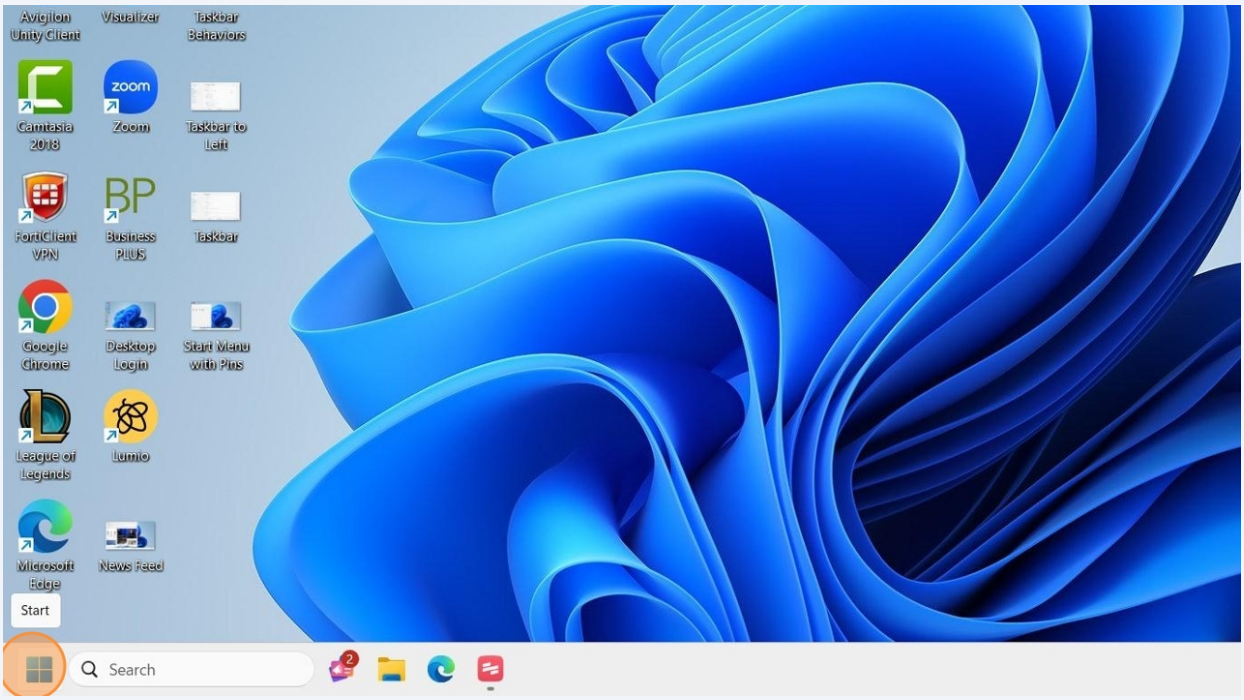
#3 Organizing your Start Menu Apps

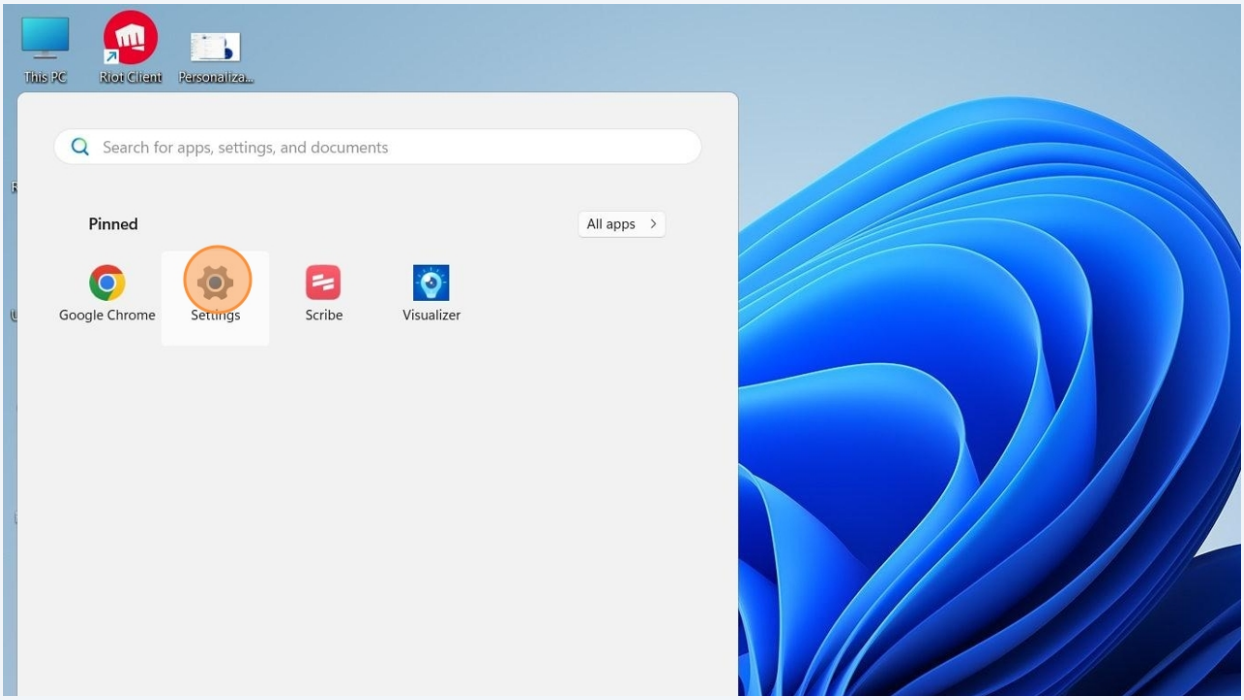
This guide provides step-by-step instructions for