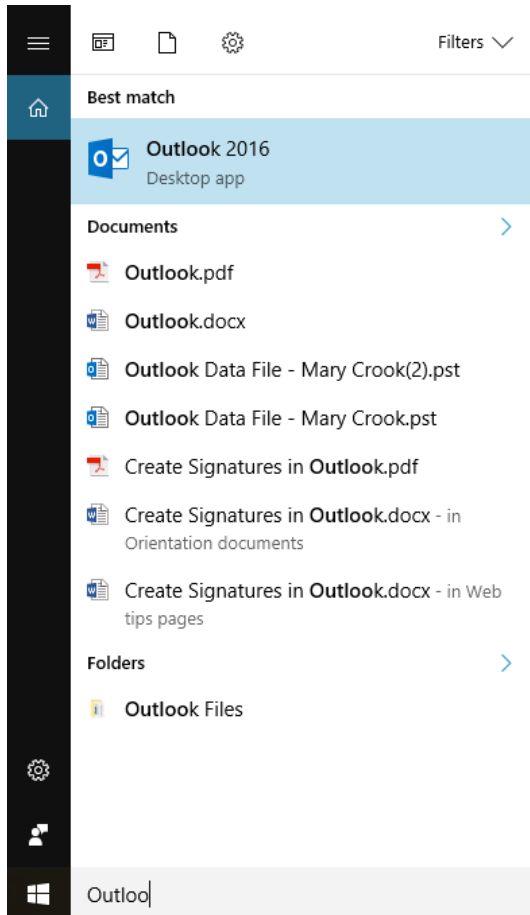


# Putting a Shortcut for an Application (Program) on the Start Menu or Task Bar for Windows 10

1. In the lower LEFT corner of the screen there should be a search field area. Type in the program you need. Example: Outlook



2. When it pops up in the menu, Right click and choose to Pin to either or both your Task Bar (bottom bar on Screen) or the Start Menu (what pops up when you hit the windows key) I usually do both for convenience.

