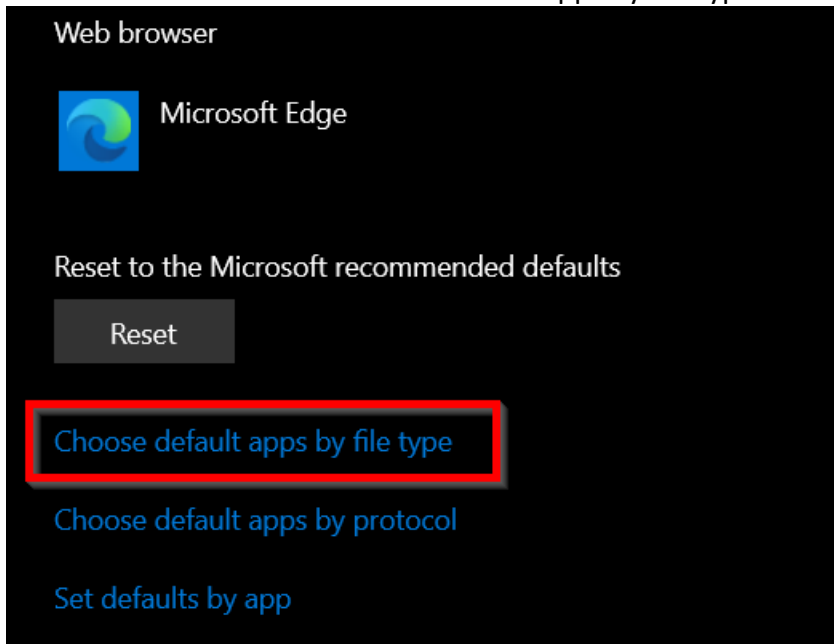
Now any .pdf files you open should automatically open in Microsoft Edge.

OPTION 2:

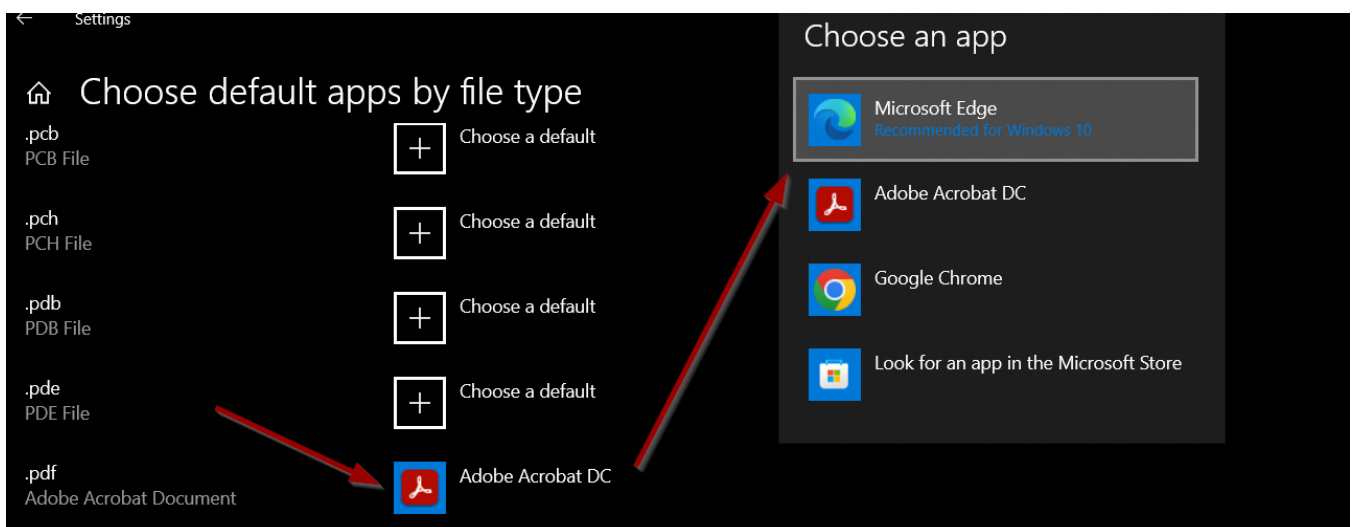
1. Click on the Windows icon in the bottom left corner of your screen (or simply press the Windows key between Ctrl and Alt on your keyboard) and start typing default and click on Default Apps. (see image below)



2. Scroll down and click on "Choose default apps by file type"




3. It will take a few moments to load, once the list loads, scroll down (it's pretty far down the list) through the alphabetical list to pdf. Click on .pdf and then Microsoft Edge






Once you have done this, your screen should now look like this.



4. Try to open any pdf, it *should* open in Microsoft Edge. You will also notice, when you view pdf files in Windows Explorer (the yellow folder icon) that under the Type column, it will say “Microsoft Edge PDF Document”.



| Name | Date modified | Type | Size |
|---|--------------------|-----------------------------|--------|
|  Add Calendar Guide | 7/31/2023 10:37 AM | Microsoft Edge PDF Document | 529 KB |
|  Outlook App - Add a shared mailbox | 1/20/2023 10:27 AM | Microsoft Edge PDF Document | 300 KB |
|  Outlook on the web - Add a shared mail... | 2/9/2023 10:21 AM | Microsoft Edge PDF Document | 100 KB |

5. If this doesn't work, or you run into any trouble, give our help desk a call at 413-545-1956 and one of our technicians can assist you.