Setting up a keyboard input language (Windows 10)

- If you want to type in a language other than English, you may need to add that language as a keyboard input on the language bar.
- You may need to do this each time you log onto a computer at the LLC, as none of the computers have any pre-set foreign language inputs.

1. After logging onto a computer, find the current keyboard language in the bottom right corner (“ENG”) and click on it to see what keyboard languages are already installed besides English and Māori. 

   *Important! Due to the university’s IT permissions policy, you cannot access the ‘Language preferences’ menu.*

2. If the language you need is not installed, click on the search icon in the bottom left, and start typing “language” in the search bar. From the suggestions, select **Language** in the pop-up list.
3. On the next screen, click on ‘Add a language’.

4. Find the language you want to add in the alphabetical list (e.g. Japanese), then double-click it.

5. Now go back to the current keyboard language in the bottom right corner. You should see the language you have just added in the pop-up list. If you don’t, something went wrong. Try again from step 1, or ask an LLC staff member for help.