

Computers, Servers, and Printing

How do I add or change the keyboard layout?

We recommend using the United States-International Keyboard, however following these steps will work with adding any keyboard layout.

Windows 10:

1. Click the start menu or hit the Windows key
2. Start typing **Language** and press enter
3. Click on the language you wish to add a keyboard layout to
4. Click on **Options**
5. Click on **Add a keyboard**
6. Click on the keyboard you want to add
 - If you are not going to use other keyboard layouts, you may want to delete other layouts to prevent Windows from switching to them automatically.

Mac OS

1. Go to the Apple Main Menu
2. Click on **System Preferences**
3. Click on **Keyboard**
4. Choose **Input Sources**
5. Click on the + icon
6. Select layout language eg. English
7. On the right side, choose layout you want to add
8. Click **Add**
9. Close window
10. On the top left bar beside the wifi icon, there will be a picture of a flag with the corresponding keyboard layout. Click and select the desired layout

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