moving apps and creating grouped folders, enhancing your user experience.

Moving an App on the Start Menu

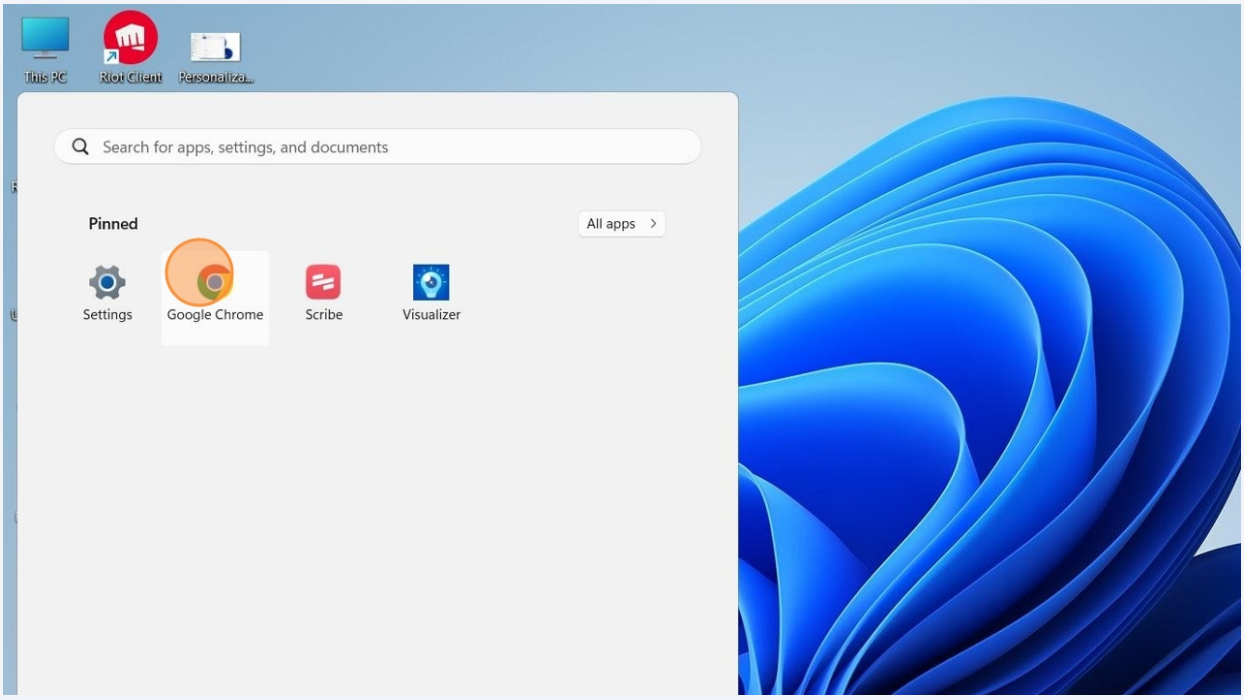
1 Click "Start"



2 Click the app you want to move

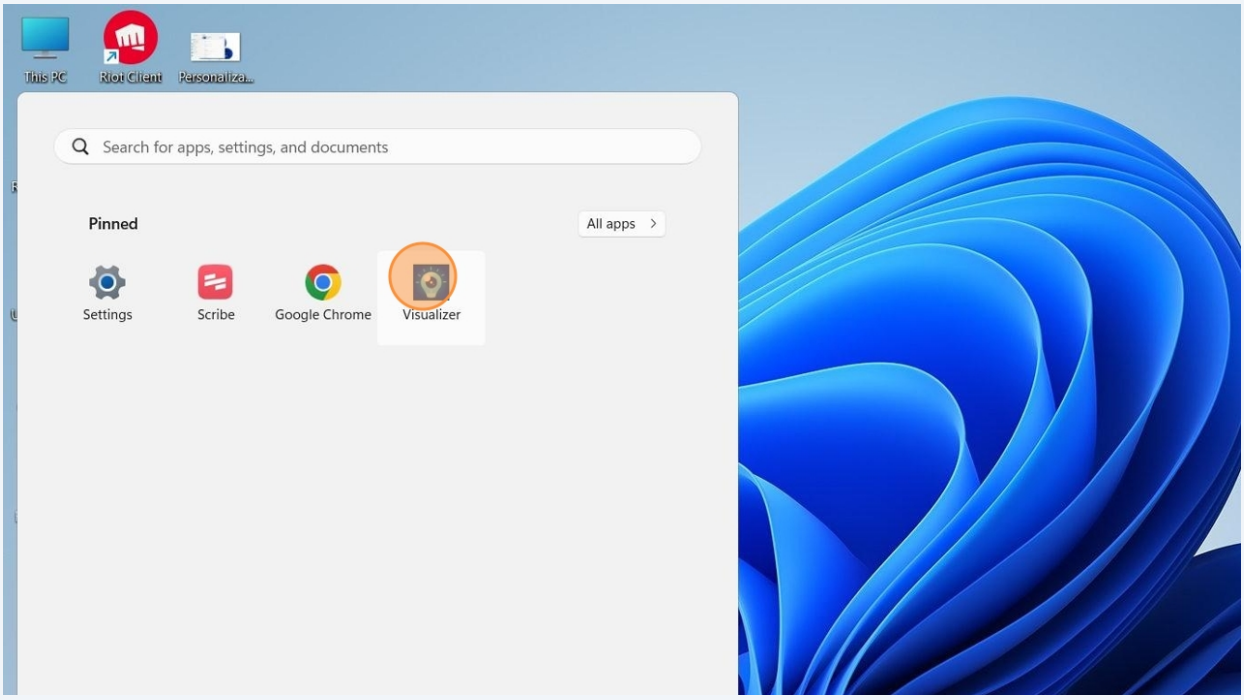


3 Drag and drop the app where you'd like it to go

