

How to activate your te reo Māori keyboard

Windows 10 and 11 laptops

- Open the **Start** menu and select **Settings**
- Select **Time & language**
- Select on **Language & region** (or **Language** in Windows 10)
- Under **Preferred languages**, look for **English (New Zealand)**. If it is not there, select **Add a language**, search for **New Zealand**, and install it.
- Click the 3 dots (...) next to **English (New Zealand)** and choose **Language options**.
- Scroll down to the **Keyboards** section and click **Add a keyboard**.
- Select **Māori** or **NZ Aotearoa QWERTY** from the list.



How to use the Māori keyboard on your Windows 10 or 11 laptop

Switching language keyboards

Click the language indicator (**ENG** or **ENG MI**) on the bottom-right corner of your taskbar, or hold down the **Windows Key + Spacebar** to toggle between your installed keyboards.



Typing macrons (tohutō)

Press the tilde key (~) located at the top-left of your keyboard below the Esc key.

Release it, and then press your desired vowel (**ā, ē, ī, ō, ū**).

Check your keyboard before assessment day

Type the following letters to make sure your keyboard is working correctly:

Ā Ē Ī Ō Ū and ā ē ī ō ū

If you can type all 10 correctly, your keyboard is ready to use.