

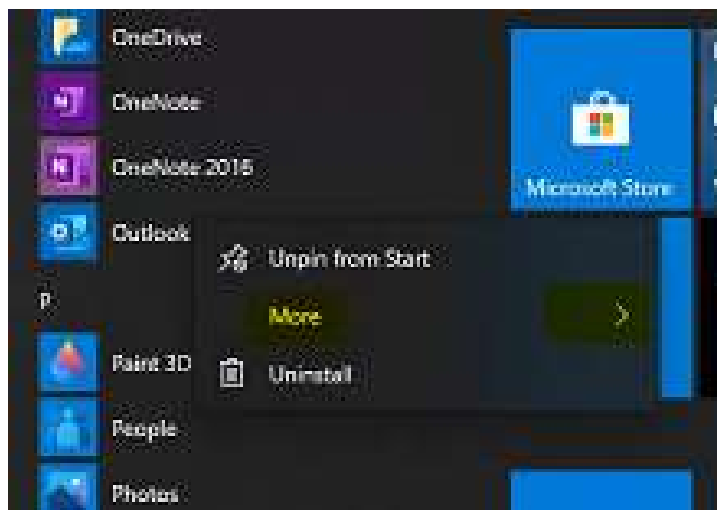
How to Pin and Unpin an App to the taskbar:

1. Locate the App you want to pin to the taskbar:

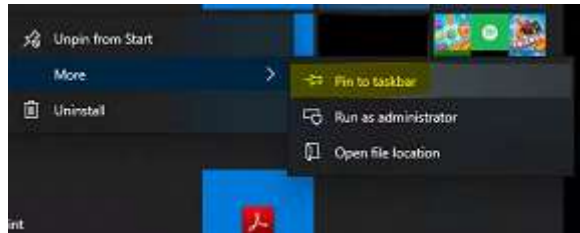
(For the tutorial we shall use Outlook)



2. Right Click on the App and select **More**.



3. Select **Pin to taskbar**.

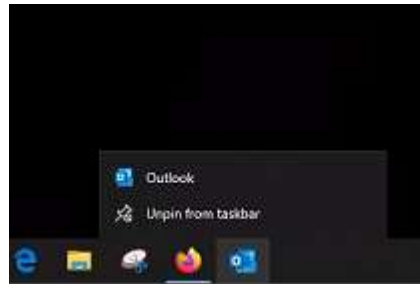


4. This will then place a shortcut to the app in the taskbar as shown:

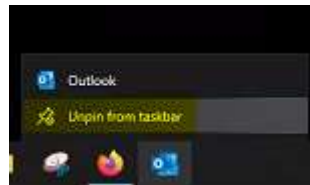


To Unpin the App:

1. Right click on the app



2. Select **Unpin from taskbar**.



3. This will then remove the App as shown:

