

# Exercise 1 - Configuring Start Menu Settings

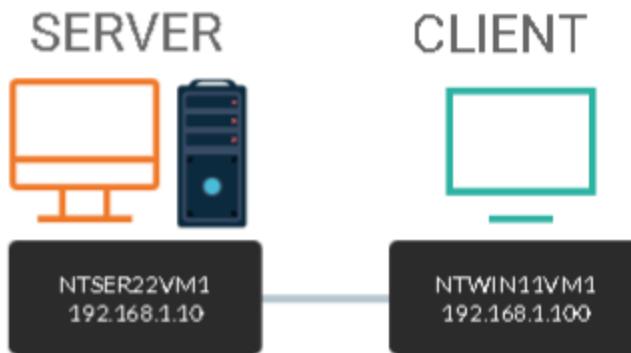
In Windows 11, Microsoft has reintroduced the Start menu, which now includes more customizable features and live tiles. With a simple click and drag motion, the start menu may be dynamically enlarged. In addition, live tiles include apps like News and Meteorological, which provide a quick overview of current events and weather conditions in the area.

Windows provides two Start menu settings: a global Start menu folder that applies to all Windows users who log on to the computer, and a user-specific Start menu folder. The personal Start menu folder, on the other hand, can be customized by the user as needed.

In this exercise,

1. Examine Global Start Menu Folder and Personal Start Folder
2. Export the Start Menu Settings and Deploy the Start Menu Layout via Group Policy

## Topology



DOMAIN = networktute.com

NTSER22VM1 = Windows Server 2022 – Domain Controller

NTWIN11VM1 = Windows 11 – Domain Member

## Prerequisite

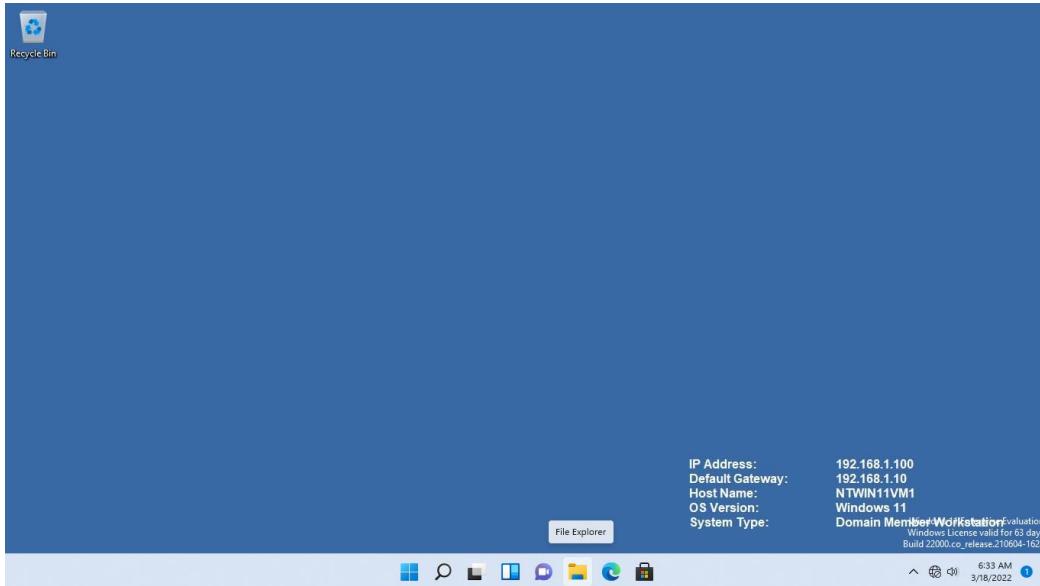
- *VMware Workstation 16 Pro*
  - When making this tutorial, we used the “Windows Server 2019” VM Template and “Windows 10 & later” VM Template. Since VMware didn’t have the updated templates.
- *Microsoft Windows Server 2022*
- *Microsoft Windows 11*

## Task 1: Examine the Global Start Menu Folder

A global Start menu folder applies to any user that signs-in to Windows 11. In this task, we will view the folder structure of the Start menu and make some changes to the content of the Startup folder.

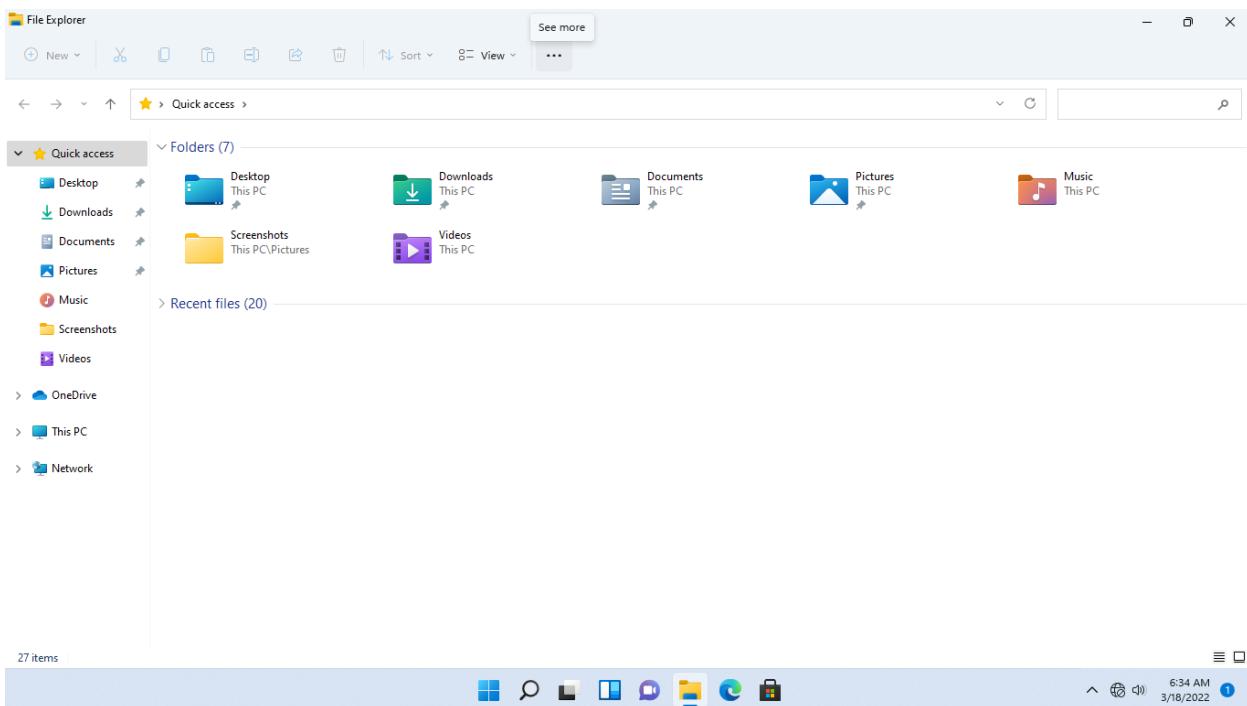
### Step 1:

Ensure you have connected to **NTWIN11VM1**. Click **File Explorer** on the **Taskbar**.



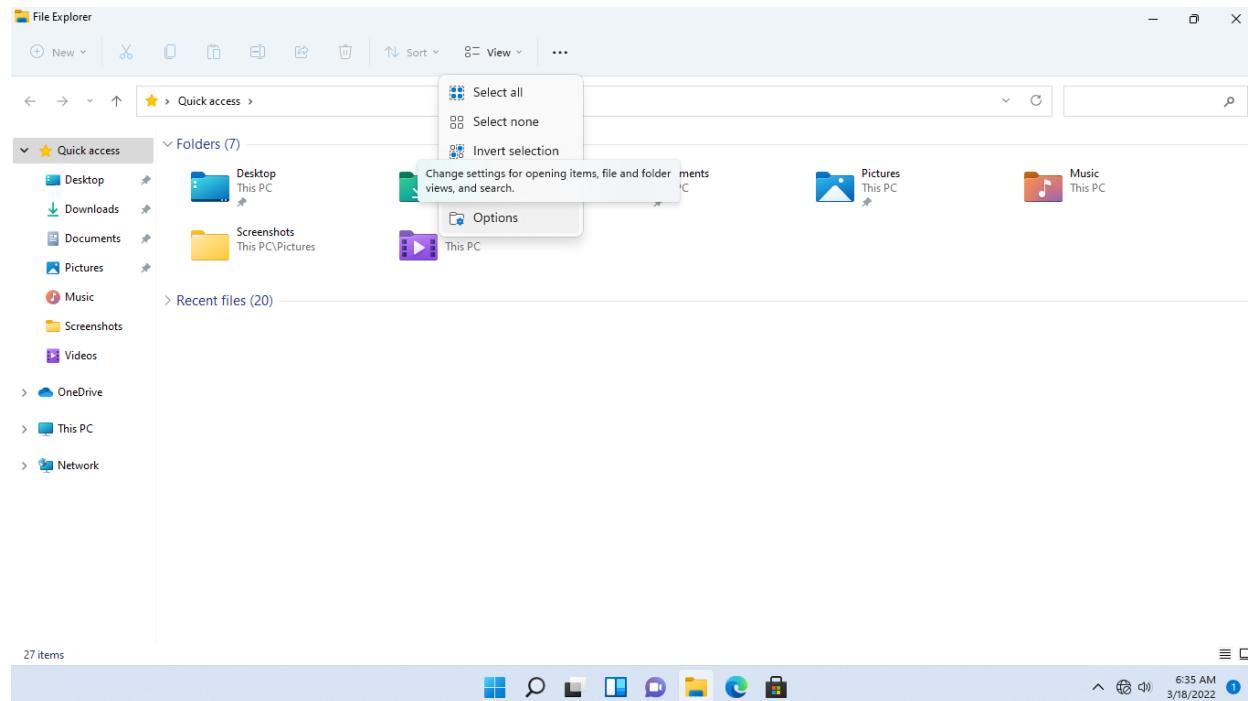
### Step 2:

On the **File Explorer** window, click the **See More** near View tab.



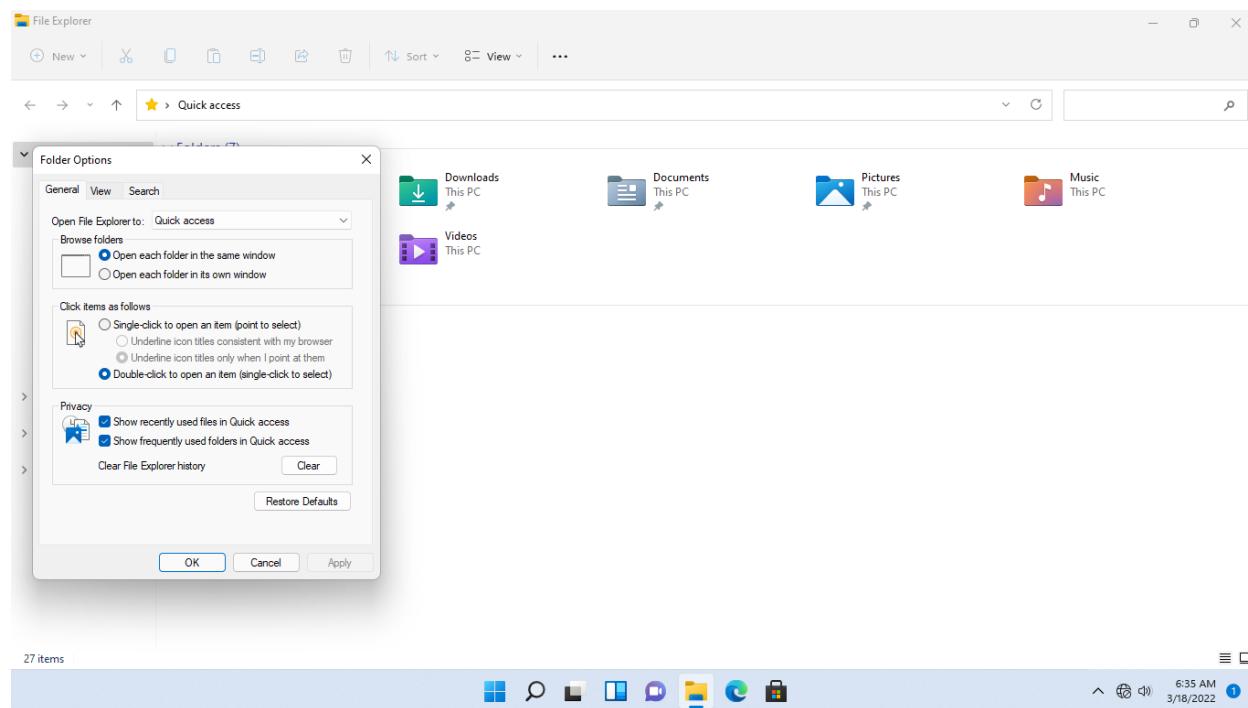
### Step 3:

From the **View** tab ribbon, click **Options** and select **Change folder and search options**.



### Step 4:

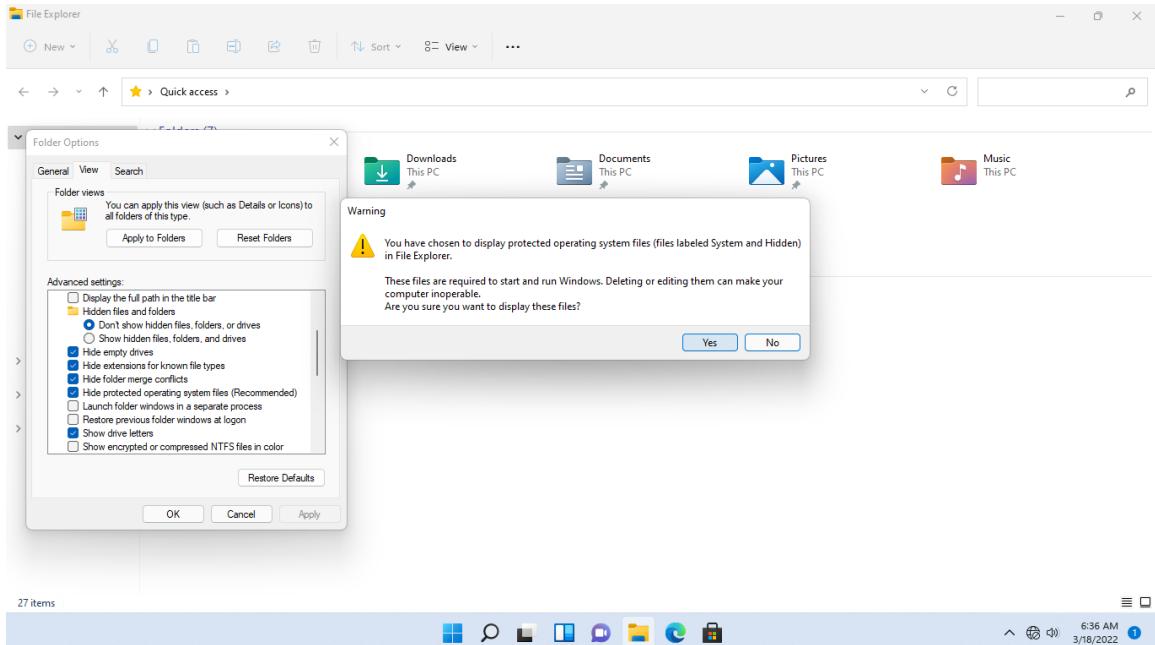
On the **Folder Options** dialog box, click the **View** tab.



## Step 5:

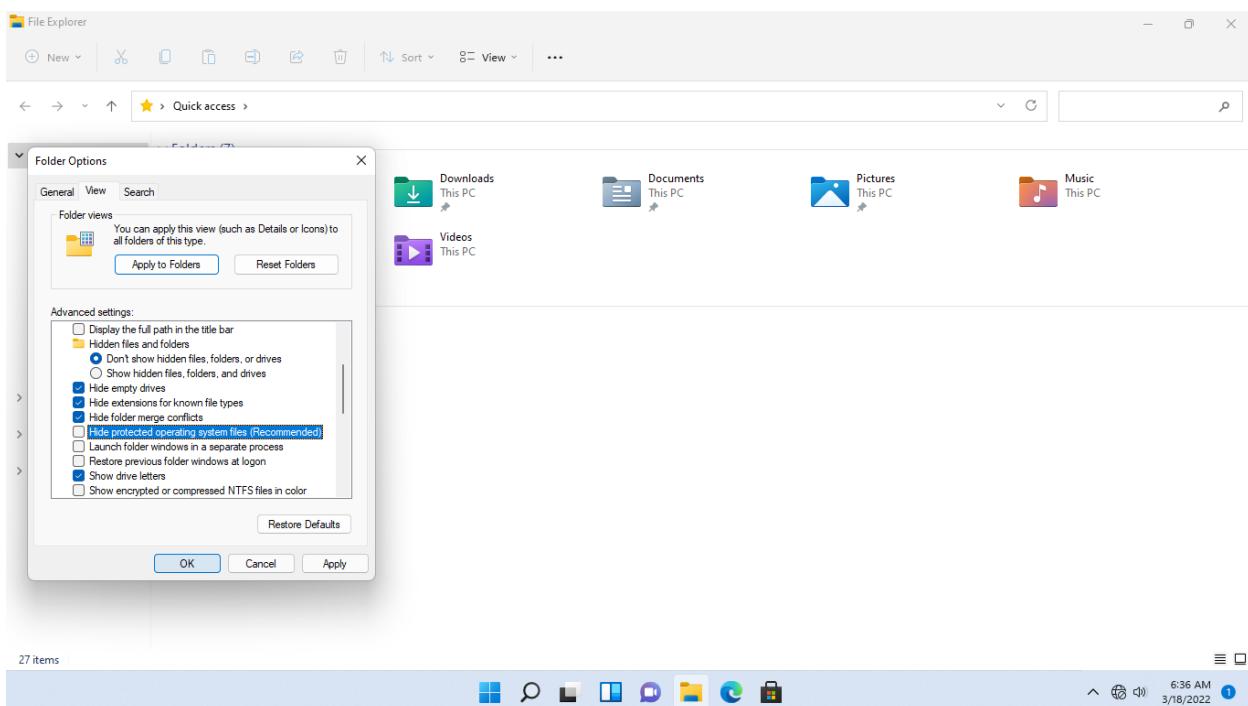
Under the **View** tab, select the **Show hidden files, folders and drives** option. Then, **untick the Hide protected operating system files (Recommended)** checkbox.

Click **Yes** on the message box that warns that you are about to display protected operating system files



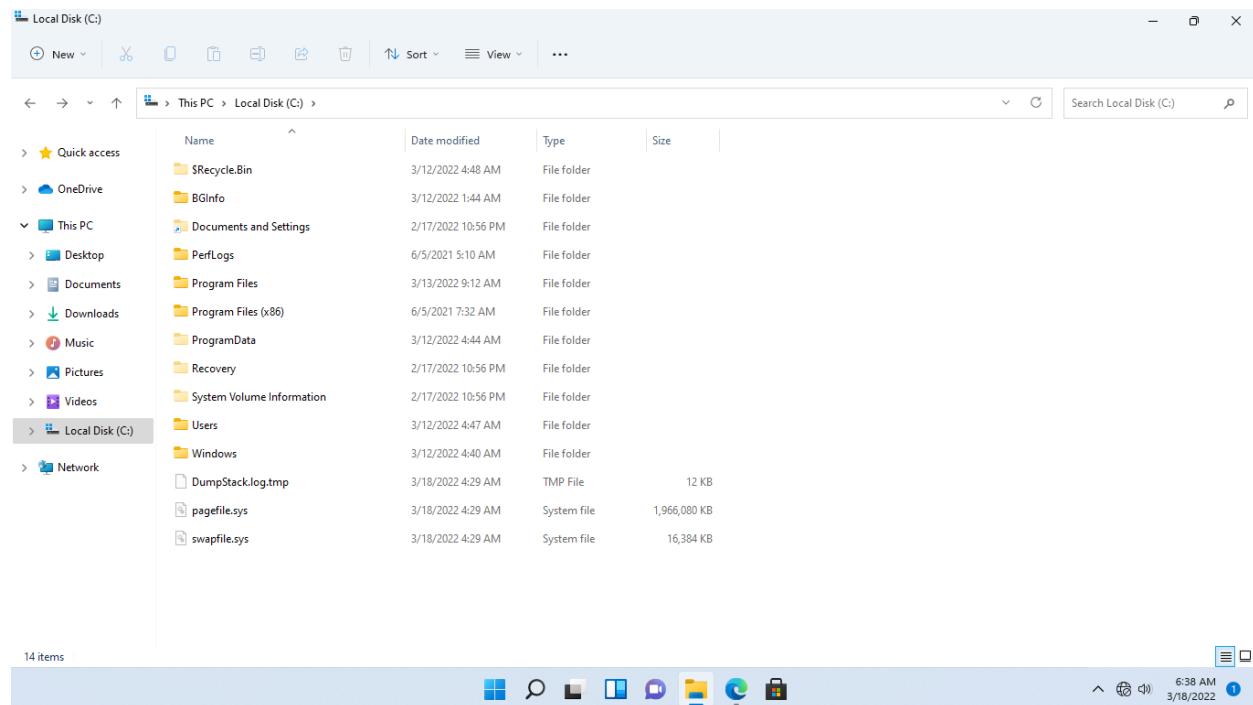
## Step 6:

Click **OK** to close **Folder Options**.



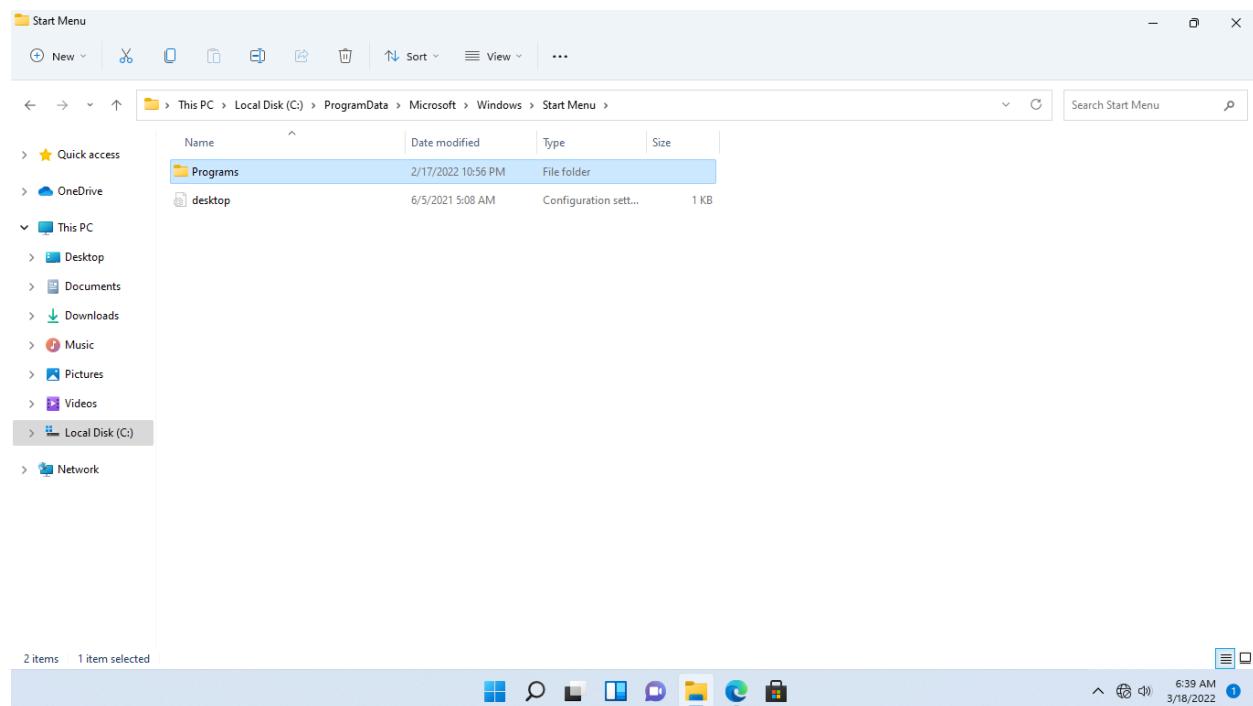
## Step 7:

Back in the File Explorer window, on the left pane, expand **This PC** and click on the **Local Disk (C:)** drive.



