

Creating a Desktop Shortcut for Microsoft Outlook 2016 for the PC

You can quickly add new shortcuts to your desktop that point directly to Microsoft Outlook 2016 for the PC. The following explains how to create a desktop shortcut to Microsoft Outlook 2016.

1. Click the **Start** button.
2. Navigate to **Outlook 2016** in the *program list*.

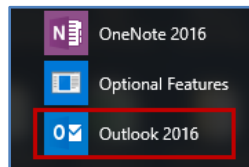
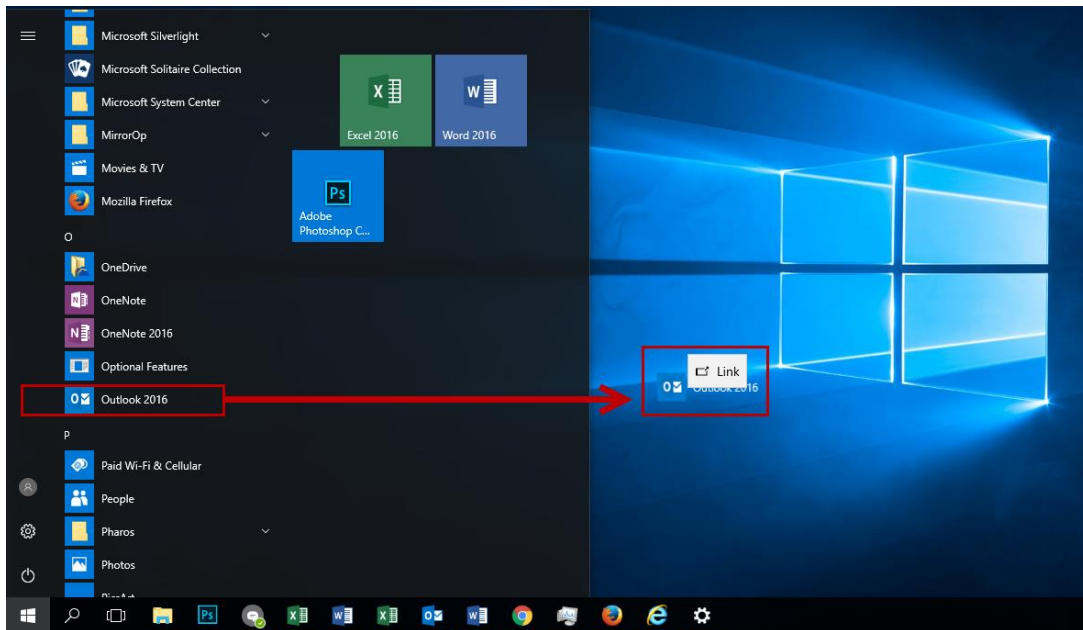


Figure 1 - Outlook 2016

3. Left-click and hold **Outlook 2016**, then drag it to the *Desktop*.



4. Your *Desktop Shortcut* will be created.