



The Taskbar is the bar at the bottom of the page. It can store Icons and show you instances of programs you already have opened.



Pin items to the Taskbar:

You may pin items to the task bar to have applications more convenient to find.

- 1. If the app is already open, **righ click** the icon in the Taskbar.
- 2. Choose Pin o a kbar.

or

- 1. Find the application using the **S ar Men** .
- 2. Righ click the item.
- 3. Choose More.
- 4. Choose Pin o a kbar.

These same steps will also unpin items from the taskbar.

More information about the Taskbar: https://support.microsoft.com/en-us/help/29280/windows-10-how-to-use-the-taskbar