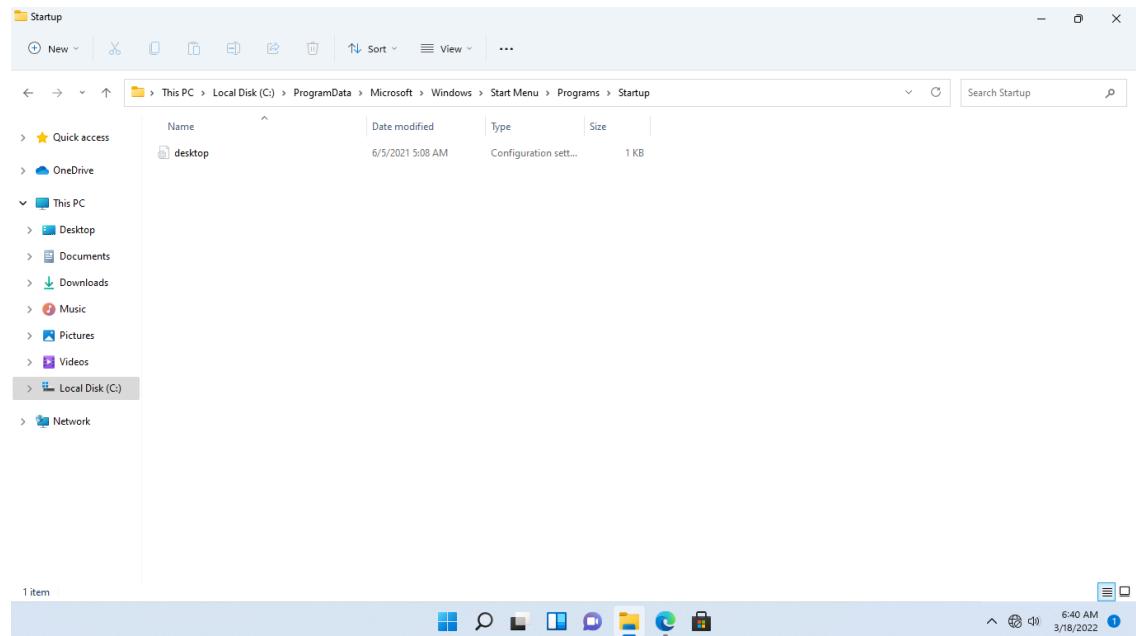
## Step 8:

In the right details pane, double-click **Program Data > Microsoft > Windows > Start Menu > Programs**.



## Step 9:

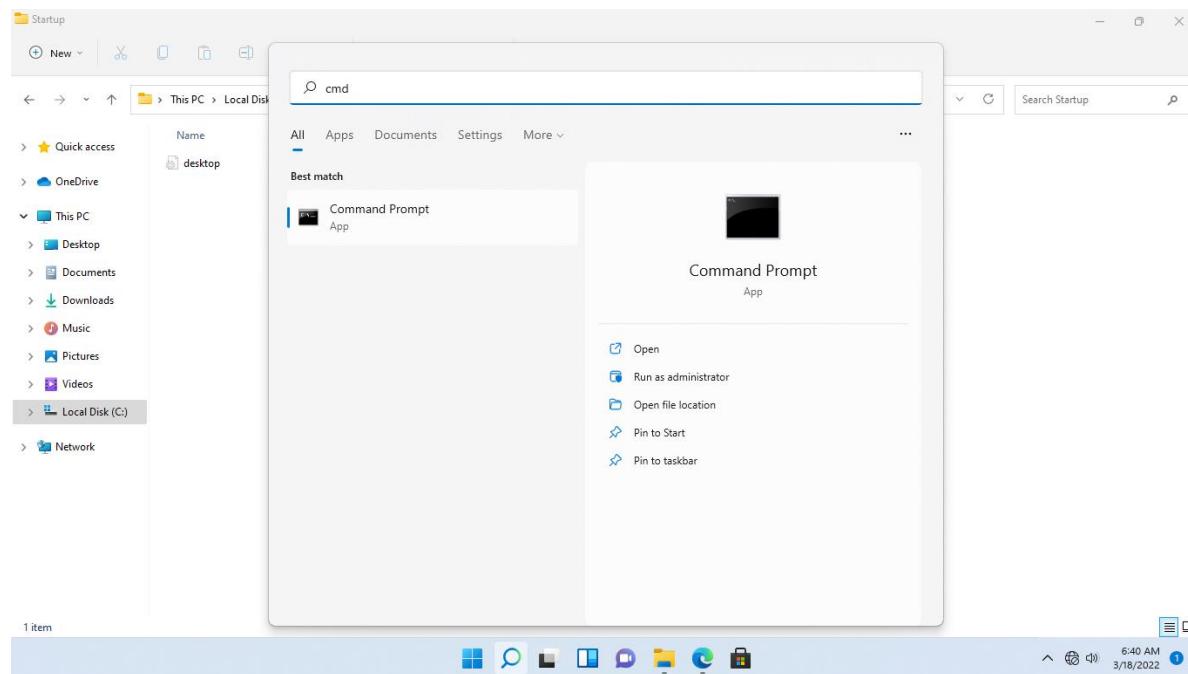
From the **Programs** folder, double-click the **Startup** folder. The programs that start upon sign-in to **NTWIN11VM1** are displayed in the right details pane.



## Step 10:

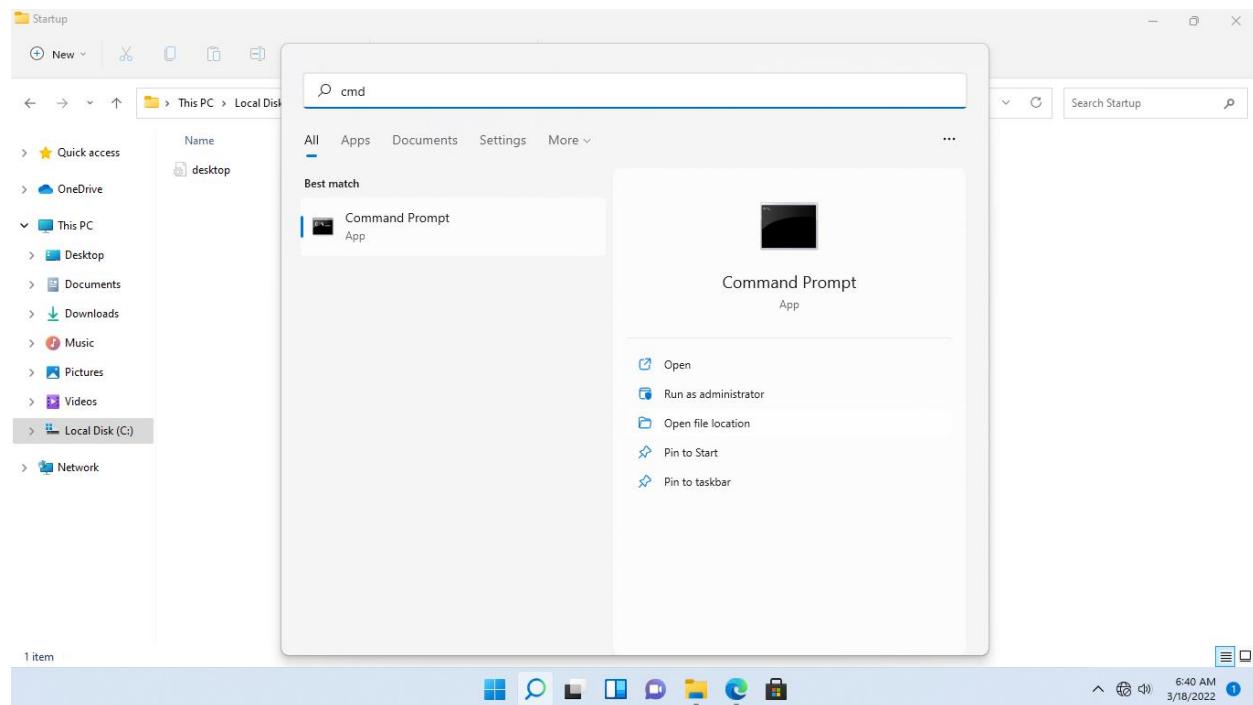
Now to modify the list of programs that run upon signing in, you will copy the Command Prompt app and save it into the Programs > Startup folder.

In the **Type here to search** textbox, type: **cmd**



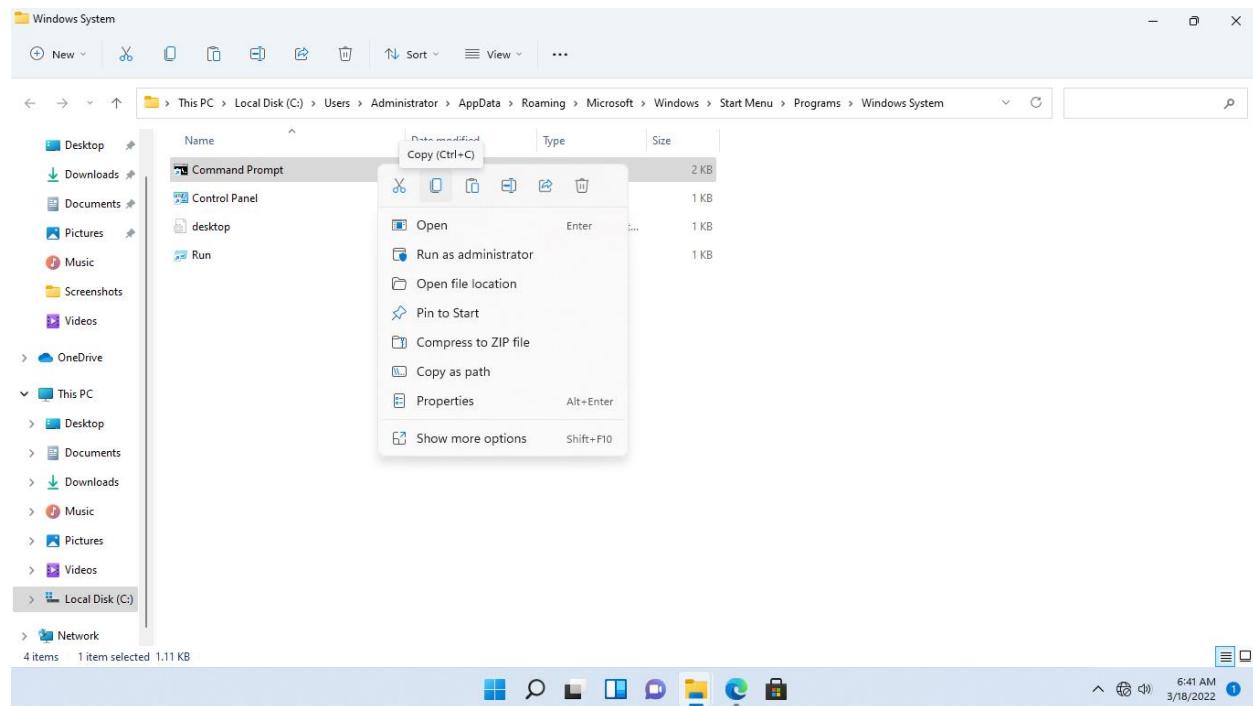
## Step 11:

Click on **Open file location**.



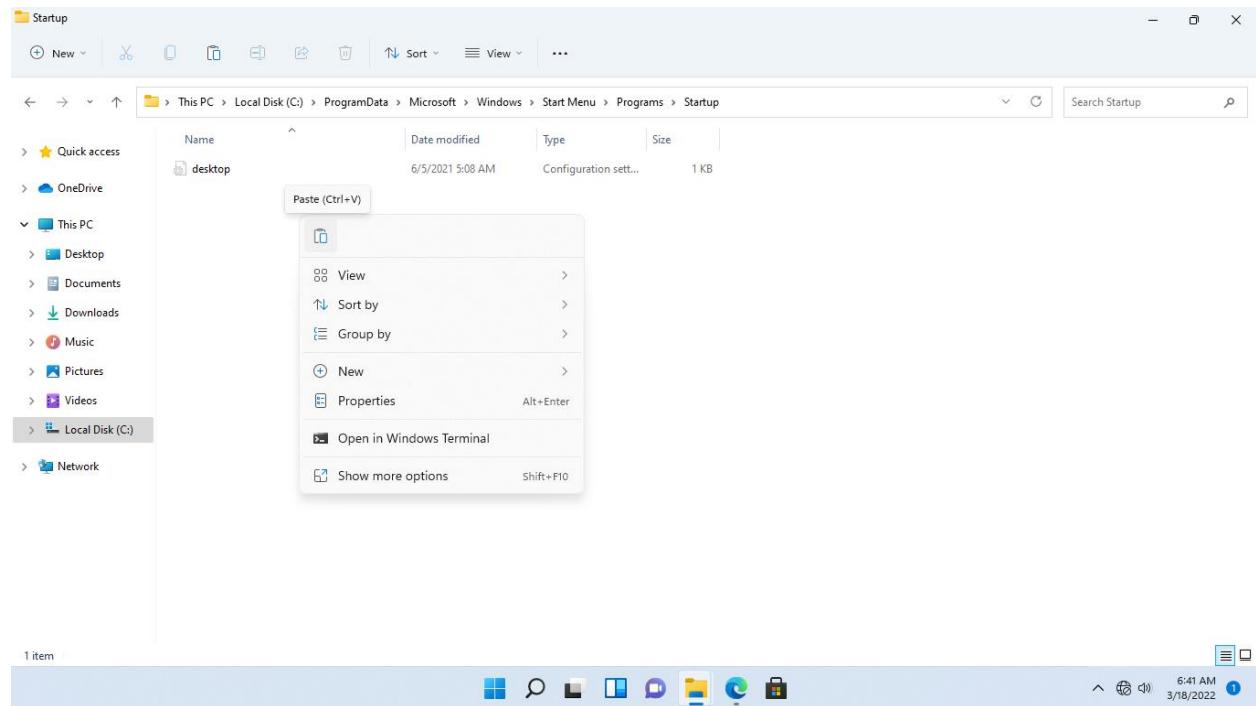
## Step 12:

Right-click the **Command Prompt** shortcut and click **Copy**.



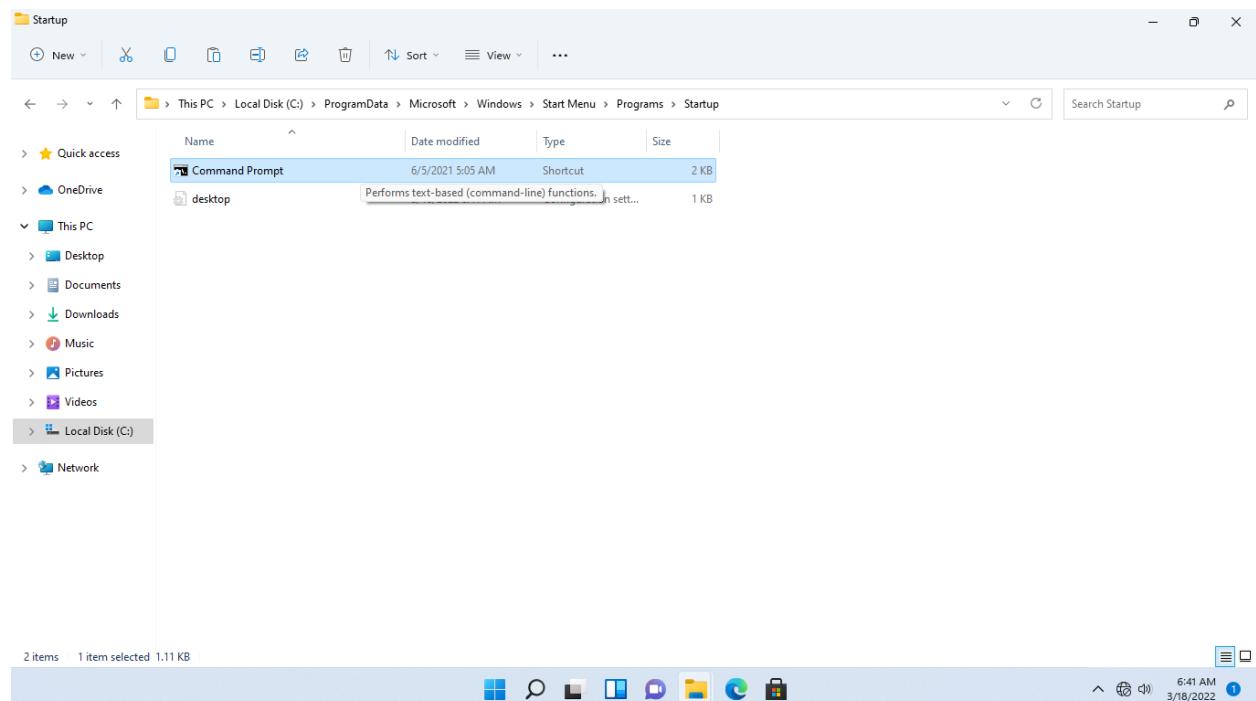
### Step 13:

Minimize the current **File Explorer** window to go back to the other **File Explorer** window with the **Startup** folder open. Right-click on the right details pane and select **Paste**.



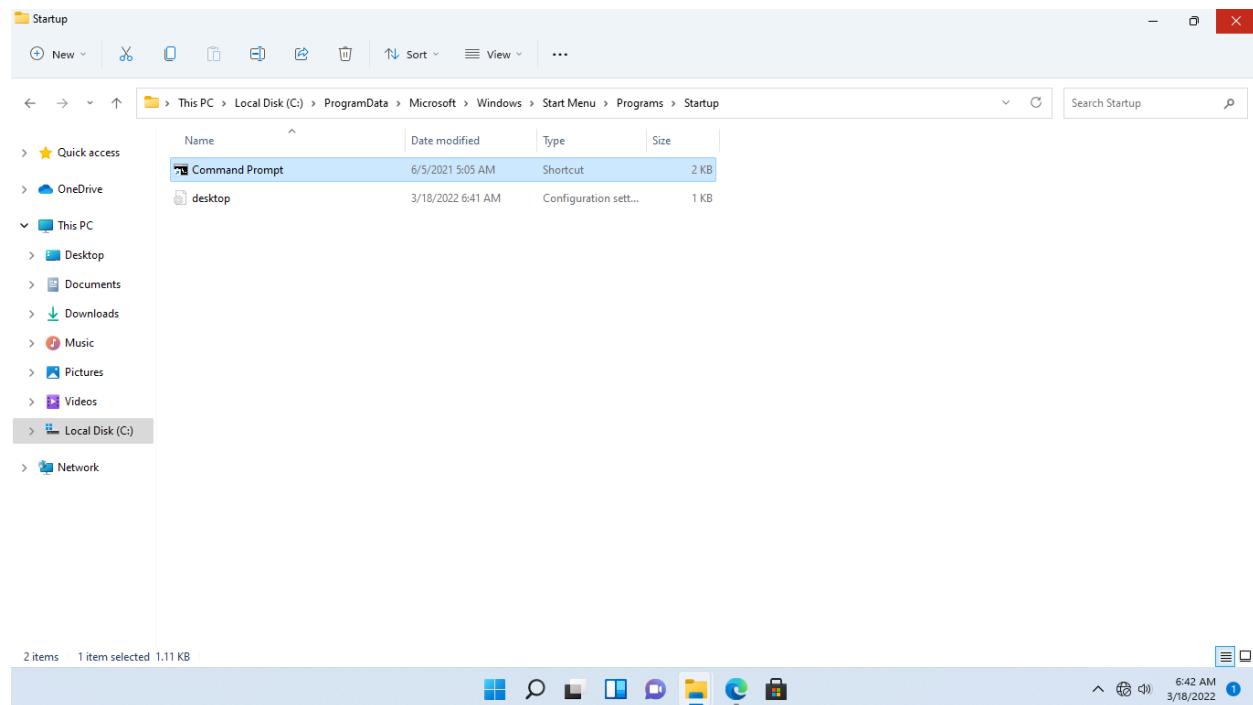
### Step 14:

Notice that the Command Prompt is now on the list of Startup applications.



## Step 15:

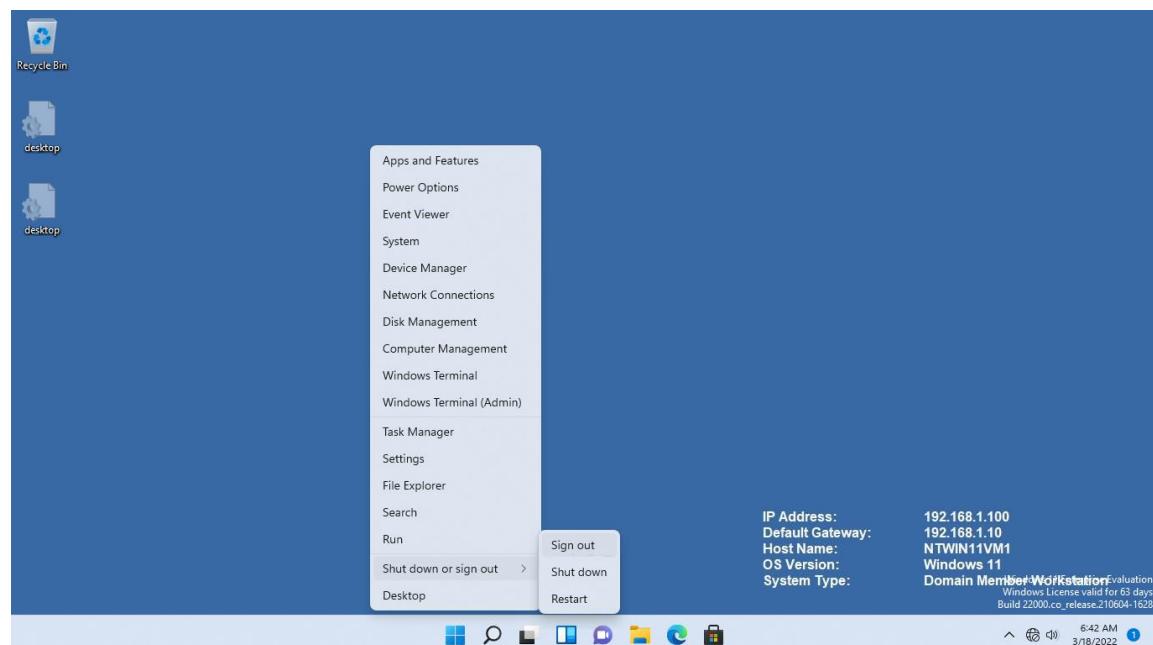
Close the **File Explorer > Startup** window.



