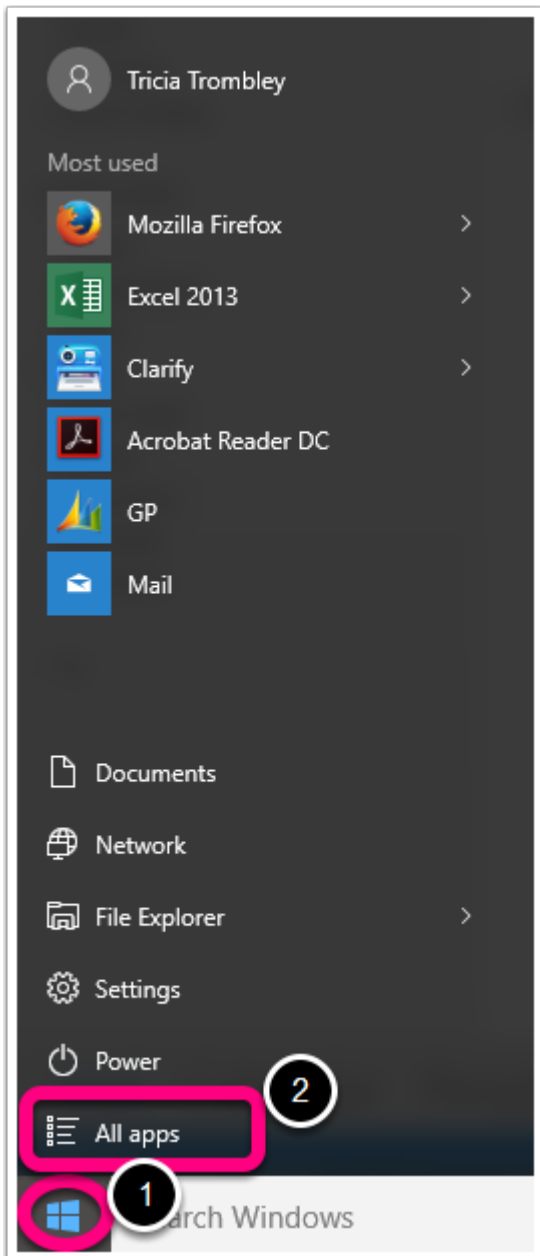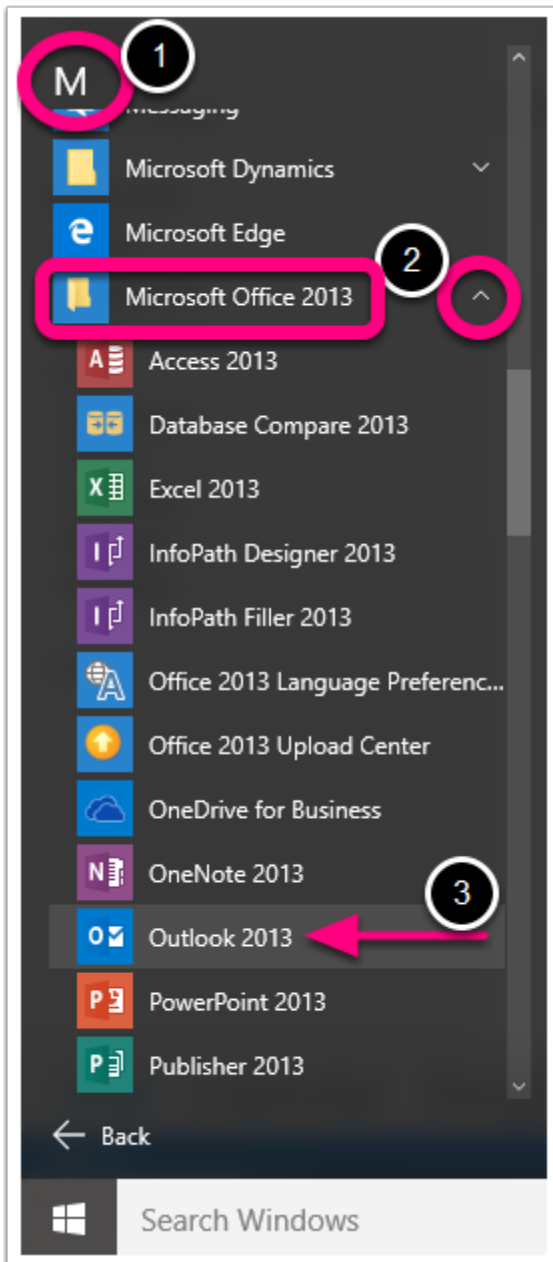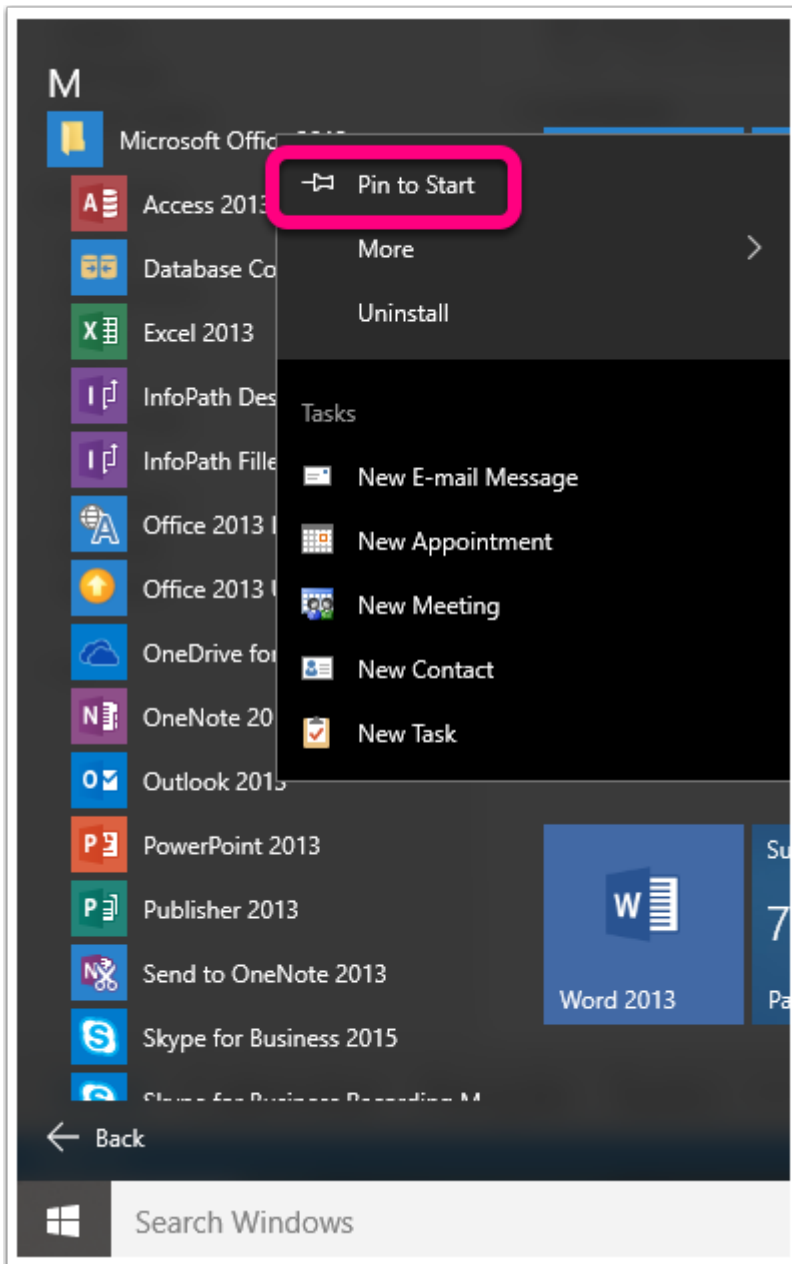# How to add Outlook to your desktop in Windows 10

To add a shortcut to Outlook from your desktop, you will need to have Microsoft Office already installed on your computer. To find it click on the Start menu, and select All apps.

Scroll down to the M's in the menu and select the arrow beside Microsoft Office. Right click on Outlook.

Click Pin to Start from the menu.

The icon will show up in your Start menu. Click on the icon and drag it to your desktop to creat the link.