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.

![Taskbar Image]

**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, **right click** the icon in the Taskbar.
2. Choose **Pin to taskbar**.

or

1. Find the application using the **Start Menu**.
2. **Right click** the item.
3. Choose **More**.
4. Choose **Pin to taskbar**.

These same steps will also unpin items from the taskbar.