## Step 16:

To verify that the Command Prompt program will run on the next sign-in, you need to log off and sign-in to another user.

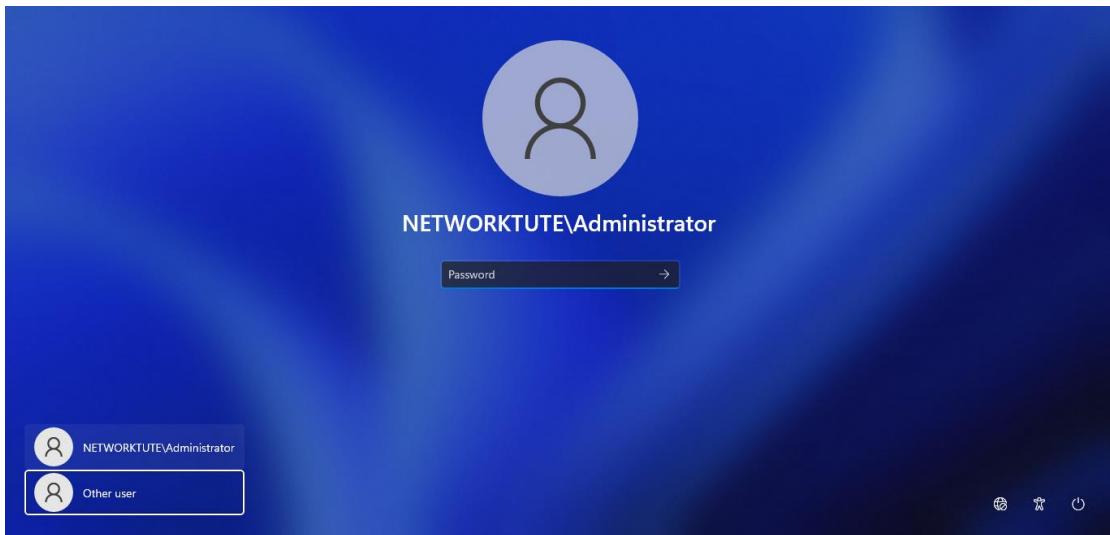
Right-click the **Start** icon, point to **Shut down or sign out** and select **Sign out**.



## Step 17:

Click the **reconnect** icon from the lab device menu bar above to reconnect or alternatively press **F5**. You may need to do this a few times.

On the user sign-in screen, click **Other user**.

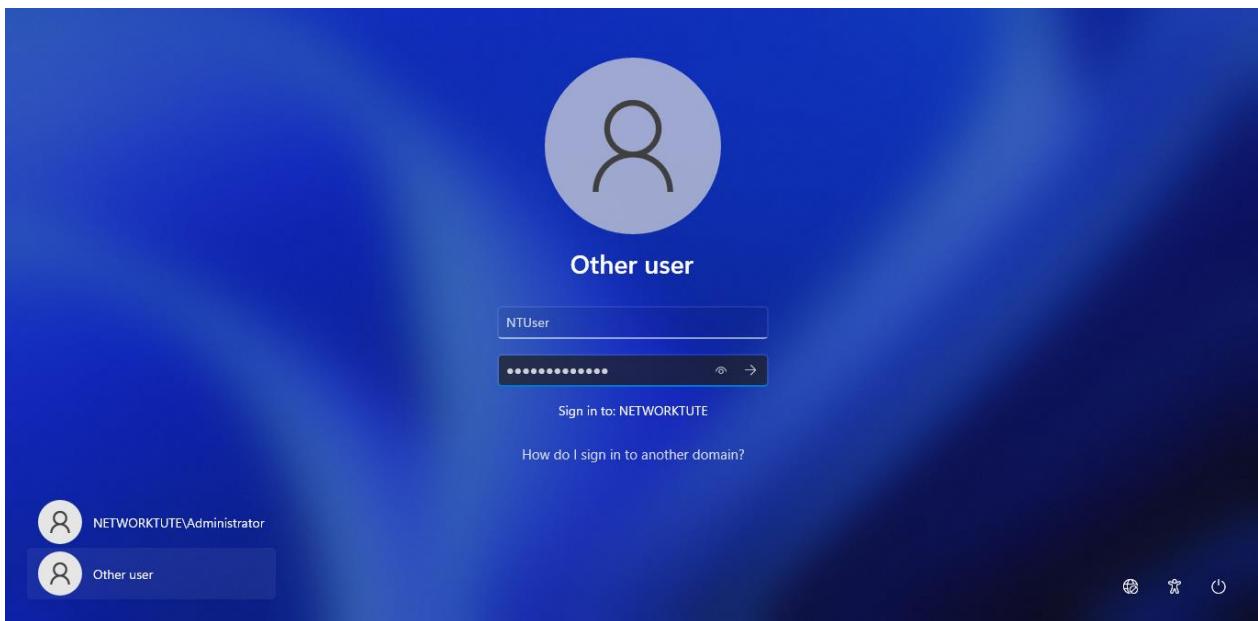


## Step 18:

On the **Sign-in** page, click in the **User name** textbox and type: **NTUser**

In the **Password** textbox, type: **Networktute@1**

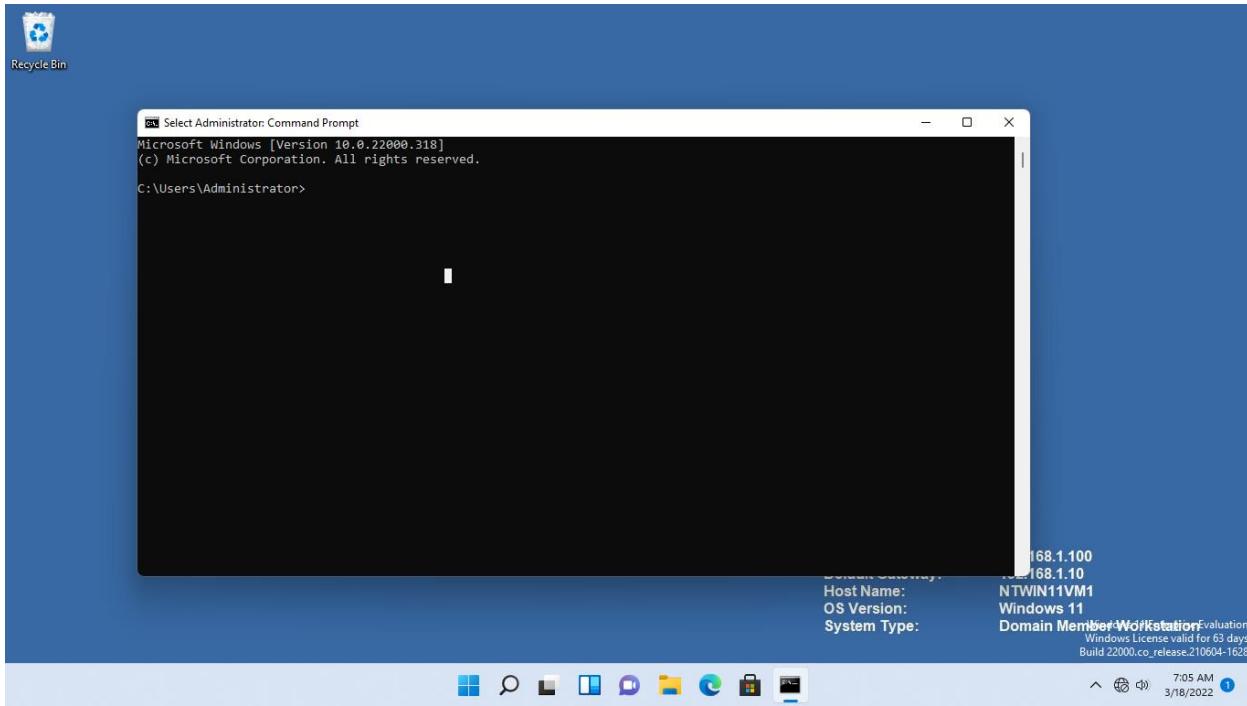
Press **Enter**.



## Step 19:

Notice that after a moment, the **Command Prompt** program appears upon sign-in of this user.

This is because of the change that was made as the Administrator in the previous steps that added Command Prompt to the **Startup** folder.



## Task 2:

The Personal Start folder contains shortcuts to programs that will run when the user logs in to Windows. When a user logs in to Windows 11, they are given a personal Start folder that they can configure according to their preferences.

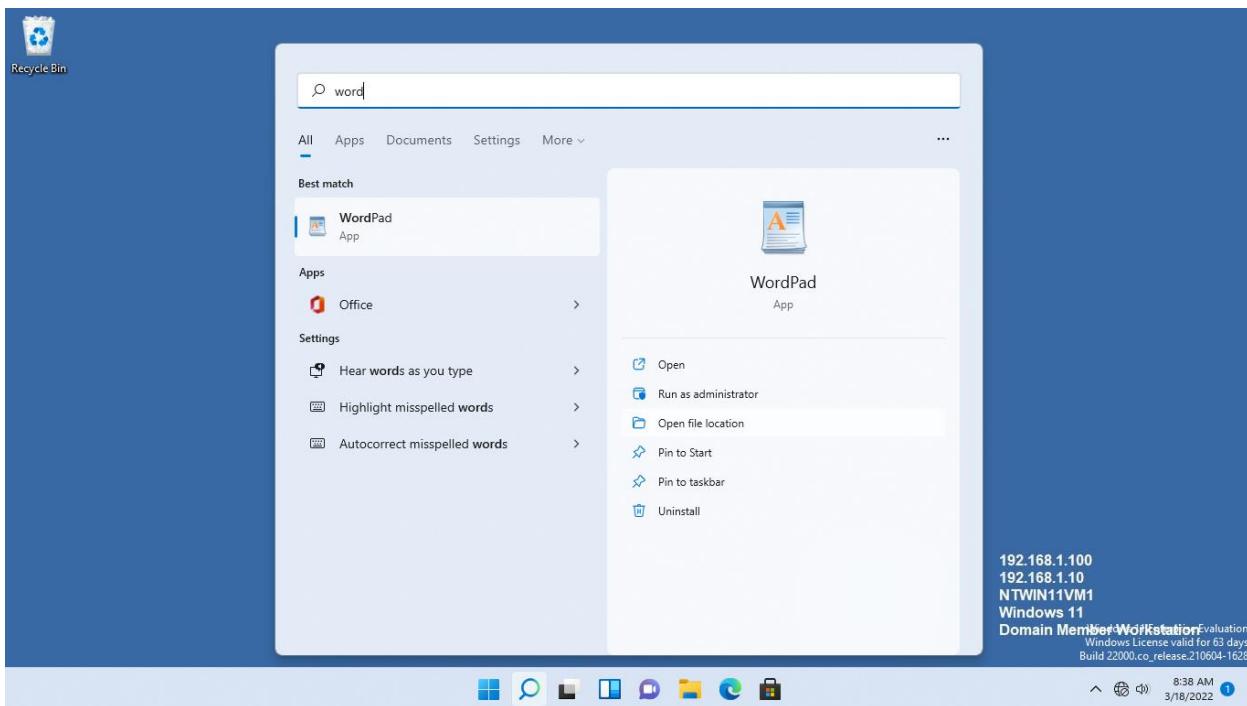
In this task, we will review the contents of the Personal Start folder and make a customization.

### Step 1:

Ensure user **NTUser** is signed-in to **NTWIN11VM1**

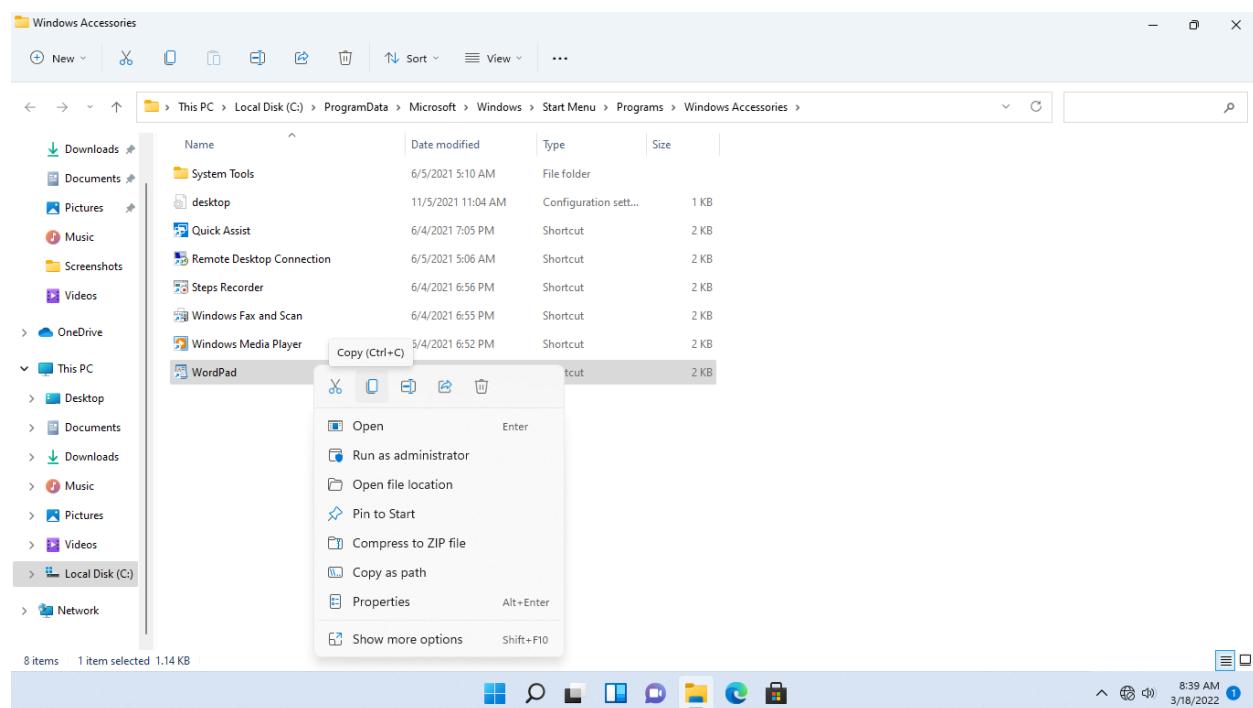
Click in the **Type here to search** textbox and type: **WordPad**

From the pop-up menu **WordPad** details pane, select **Open file location**.



## Step 2:

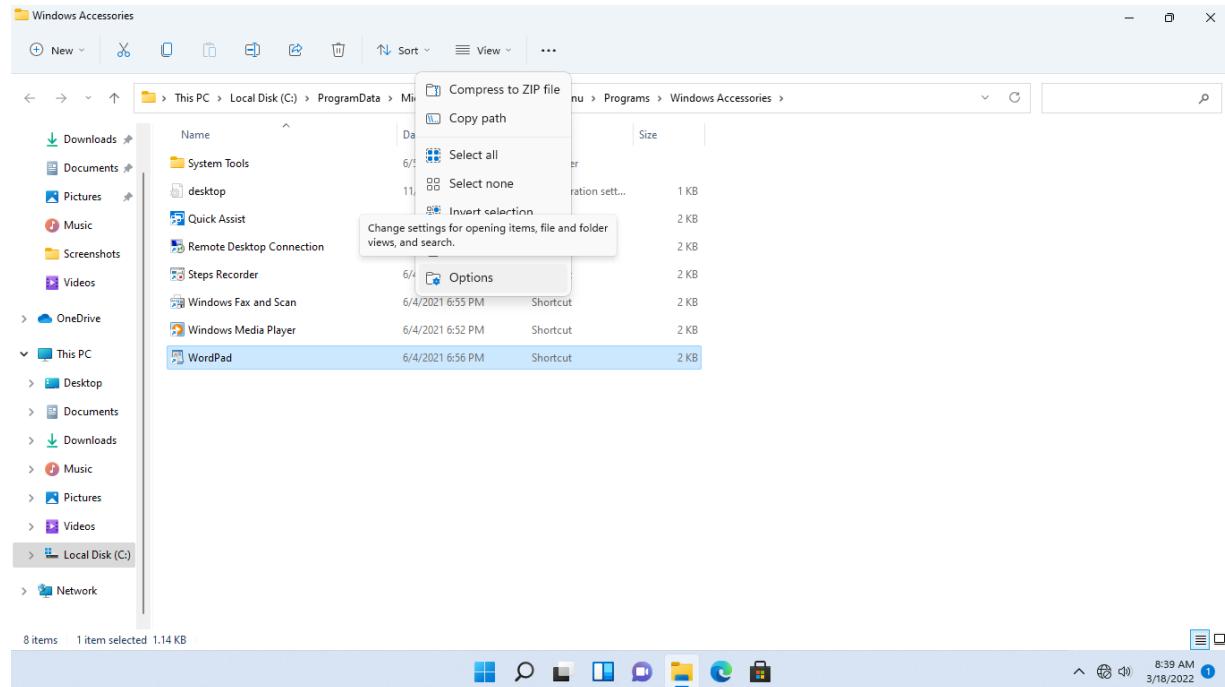
From the **File Explorer** window, right-click **WordPad** and select **Copy**.



### Step 3:

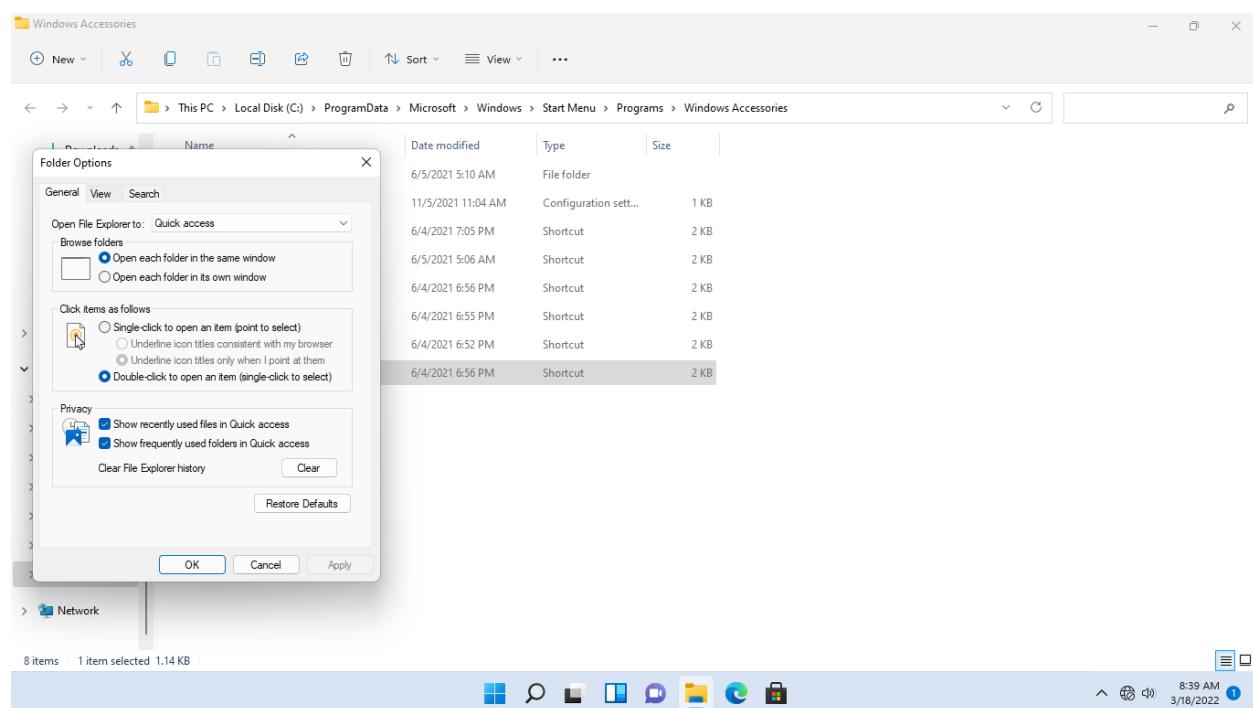
Since the **Start** folder is hidden, click the **See More** near **View** tab.

From the ribbon, click **Options** and select **Change folder and search options**.



### Step 4:

On the **Folder Options**, click the **View** tab.



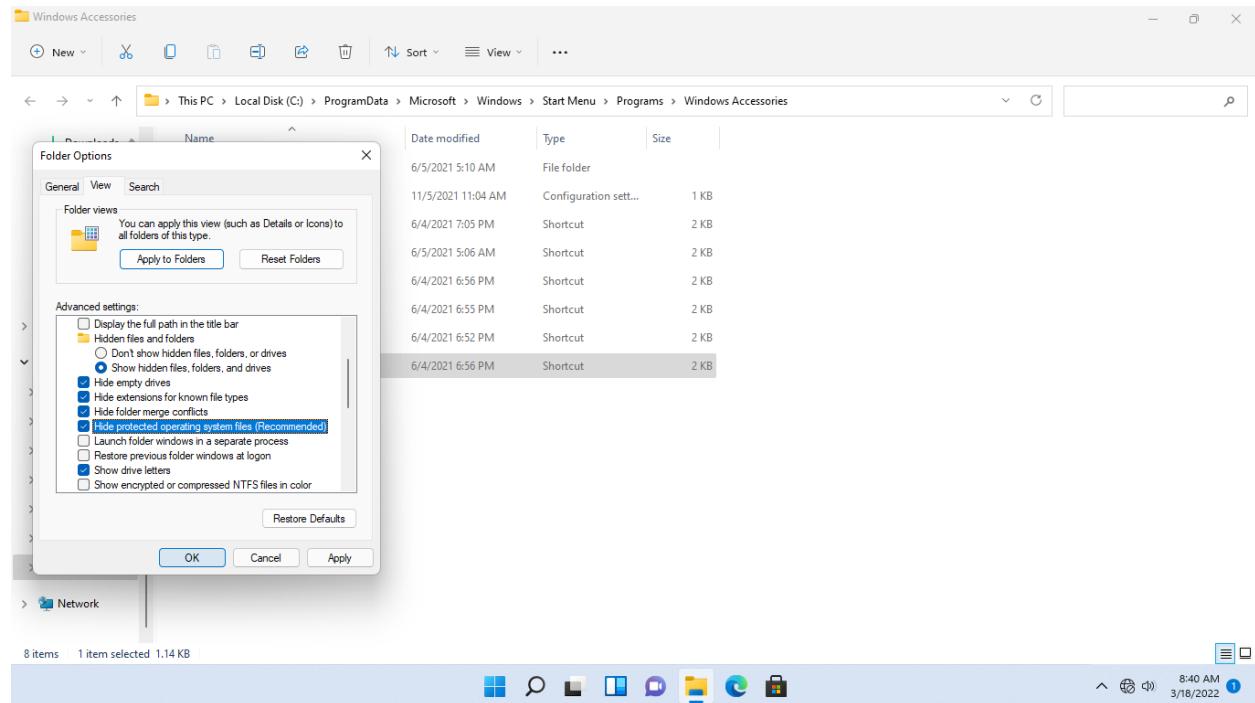
## Step 5:

Under the **View** tab, scroll down.

Ensure **Show hidden files, folders, and drives** is selected, and the **Hide protected operating system files (Recommended)** checkbox is unticked.

If needed, click **Yes** on the message box that warns that you are about to display protected operating system files.

Click **OK**.



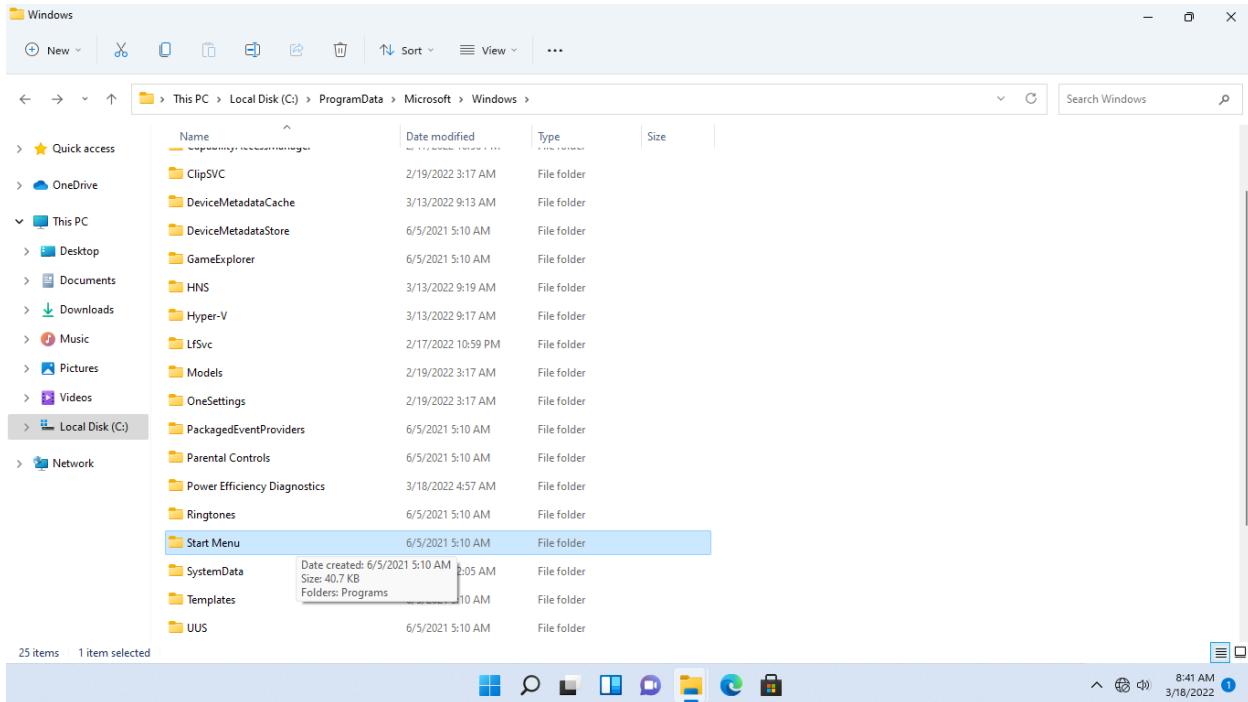
## Step 6:

Back in the **File Explorer** window, expand **This PC** and select **Local Disk (C:)** drive.

In the right details pane, double-click **Program Data > Microsoft > Windows > Start Menu**.

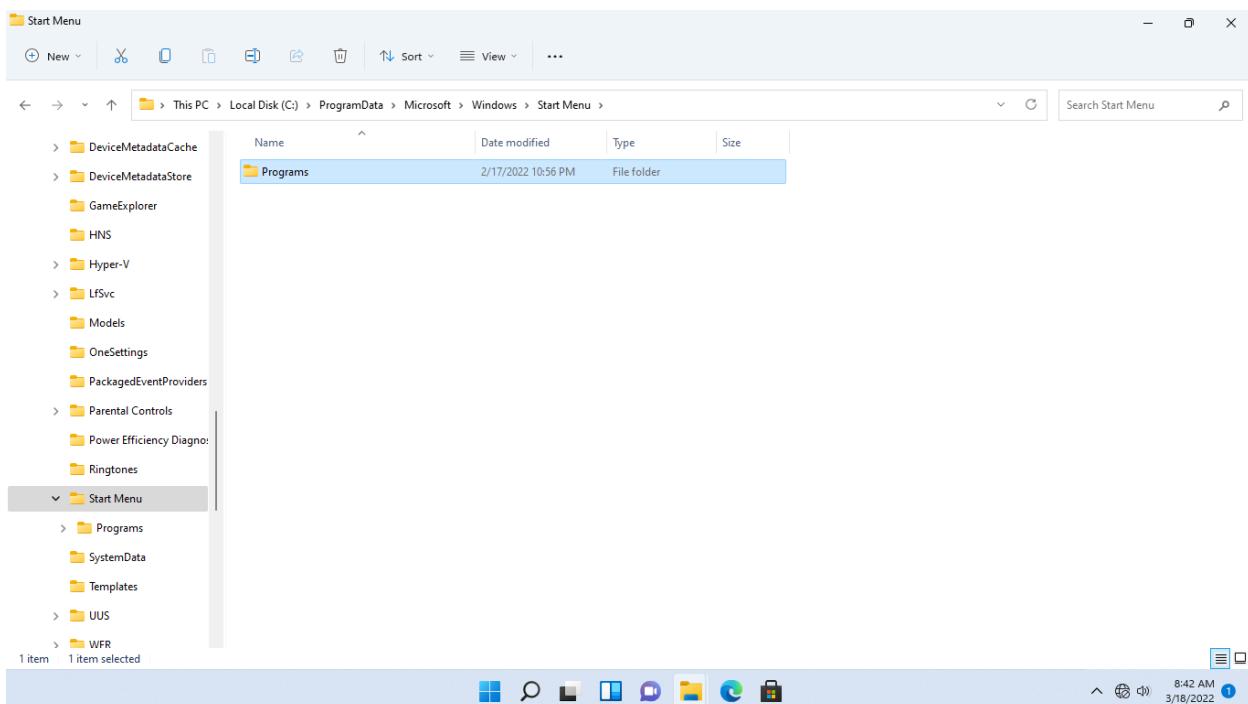
**Note:** Alternatively, you can type %appdata%\Microsoft\Windows\Start Menu into the address bar and press **Enter** to navigate to the **Start Menu** folder.

The variable **%appdata%** refers to \users\Username\AppData\Roaming path indicated above is a shortcut to the roaming profile of the currently signed-in user.



## Step 7:

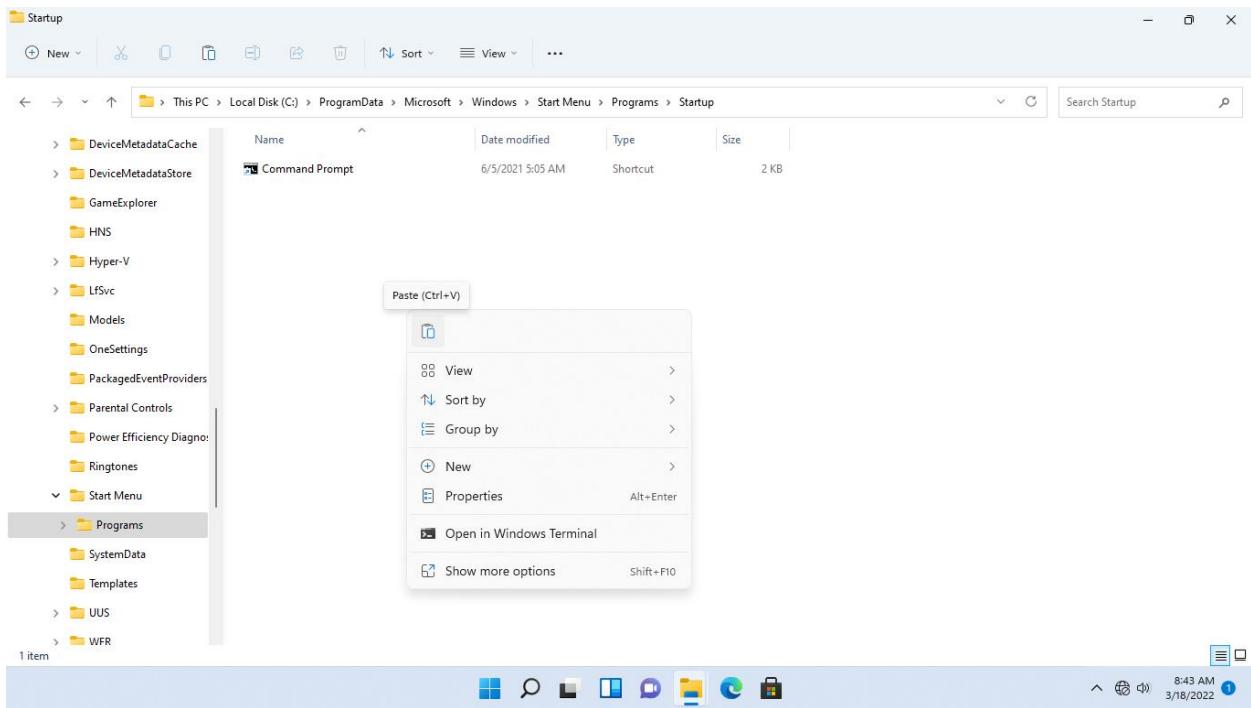
On the right details pane, double-click **Programs**.



## Step 8:

Double-click the **Startup** folder.

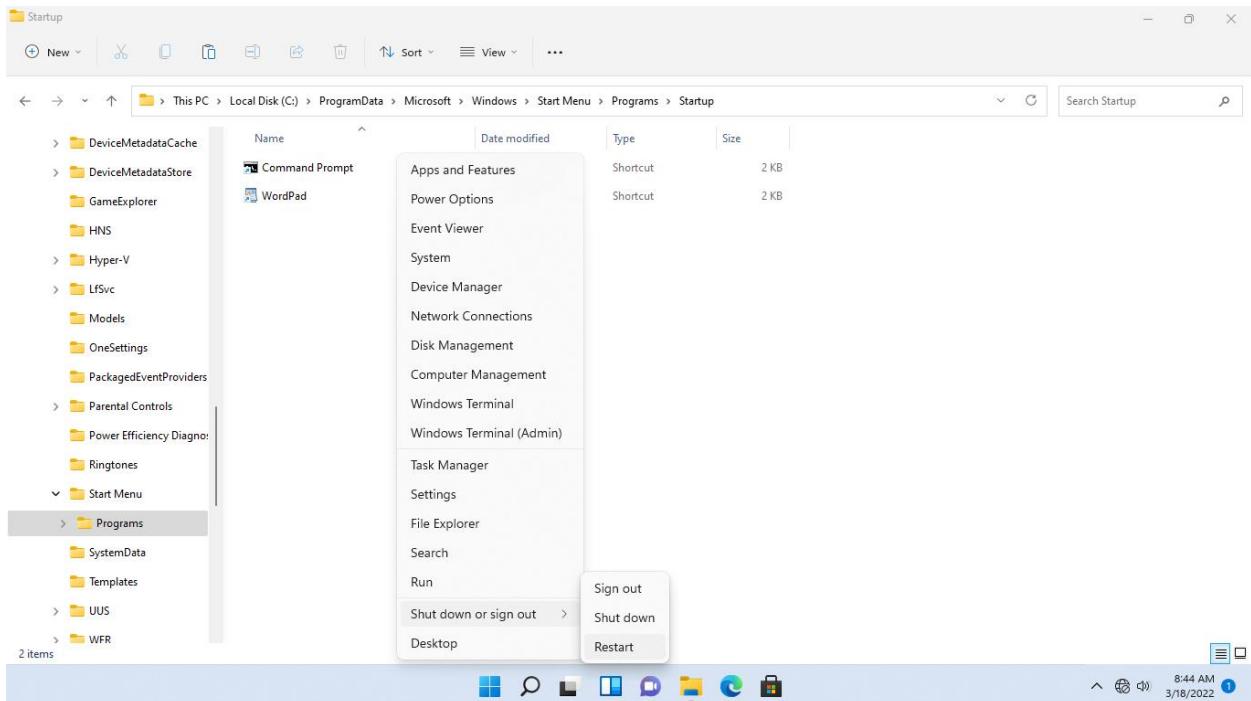
Then right-click on the details pane and select **Paste**.



## Step 9:

The **WordPad** file is now added to the users personal **Startup** folder.

To verify that **WordPad** will run upon sign-in for **NTUser**, right-click the **Start** icon, click **Shut down or sign out** and select **Restart**.



## **Step 10:**

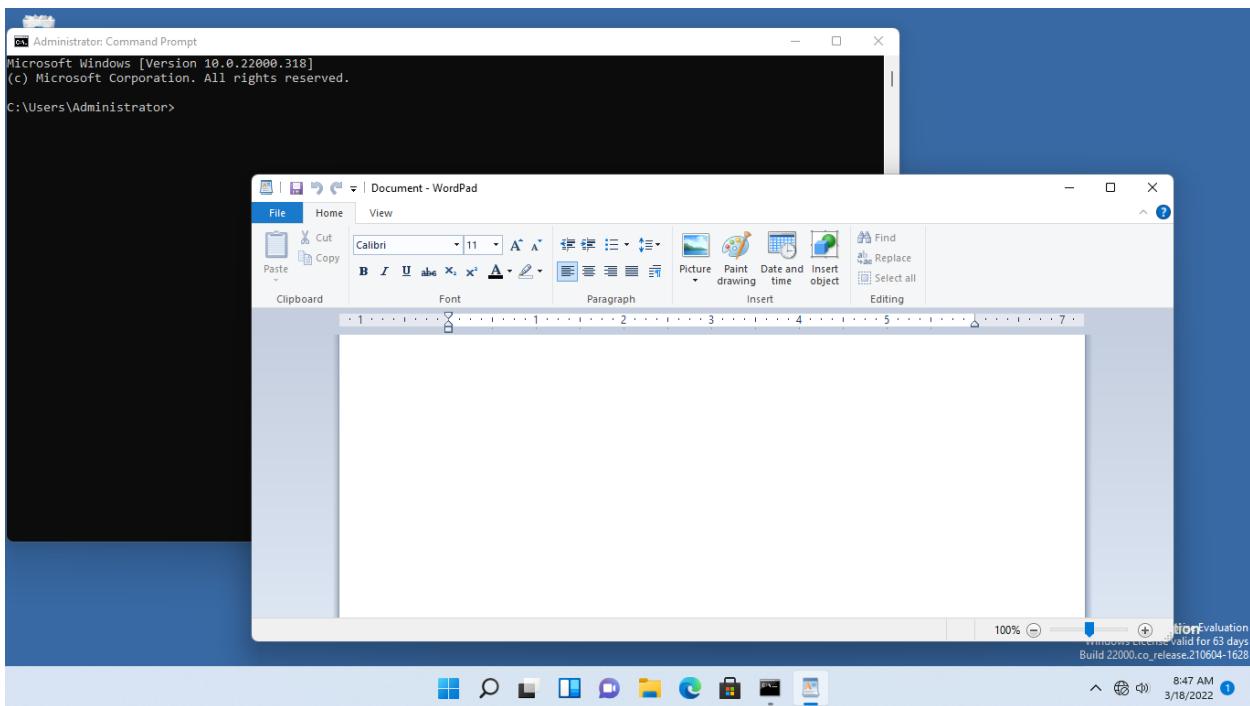
On the **sign-in** page, click in the **User name** textbox and type: **NTUser**

In the **Password** textbox, type: **Networktute@1**

Press **Enter**.

## **Step 11:**

After a few moments the **WordPad** window appears.



## **Step 12:**

Right-click the **Start** icon, click **Shut down or sign out** and select **Sign out**.

### Task 3:

An XML file can be created using the Start menu settings. This file can be used to apply a common Start menu option to other Windows 11 devices on the network in order to comply with an organization's corporate desktop policy.

In this task, we will install 7-Zip archiving software and customize the Start menu settings and export these to an XML file.

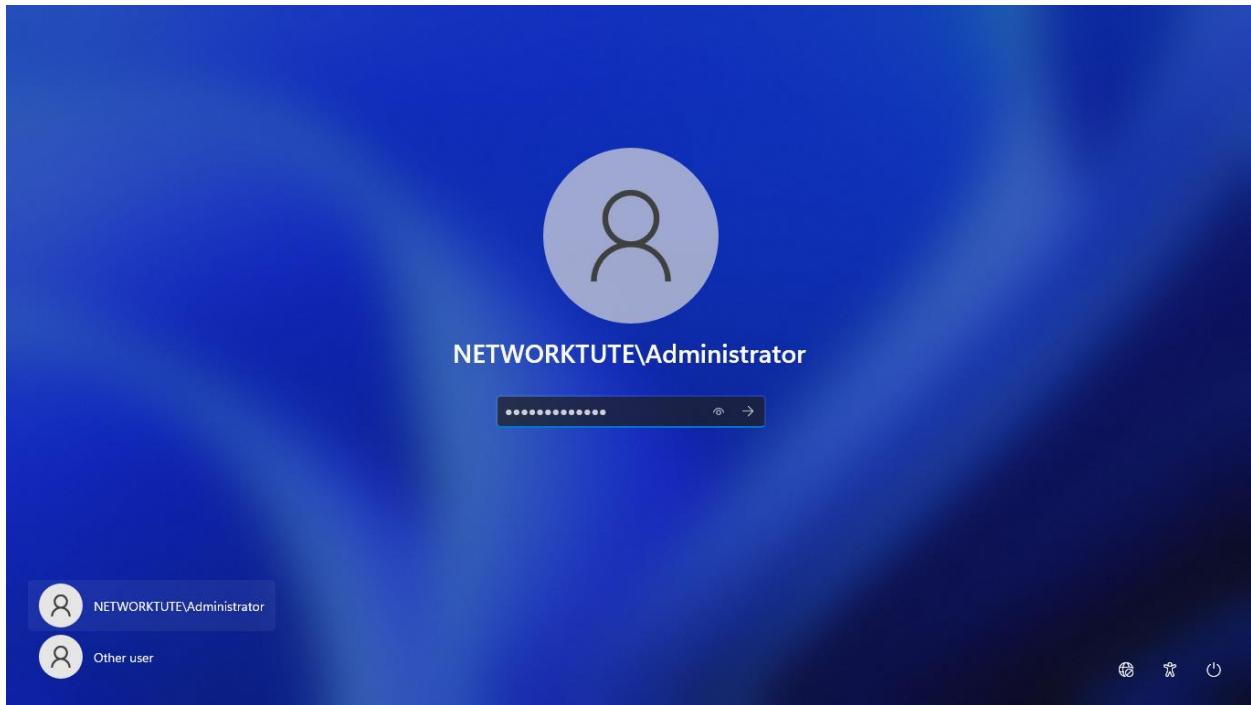
#### Step 1:

Connect to **NTWIN11VM1** and ensure you are signed-in as the **Administrator**.

Click **NETWORKTUTE\Administrator** to select this account if applicable.

In the **Password** textbox, type: ***Networktute@1***

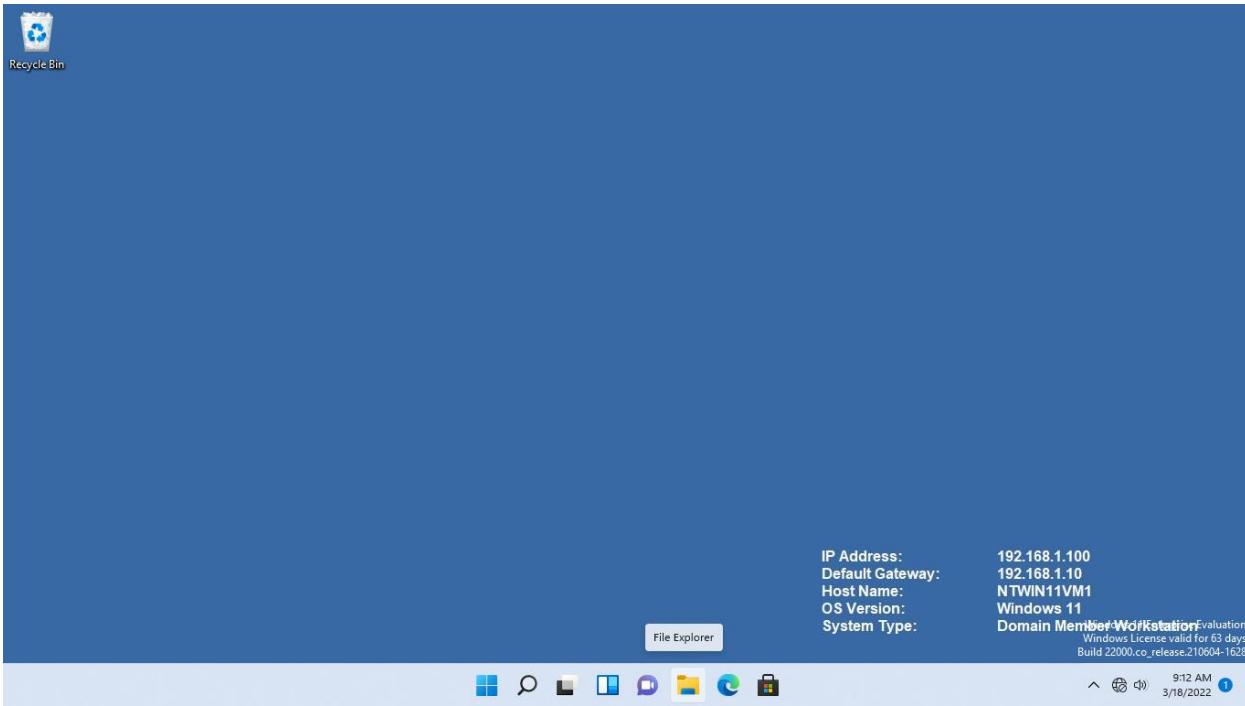
Press **Enter**.



