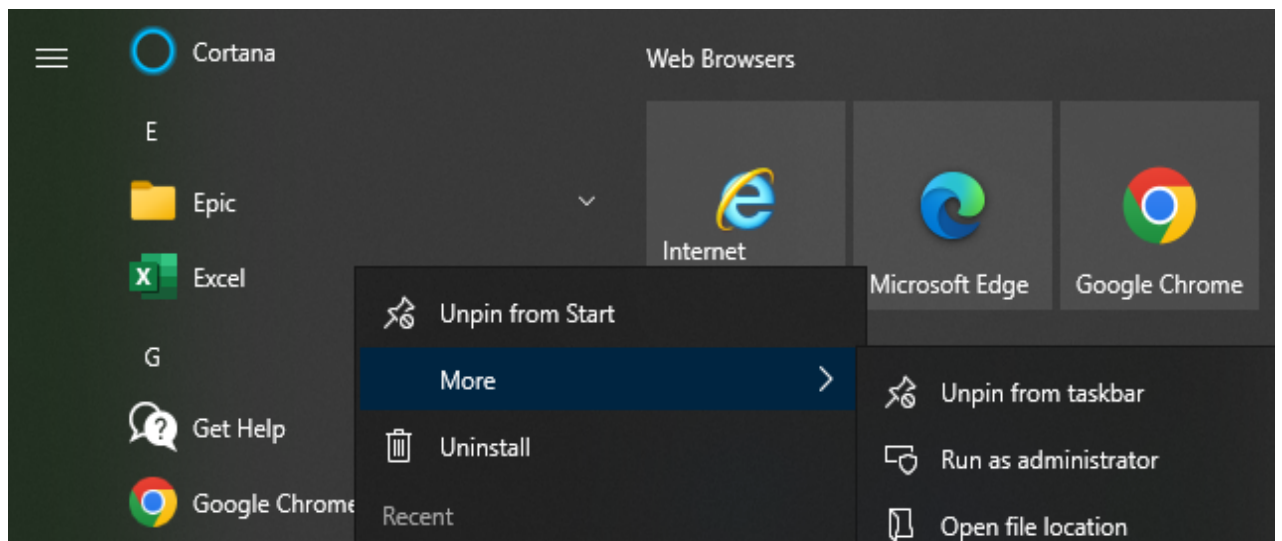**Pinning Icons to the Taskbar**

- Select **Start,** select the arrow next to **All apps**, right-click the app, then select **More > Pin to taskbar**.

- If the app is already open on the desktop, press and hold (or right click) the app's taskbar icon, and then select **Pin to taskbar**.