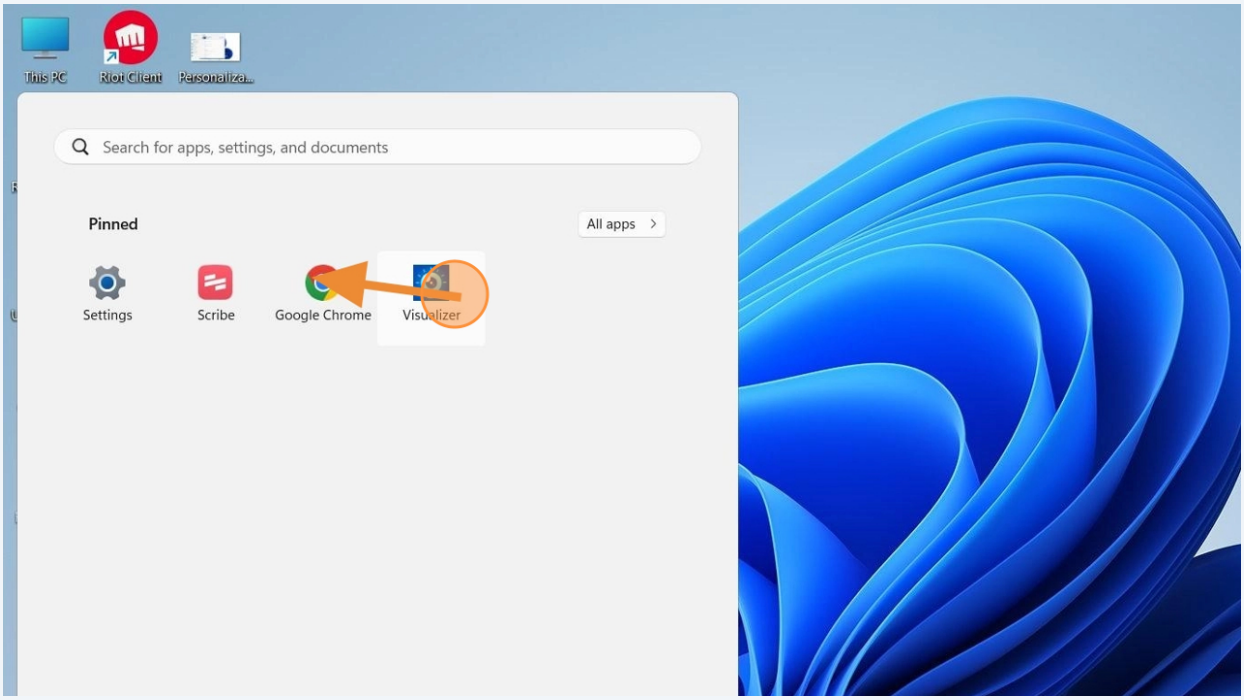


Creating a Grouped Folder on the Start Menu

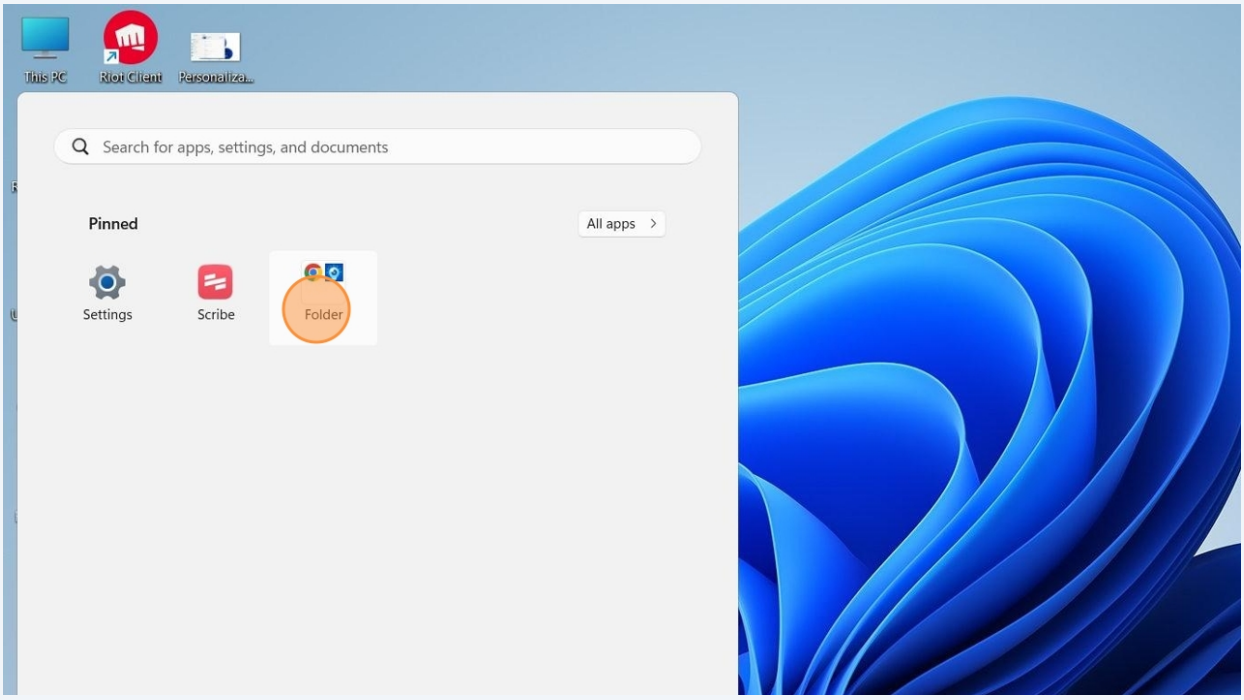
4 Click the app you want to group



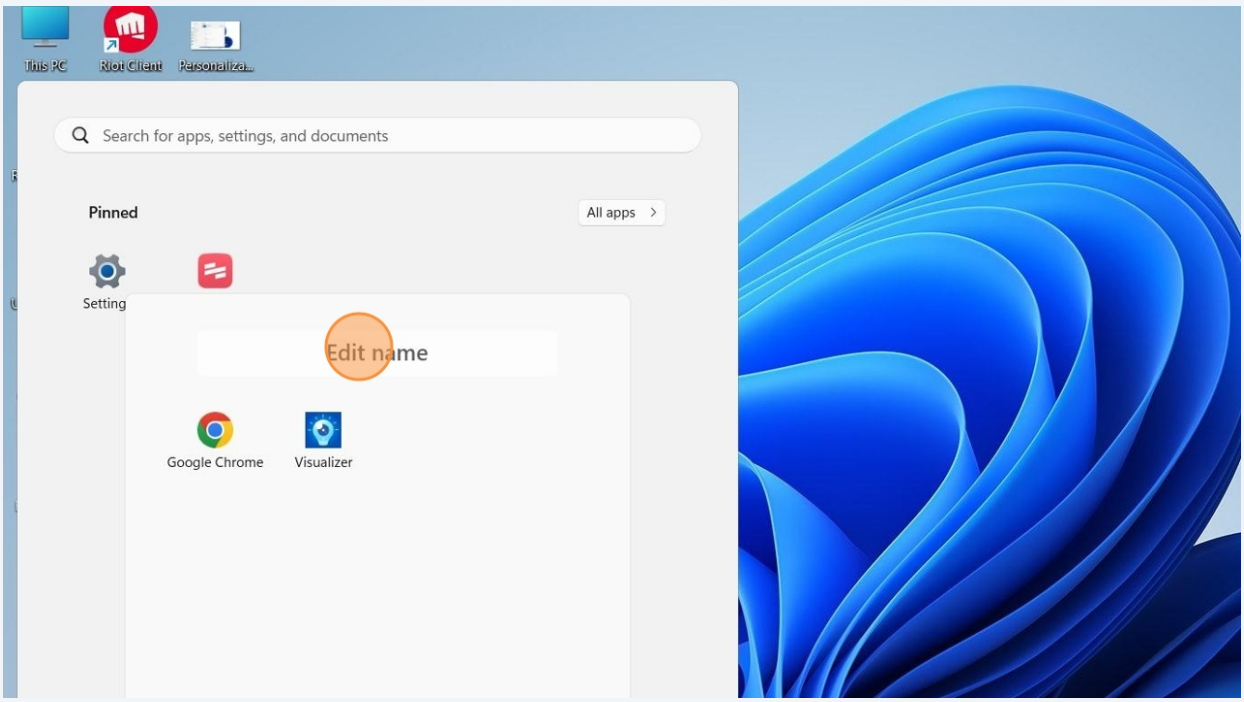
5 Drag and drop your selected app on top of the app you want to group