#### Step 2:

To clear up the desktop of hidden files, you will repeat the following steps.

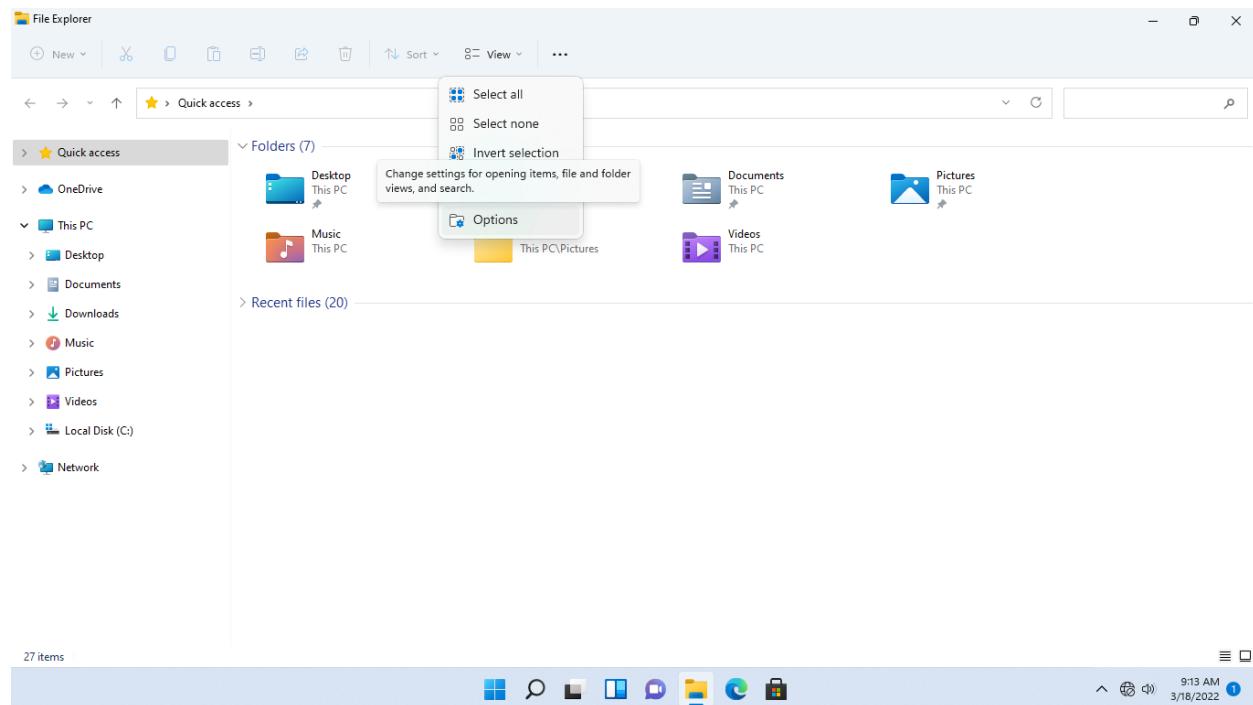
Click **File Explorer** on the **Taskbar**.



### Step 3:

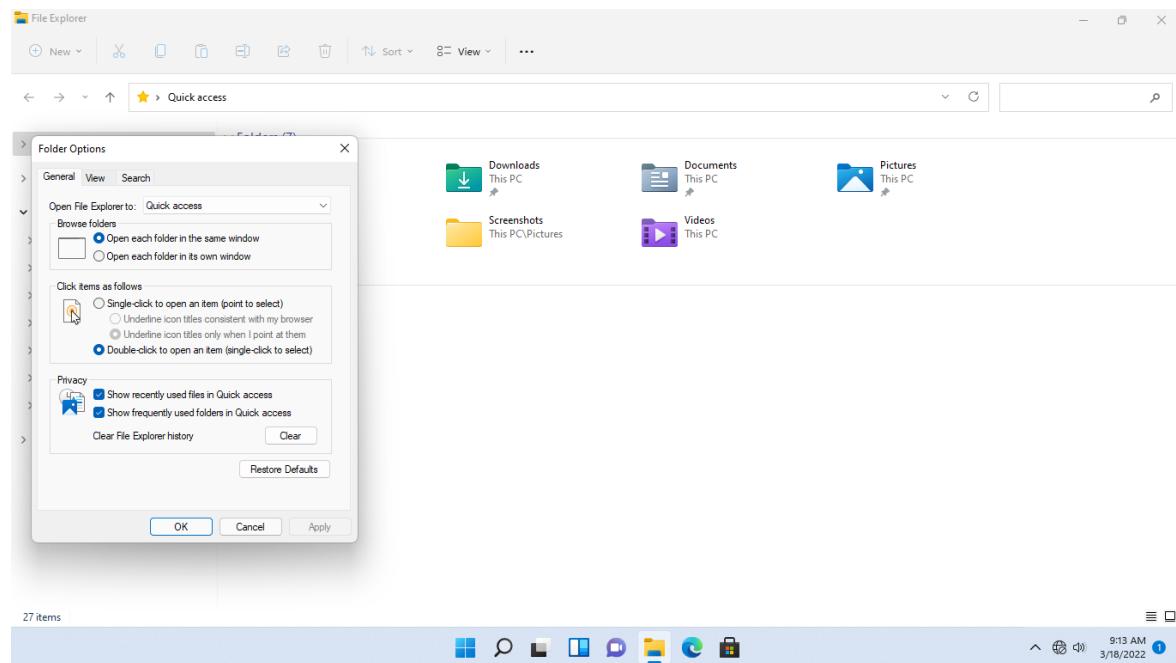
In the **File Explorer** window, click **See More** near View tab.

From the ribbon, click **Options** and select **Change folder and search options**.



## Step 4:

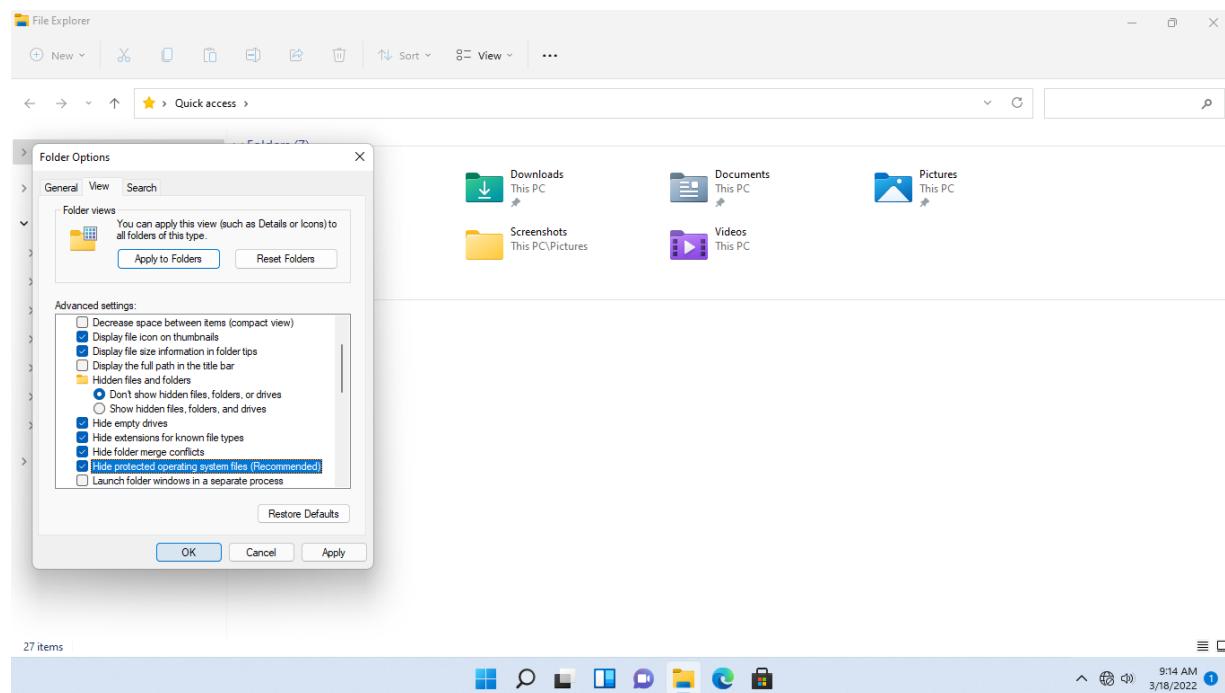
On the **Folder Options**, dialog box, click the **View** tab.



## Step 5:

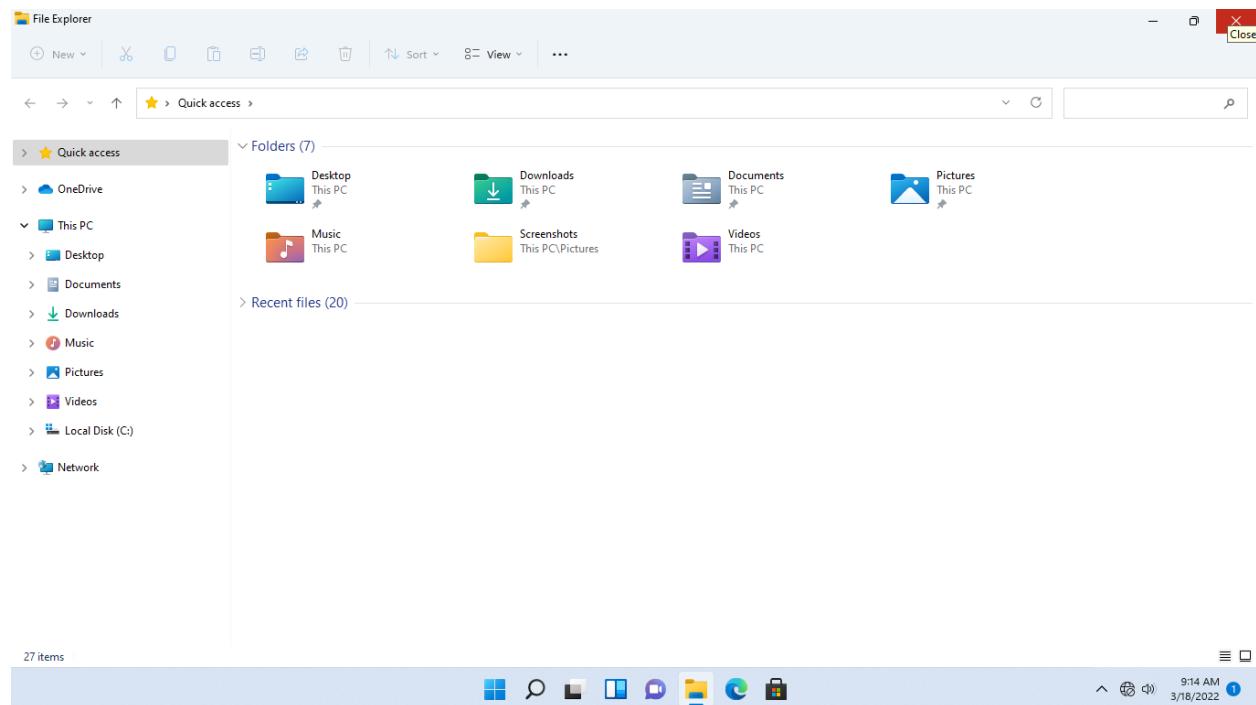
Under the **View** tab, scroll down.

Then select **Don't show hidden files, folders, and drives** and tick the **Hide protected operating system files (Recommended)** checkbox. Click **OK**.



## Step 6:

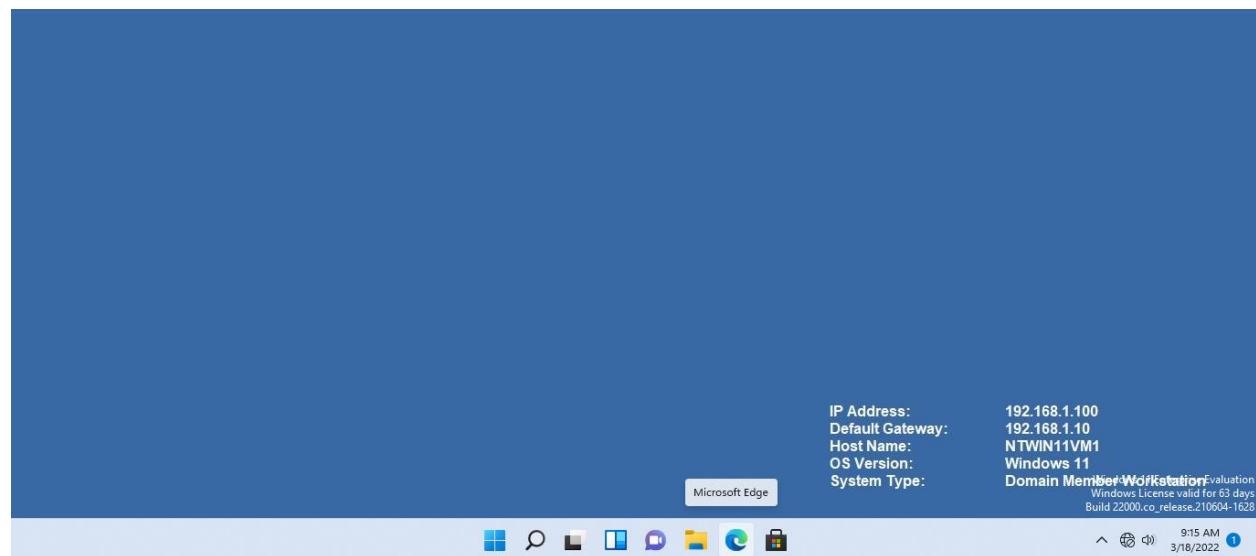
Close the **File Explorer** window and any other open windows.



## Step 7:

You will need to obtain and install a 3rd party archiving tool called 7Zip from the local network to set a scenario where the application must be in the correct location in the **Start** menu as corporate desktop policy.

Click **Microsoft Edge** on the Taskbar.



## Step 8:

From the **7zip** [official page](#), click **Download**.

The screenshot shows the 7-Zip official website's download page. At the top, there's a navigation bar with links like Home, 7z Format, LZMA SDK, Download, FAQ, Support, and Links. Below this is a sidebar with language options: English, Chinese Simpl., Chinese Trad., Esperanto, French, German, Indonesian, Japanese, Portuguese Brazil, Spanish, Thai, and Vietnamese. The main content area is titled "Download 7-Zip 21.07 (2021-12-26)". It features a table with columns for Link, Type, System, and Description. The table includes rows for various file types (exe, msi, 7z, tar.xz) and architectures (x64, x86, arm64, arm) for Windows, Linux, and macOS. A second section below it lists "Download 7-Zip 19.00 (2019-02-21) for Windows".

Link	Type	System	Description
<a href="#">Download</a>	.exe	64-bit Windows x64	
<a href="#">Download</a>	.exe	32-bit Windows x86	7-Zip for Windows
<a href="#">Download</a>	.exe	64-bit Windows arm64	
<a href="#">Download</a>	.msi	64-bit Windows x64	(alternative MSI installer) 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)
<a href="#">Download</a>	.msi	32-bit Windows x86	(alternative MSI installer) 7-Zip for 32-bit Windows
<a href="#">Download</a>	.7z	Windows x86 / x64	7-Zip Extra: standalone console version, 7z DLL, Plugin for Far Manager
<a href="#">Download</a>	.tar.xz	64-bit Linux x86-64	
<a href="#">Download</a>	.tar.xz	32-bit Linux x86	
<a href="#">Download</a>	.tar.xz	64-bit Linux arm64	7-Zip for Linux: console version
<a href="#">Download</a>	.tar.xz	32-bit Linux arm	
<a href="#">Download</a>	.tar.xz	macOS (arm64 / x86-64)	7-Zip for MacOS: console version
<a href="#">Download</a>	.7z	any / Windows	7-Zip Source code
<a href="#">Download</a>	.tar.xz	any / Windows	7-Zip Source code
<a href="#">Download</a>	.7z	any / Windows	LZMA SDK: (C, C++, C#, Java)

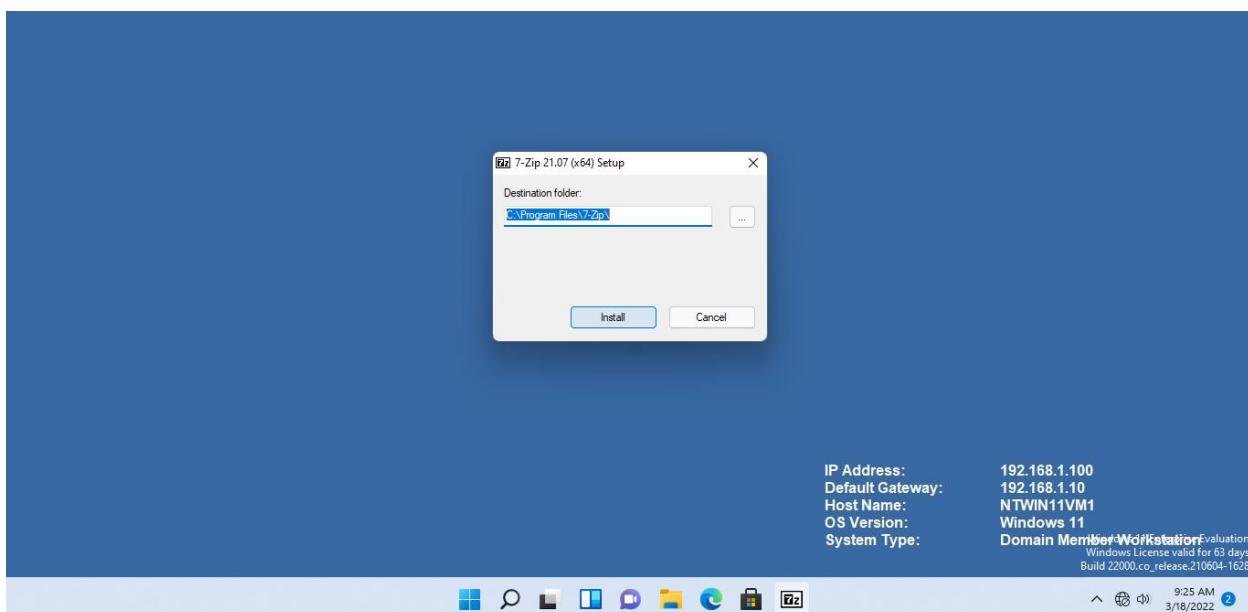
## Step 9:

From the **Downloads** popup, wait for the file to download, then click **Open file** to begin the installation of this application

## Step 10:

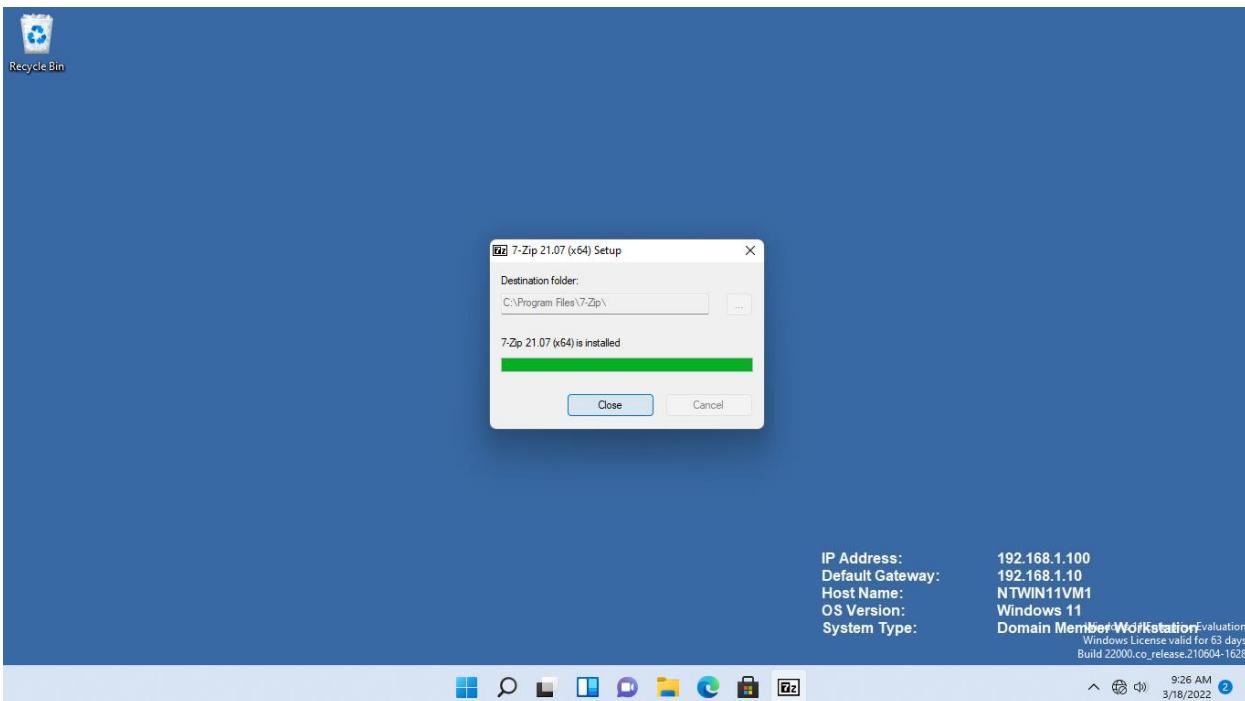
The **7-Zip Setup Wizard** appears.

Click **Install**.



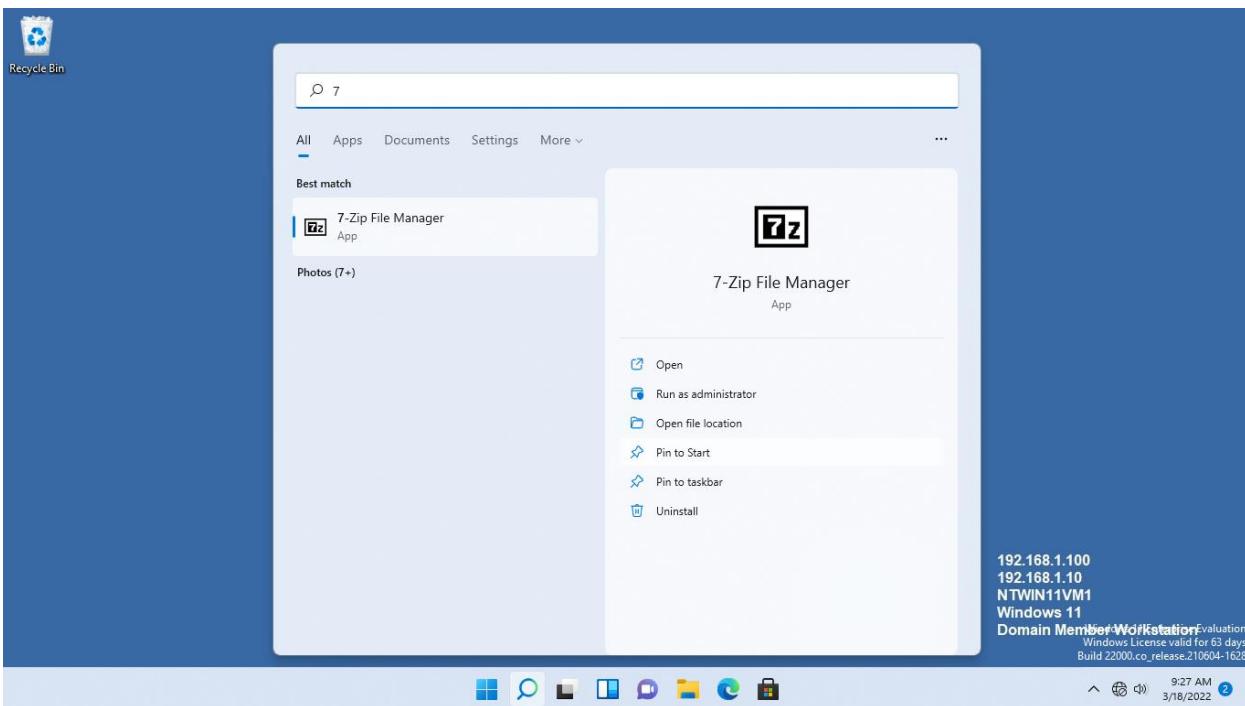
## Step 11:

Wait for the installation to complete, then click **Close**.



## Step 12:

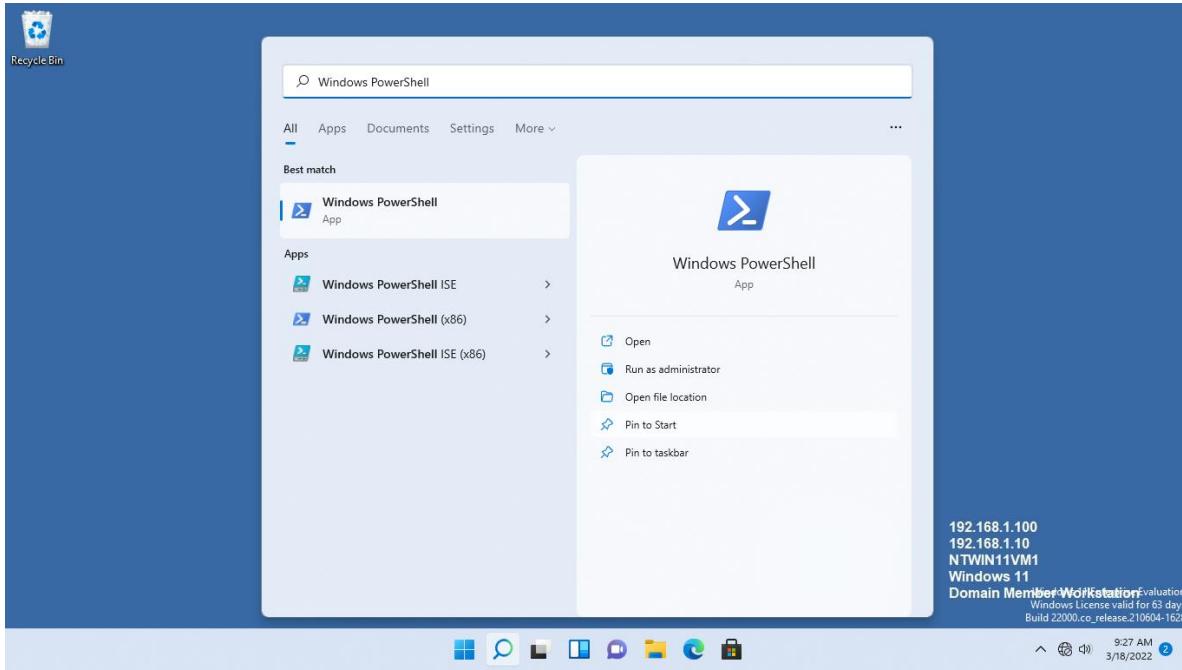
Click the Start icon, expand the **7-Zip** folder, then right-click **7-Zip File Manager** and select **Pin to Start**.



## Step 13:

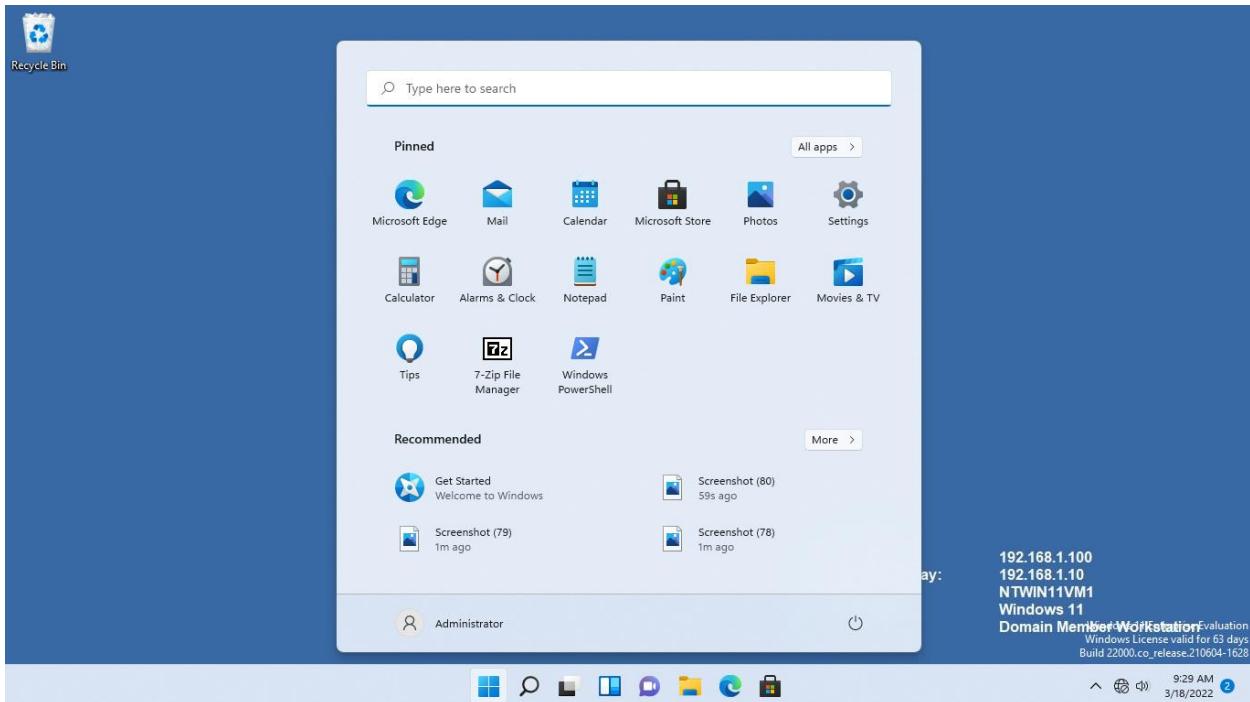
Click in the **Type here to search** box and type: **powershell**

Right-click **Windows PowerShell** and select **Pin to Start**.



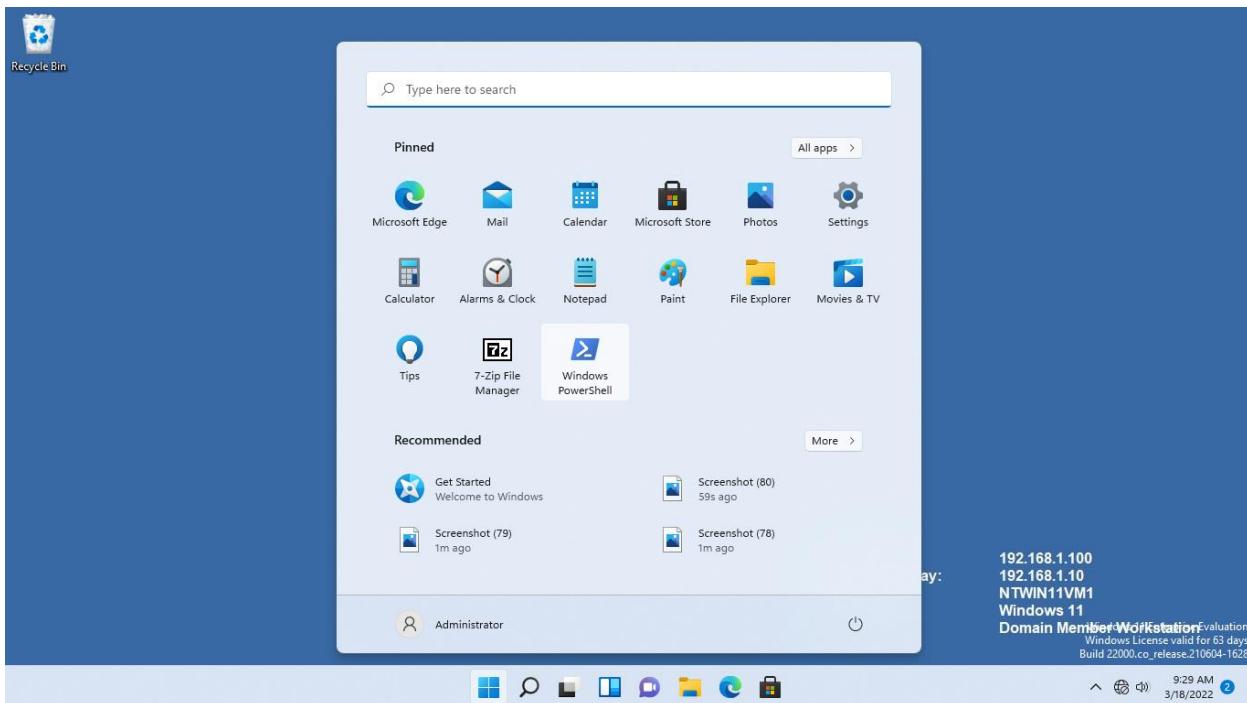
## Step 14:

Click the **Start** icon again. Observe that **7-Zip File Manager** and **Windows PowerShell** have been pinned.



## Step 15:

From the pinned apps, launch **Windows PowerShell**.



## Step 16:

To move to another directory, type the following: **cd\**

Press **Enter**.

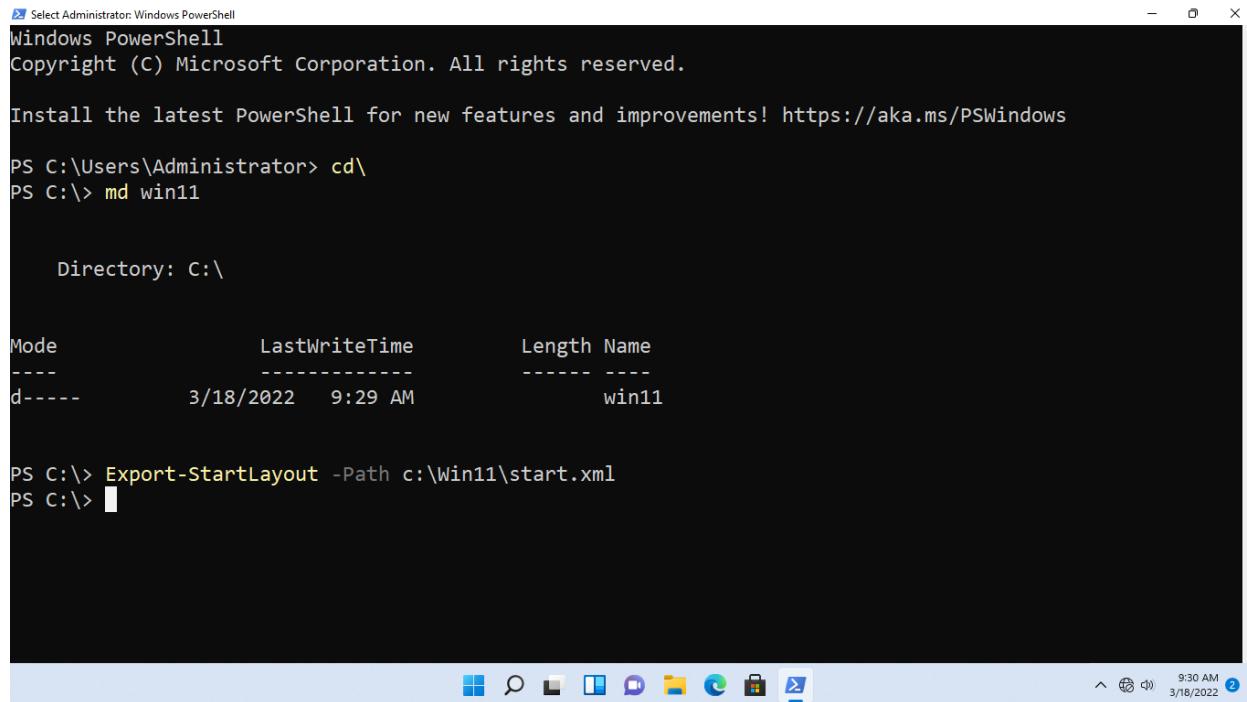
On the next prompt, type: **md win11**

Press **Enter**.

On the next Windows PowerShell prompt, type: **Export-StartLayout -Path c:\Win11\start.xml**

**Note:** PowerShell commands are not case-sensitive.

Press **Enter**.



```
PS Select Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

PS C:\Users\Administrator> cd\
PS C:\> md win11

Directory: C:\

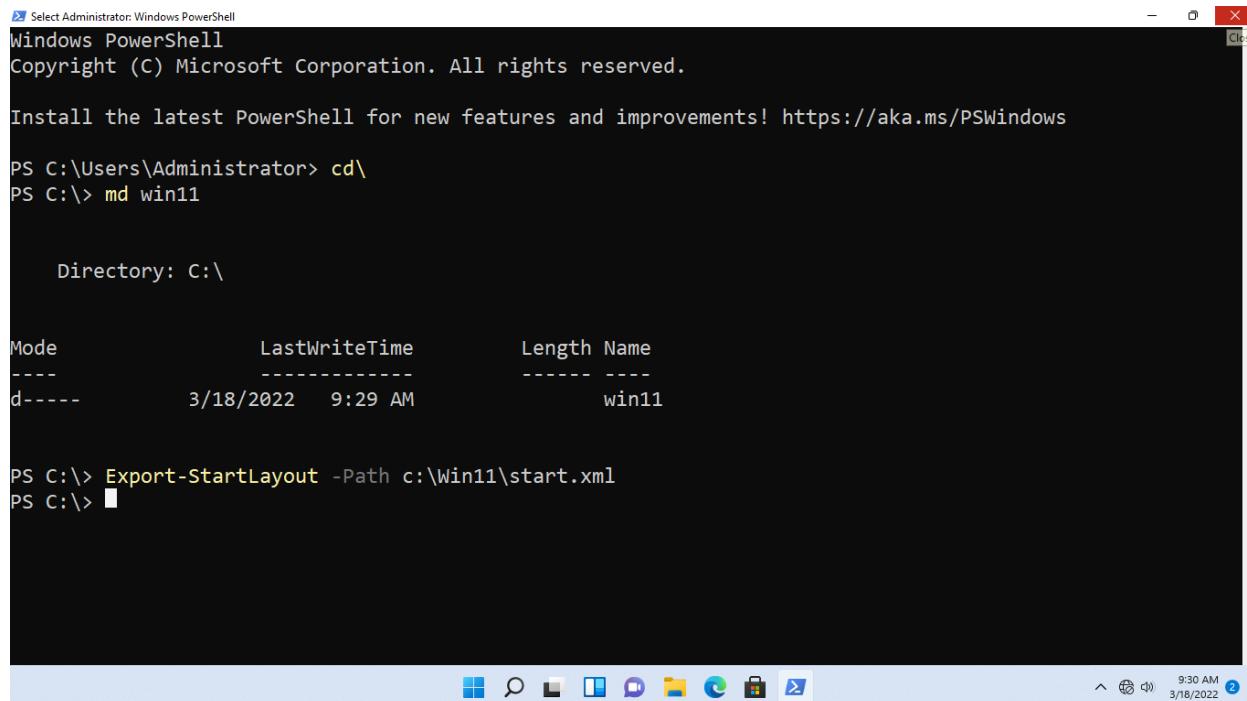
Mode LastWriteTime Length Name
---- ----- - - -
d--- 3/18/2022 9:29 AM win11

PS C:\> Export-StartLayout -Path c:\Win11\start.xml
PS C:\>
```

### Step 17:

You will not get a successful confirmation when the layout has been saved to a file.

Close the **Windows PowerShell** window.



```
PS Select Administrator: Windows PowerShell
Windows PowerShell
Copyright (C) Microsoft Corporation. All rights reserved.

Install the latest PowerShell for new features and improvements! https://aka.ms/PSWindows

PS C:\Users\Administrator> cd\
PS C:\> md win11

Directory: C:\

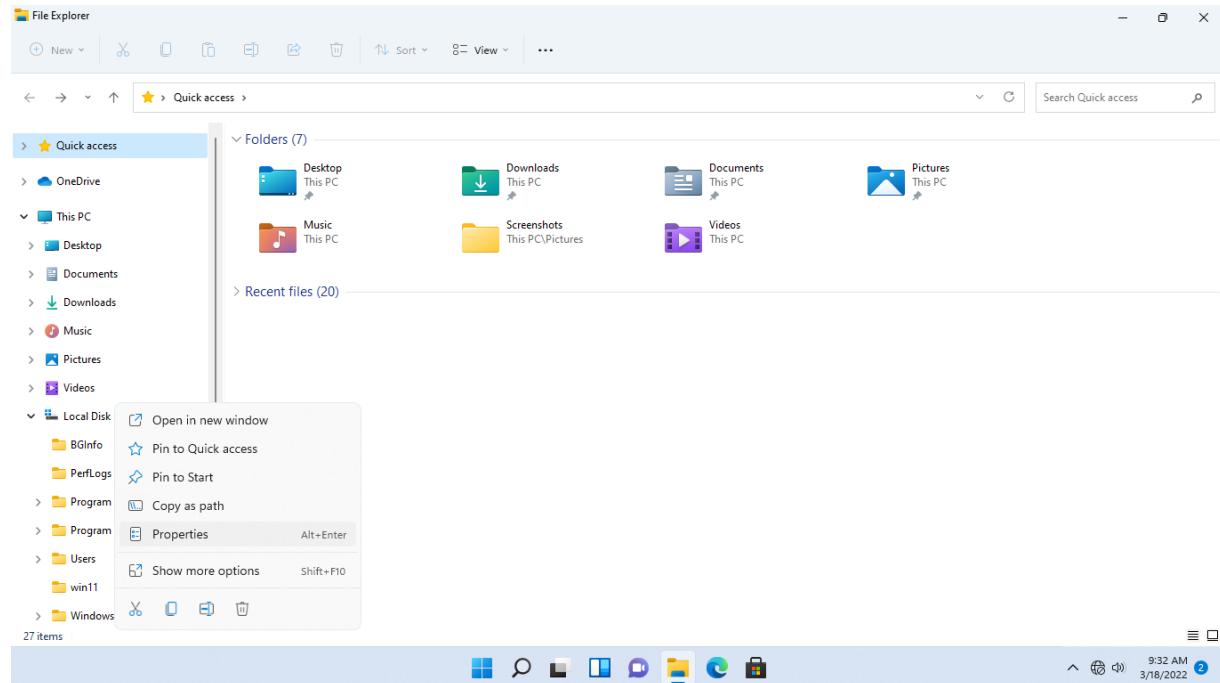
Mode LastWriteTime Length Name
---- ----- - - -
d--- 3/18/2022 9:29 AM win11

PS C:\> Export-StartLayout -Path c:\Win11\start.xml
PS C:\>
```

## Step 18:

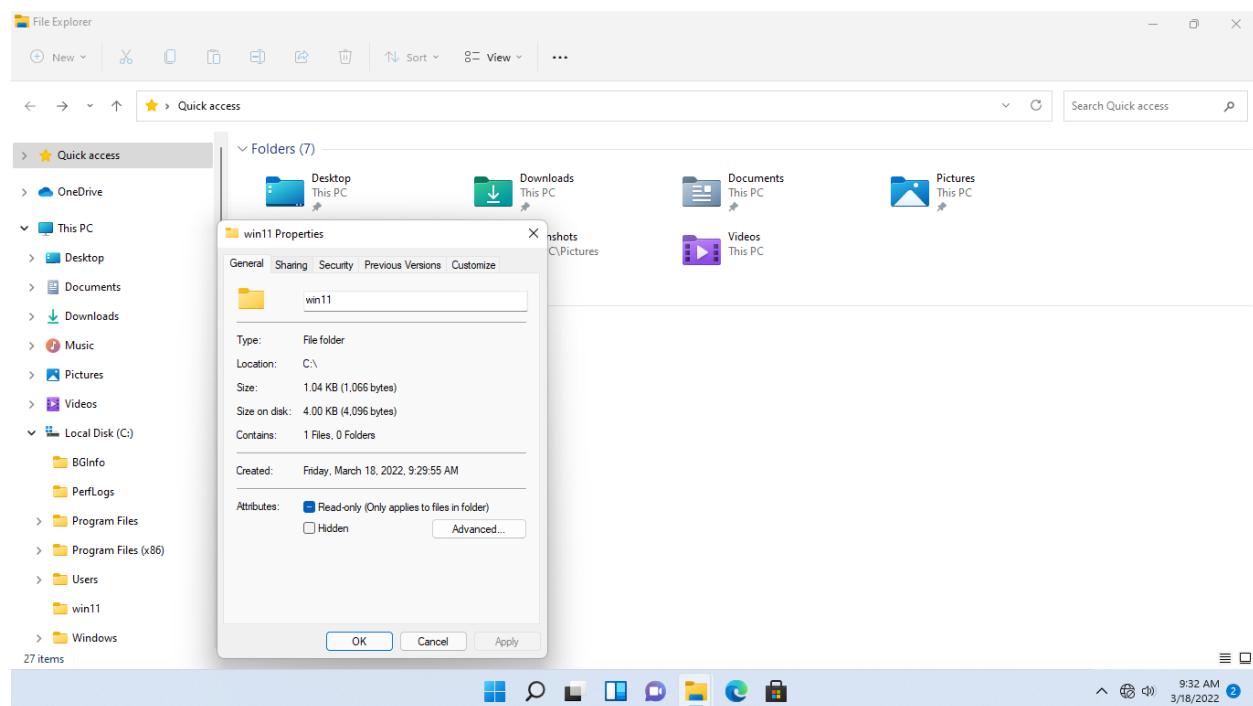
Open the **File Explorer** window from the Taskbar.

Expand **This PC > Local Disk (C:)** drive, right-click **win11**, and select **Properties**.



