

Step 1: Find your software.

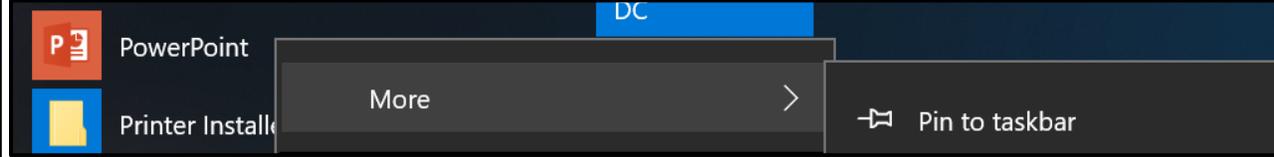
- Press the  icon on your keyboard.

Choose one method:

- Click the “**A**” at the top of the Programs Menu and click **letter** of the software you are looking for.
- Scroll through the Programs Menu until you get to the software.
- Begin typing the name of the program to be pinned.

Step 2: Pin your program.

- Right Click on the software.
- Click **More**.
- Click **Pin to Taskbar**.



Your program icon will appear at the bottom of your screen in the taskbar for quick, easy access.