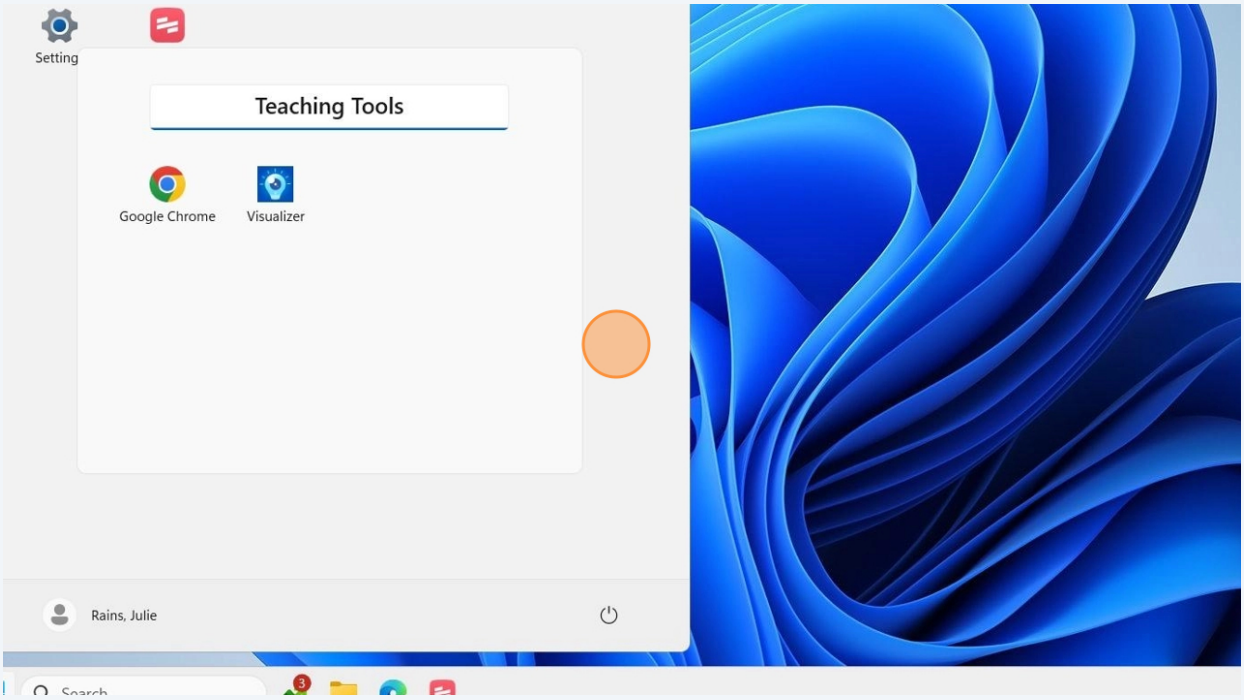
6 Click on the word "Folder"



7 Click "Text Box" to edit the name



8 Click back on the menu background to minimize the content folder



Tip! To remove an app from a group, just click, drag and drop it outside of the container.

9 If you experience any issues, please fill out a tech ticket at https://rochester.incidentiq.com/ and someone from our Tech Team will get back to you as soon as we are able.