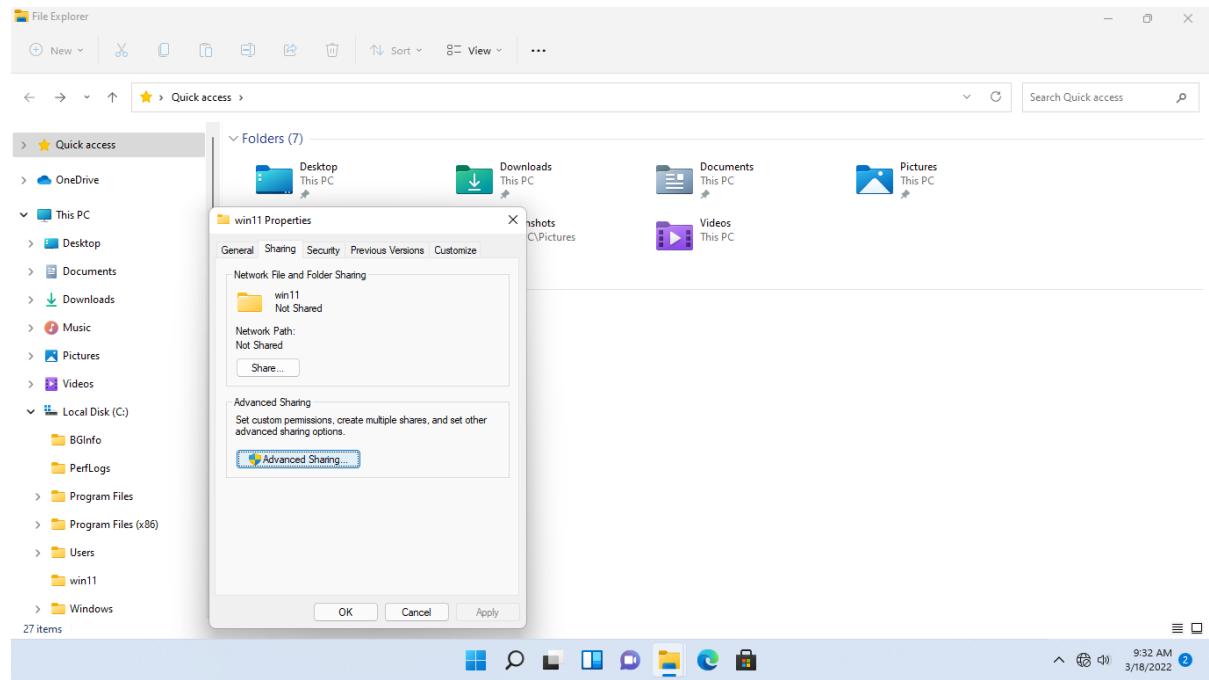
## Step 19:

On the **win11 Properties** dialog box, click the **Sharing** tab.



## Step 20:

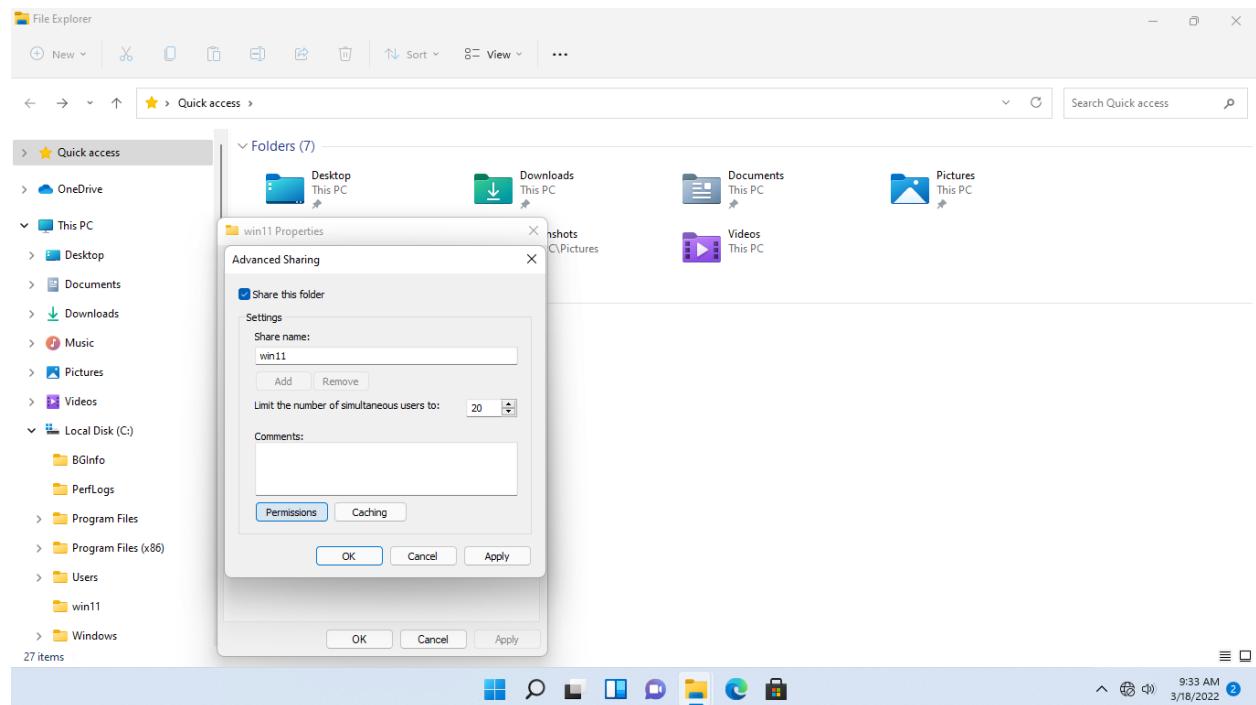
Under the **Sharing** tab, click **Advanced Sharing**



## Step 21:

On the **Advanced Sharing** dialog box, tick the **Share this folder** checkbox.

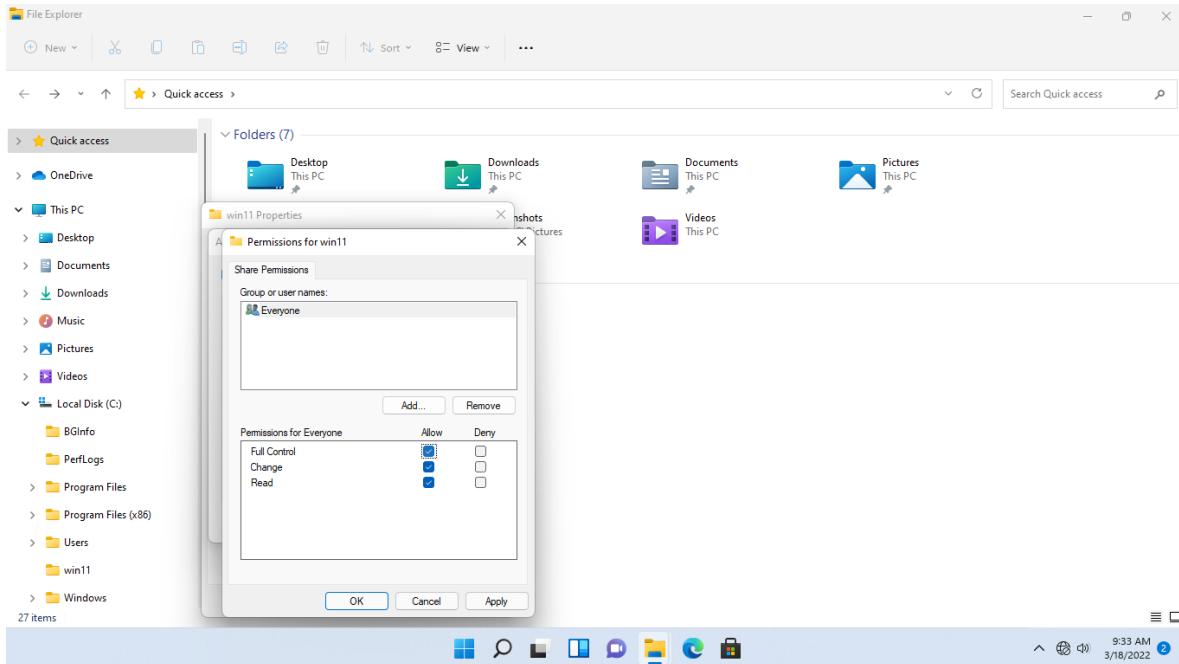
Click **Permissions**.



## Step 22:

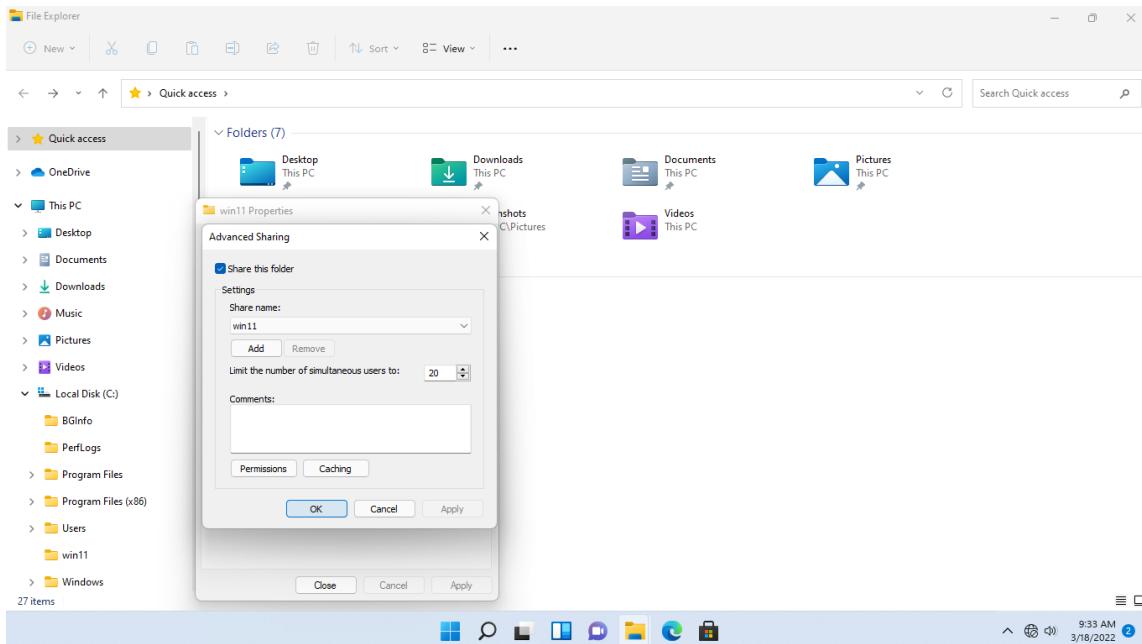
On the **Permissions for win11** dialog box, select **Everyone**. Within the **Permissions for Everyone** section, under **Allow** select **Full Control**.

Click **OK**.



## Step 23:

Likewise, click **OK** on **Advanced Sharing** and click **Close** on **win11 Properties**. Close the **File Explorer** window.



## Task 4: Deploy the Start Menu Layout via Group Policy

You'll establish a Group Policy to deploy the Start menu to a specific group of domain users after exporting the XML file to the shared folder.

In this task, let's learn how to use Group Policy Objects to deploy a shared folder containing the Start layout XML file to domain-joined devices

### Step 1:

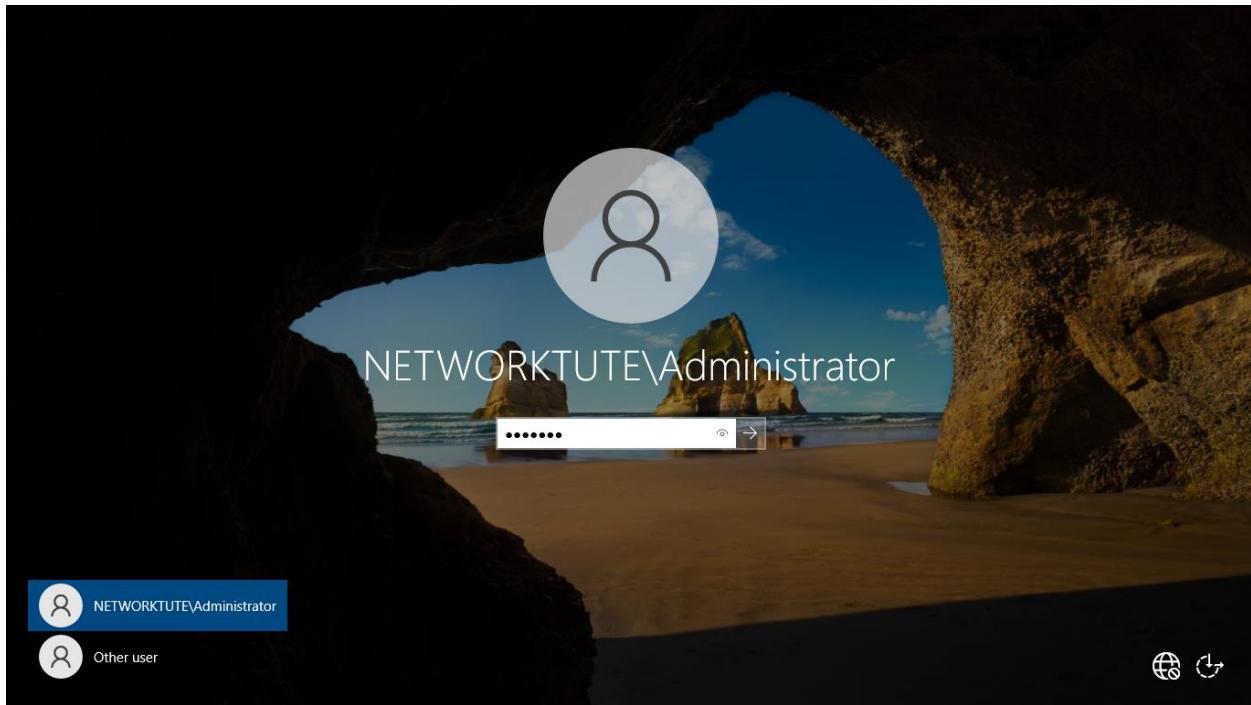
Connect to **NTSER22VM1**.

If asked for credentials, select **NETWORKTUTE\administrator**.

For the password, type: **Networktute@1**

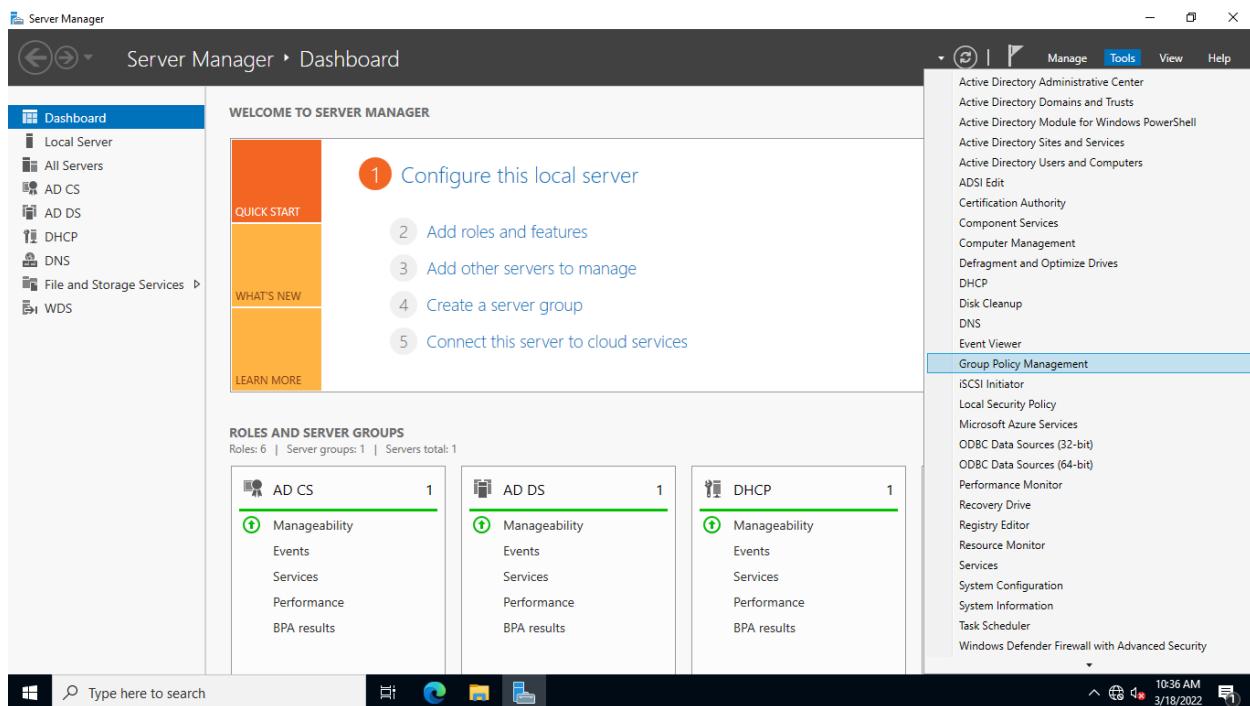
Press **Enter**.

You will use a shared folder that will be used for locking the Start menu layout.



### Step 2:

On the **Server Manager > Dashboard** window, click **Tools** and select **Group Policy Management**.

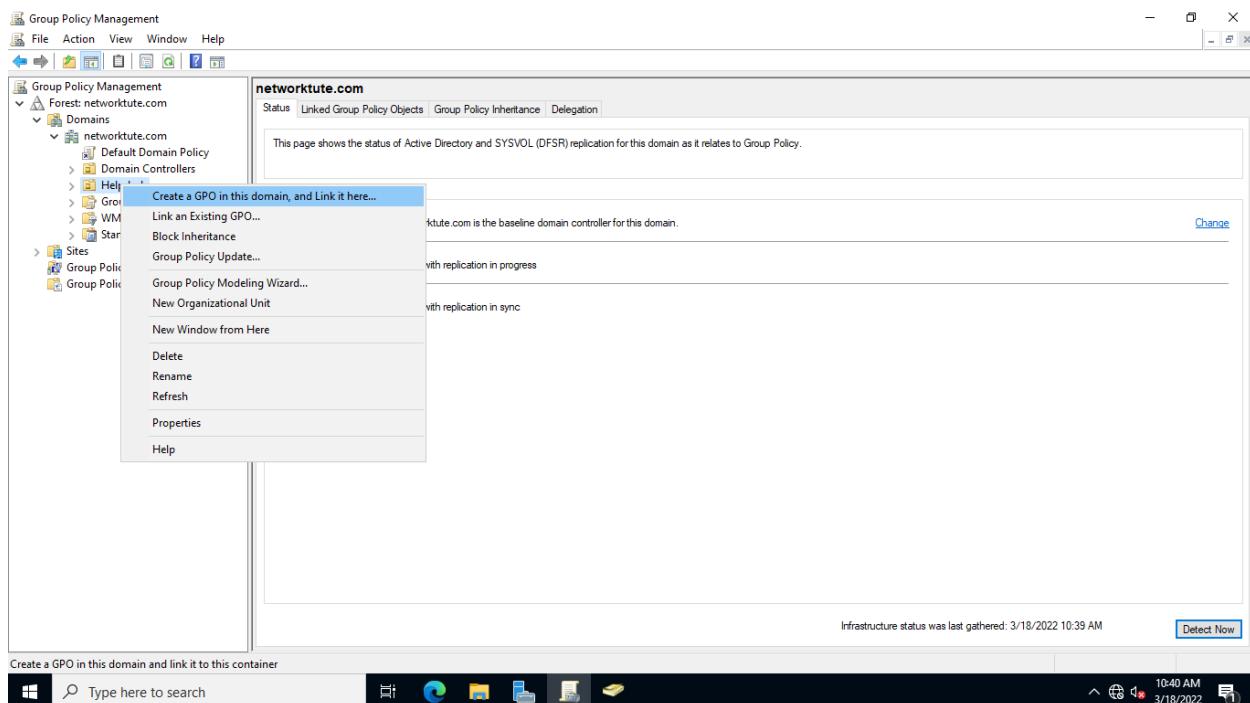


### Step 3:

On the **Group Policy Management** console window, expand **Forest: networktute.com > Domains > networktute.com**

Click **Helpdesk**.

