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**Monitor settings**

Click on the start menu and type in **display** > click **display settings**

Graphical user interface, text, application

Description automatically generated

Under **multiple displays** change the setting to **extend desktop to this display**

Graphical user interface, text, application, email

Description automatically generated

Click **identify** to figure out what number is allocated to each monitor then click on the number that you want as your main screen

Graphical user interface, application

Description automatically generated

Under **multiple displays** tick the box next to **make this my main display**

Graphical user interface, text, application, email

Description automatically generated

If you are finding that your mouse isn’t moving across the screens the way you want to, try rearranging them in the settings like below

Graphical user interface, application, Teams

Description automatically generated

Click **Apply**

Graphical user interface, application

Description automatically generated