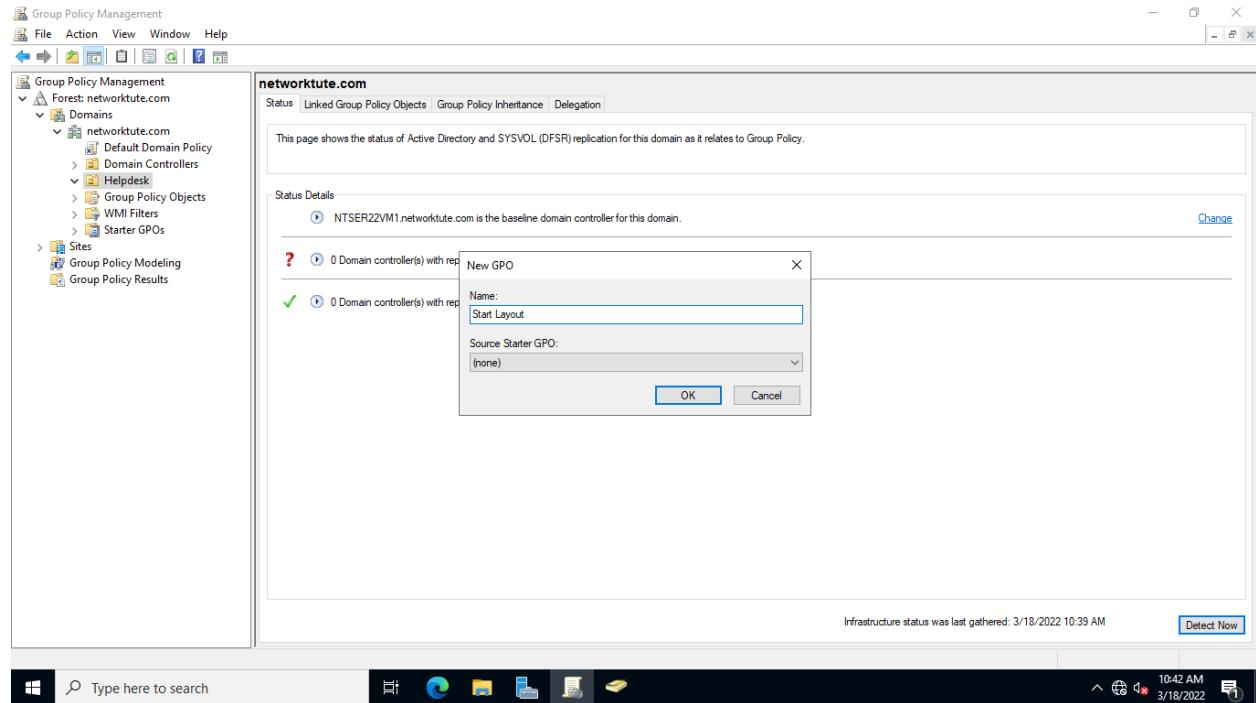
Right-click **Helpdesk** and select **Create a GPO in this domain, and Link it here....**



## Step 4:

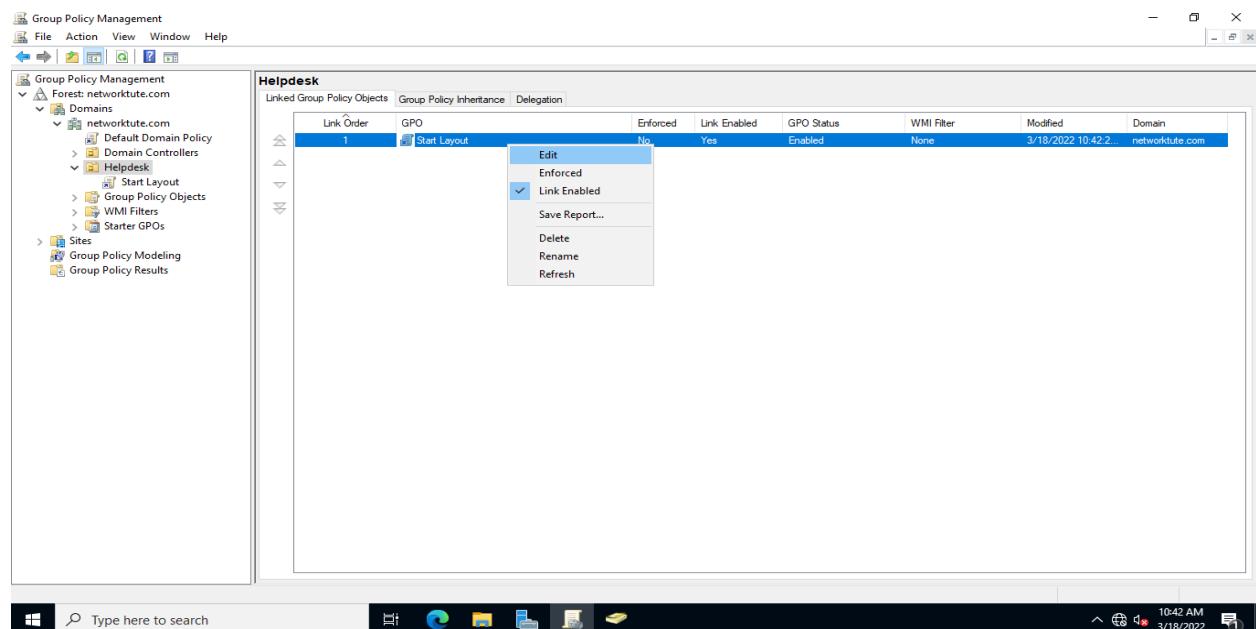
On the **New GPO** dialog box, type over the existing name with: **Start Layout**

Click **OK**.



## Step 5:

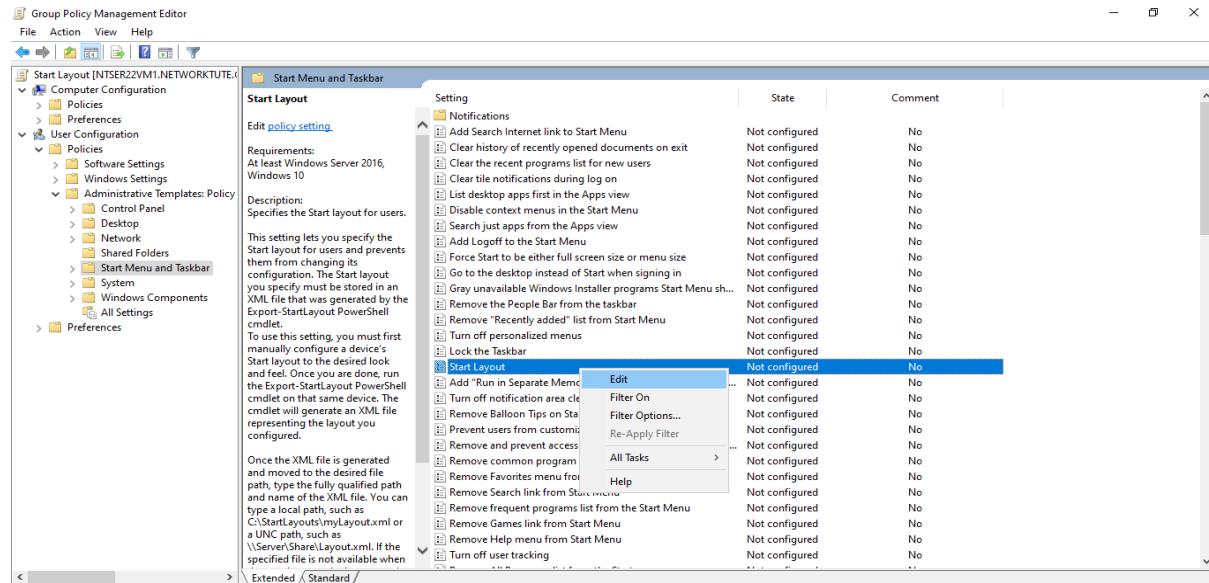
Ensure the **Helpdesk** organizational unit is selected and on the right details pane, right-click **Start Layout** GPO link and select **Edit**



## Step 6:

On the **Group Policy Management Editor**, expand **User Configuration > Policies > Administrative Templates** and click the **Start Menu and Taskbar** folder.

At the right details pane, right-click **Start Layout** and select **Edit**.

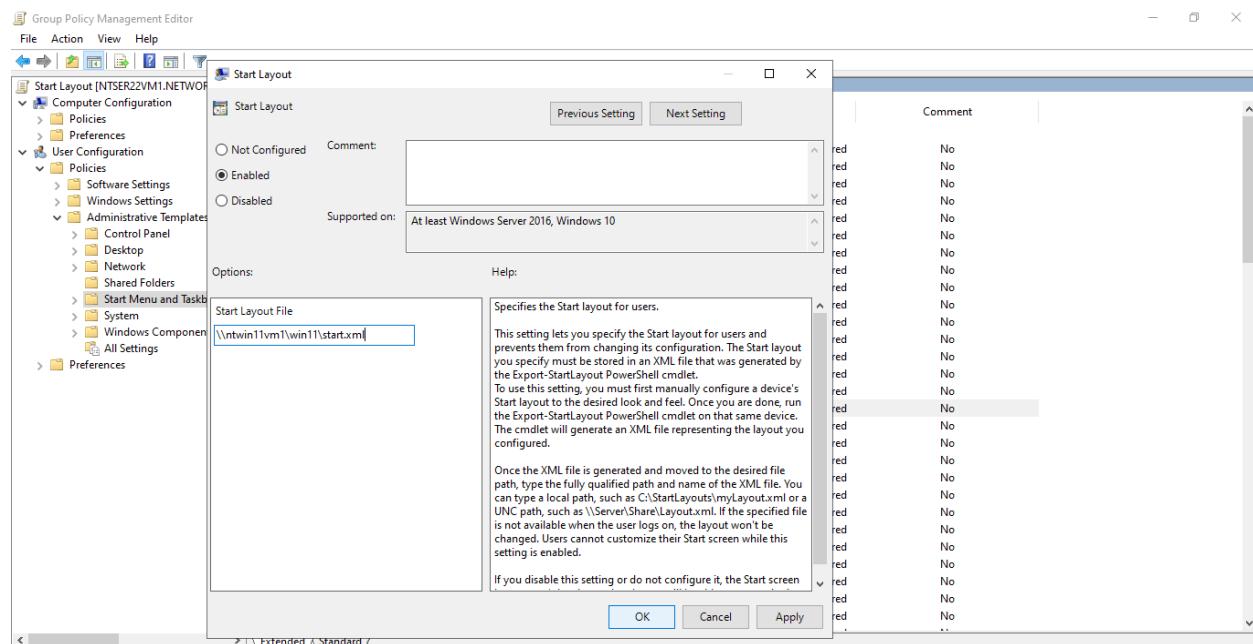


## Step 7:

On the **Start Screen Layout**, select **Enabled**.

Click in the **Start Layout File** textbox and type: `\\\ntwin11vm1\win11\start.xml`

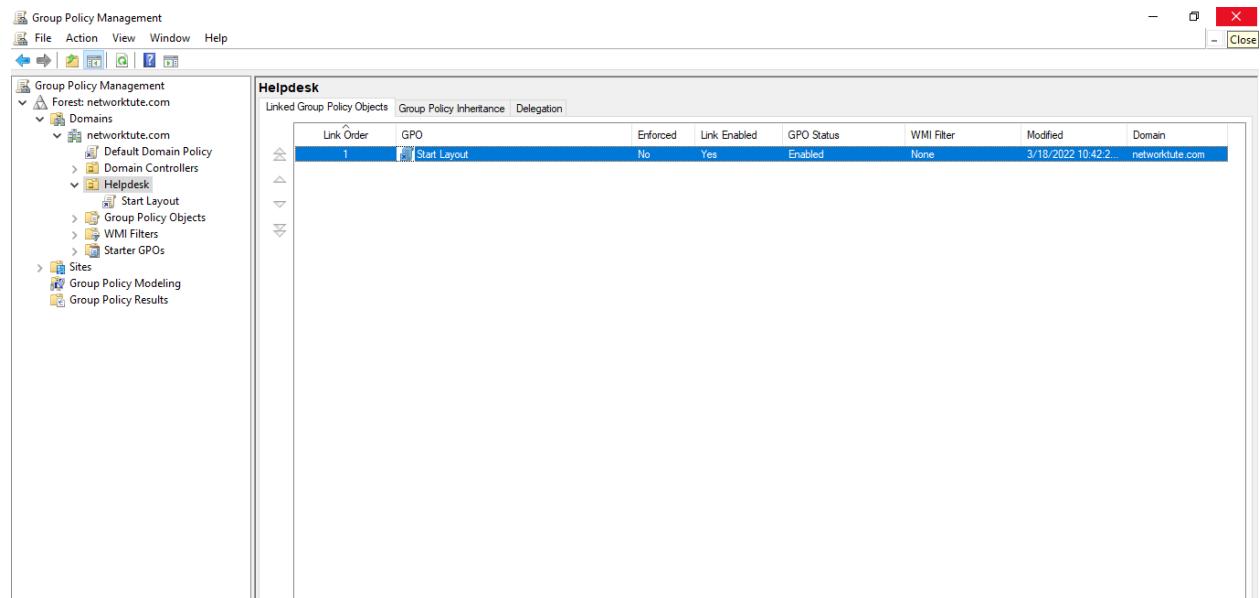
Click **OK**.



## Step 8:

Close **Group Policy Management Editor**.

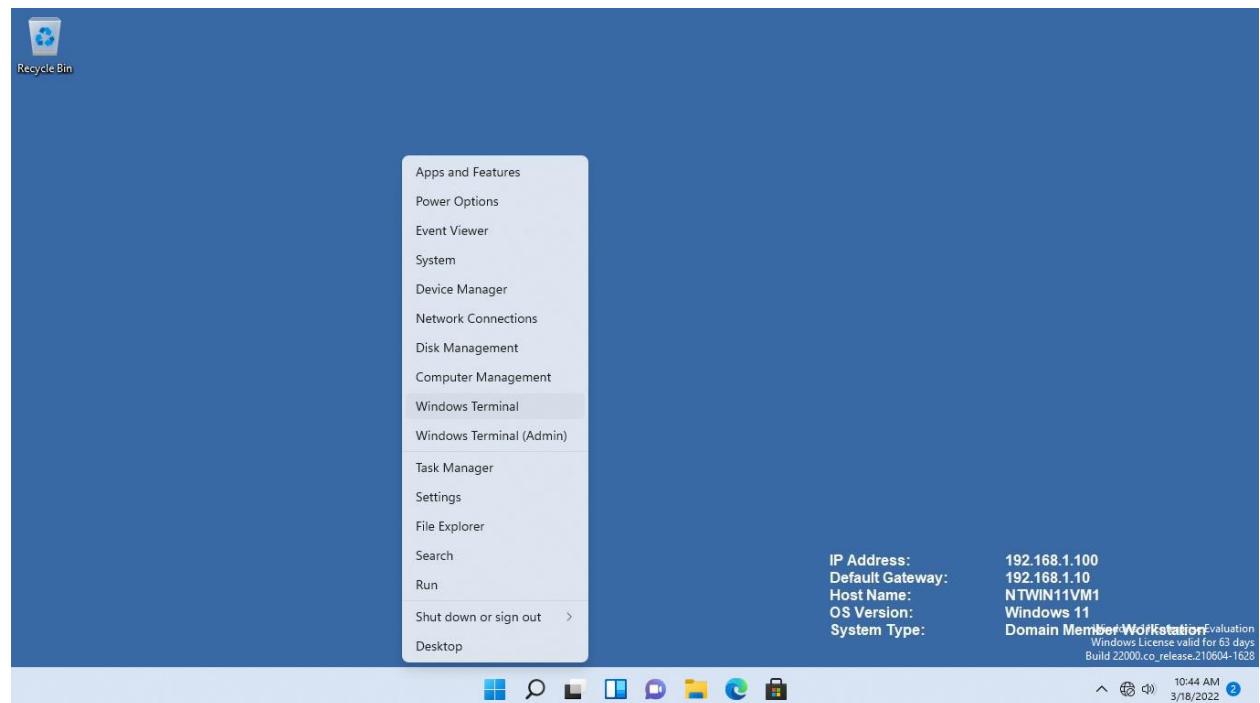
Similarly, close the **Group Policy Management** console.



## Step 9:

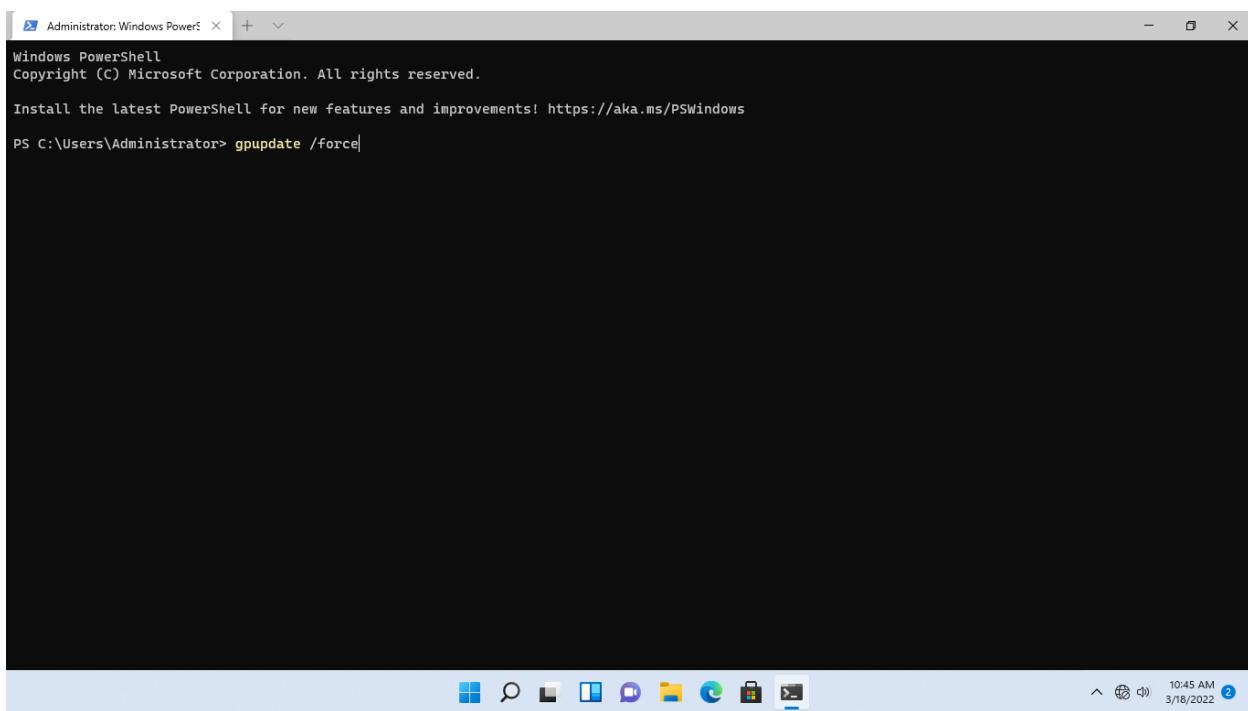
Switch back to **NTWIN11VM1** and ensure you are signed-in as **NETWORKTUTE\Administrator**.

Right-click the **Start** icon and select **Windows Terminal**.



## **Step 10:**

At the **Windows PowerShell** prompt, to force an update of the group policy, type: ***gpupdate /force***  
Press **Enter**.



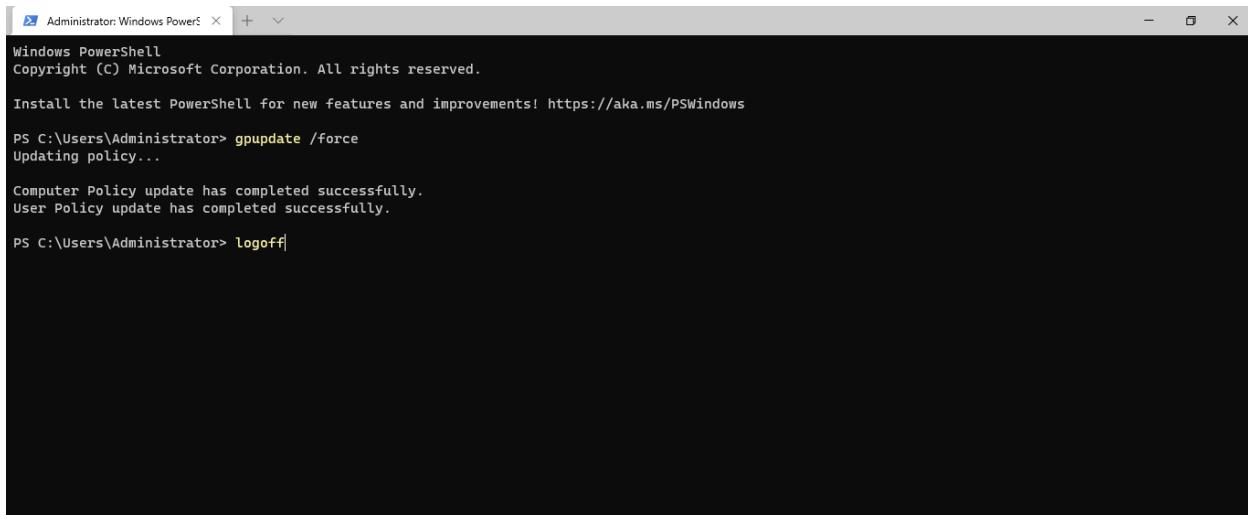
A screenshot of a Windows PowerShell window titled "Administrator: Windows PowerShell". The window shows the command "gpupdate /force" being typed at the prompt. The PowerShell interface includes a title bar, a menu bar, and a taskbar at the bottom.

## **Step 11:**

Wait until the policy update has been successful.

At the next prompt, type: ***logoff***

Press **Enter**.



A screenshot of a Windows PowerShell window titled "Administrator: Windows PowerShell". The window shows the command "gpupdate /force" being typed at the prompt, followed by "Updating policy...". Below this, messages indicate that the Computer Policy update and User Policy update have completed successfully. The PowerShell interface includes a title bar, a menu bar, and a taskbar at the bottom.

## Step 12:

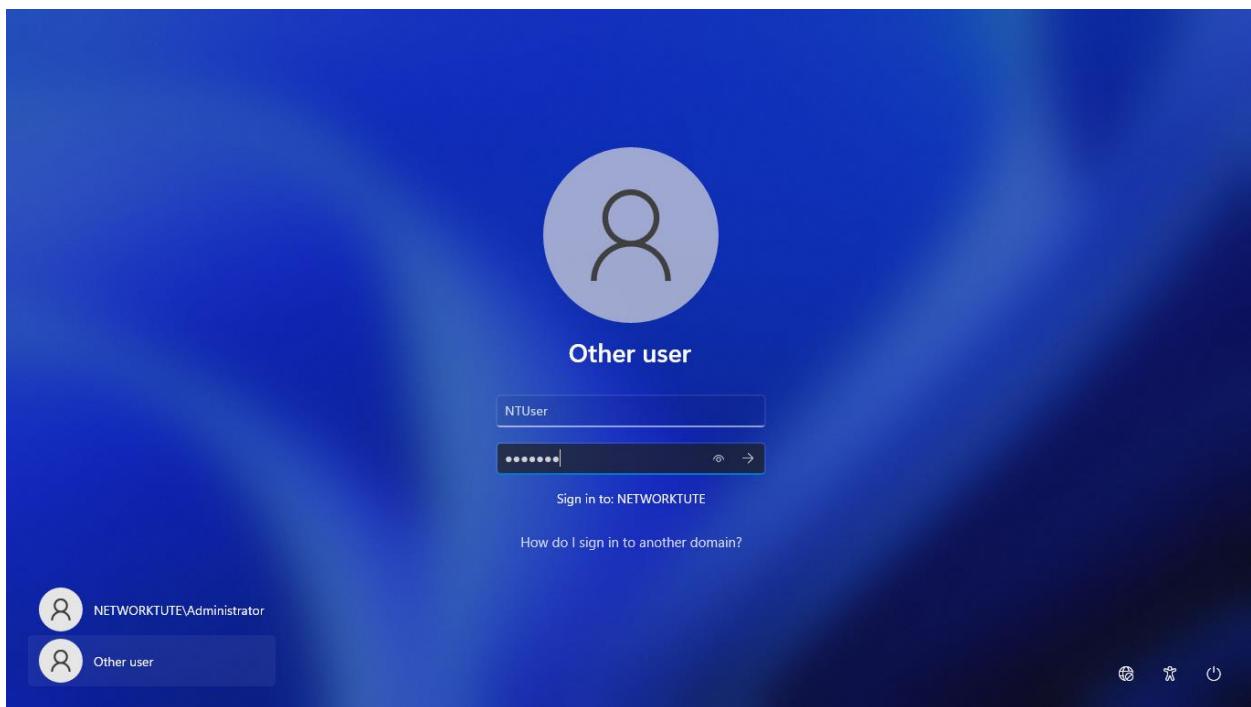
Reconnect to **NTWIN11VM1**

On the sign-in screen, click **Other User**.

Sign-in as: **NTUser**

The password is: **Networktute@1**

Press **Enter**.



## Step 13:

Click **Start**.

Notice that **Start** layout is same as it was configured earlier by the NETWORKTUTE\administrator account

Click **Start**, click the **7-Zip** folder to expand it, then right-click **7-Zip Help**, and point to **More**.

Notice there is no option to pin **7-Zip Help** to **Start** because of a policy linked to Helpdesk organizational unit.