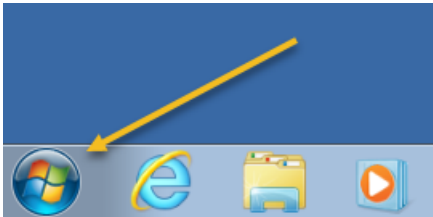
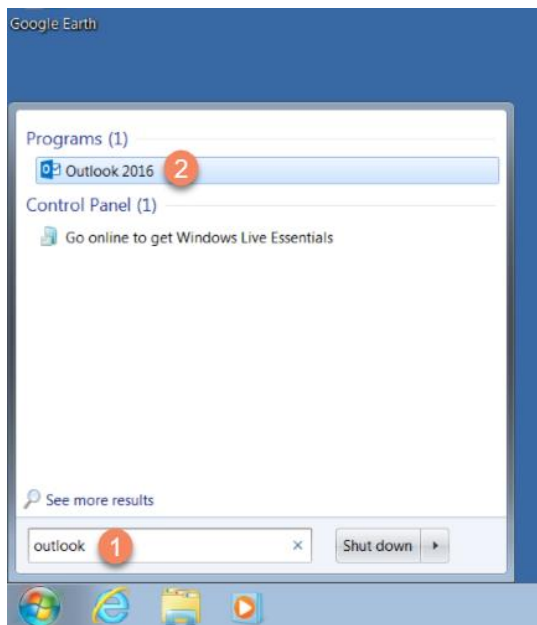


Finding Outlook and Creating Shortcuts

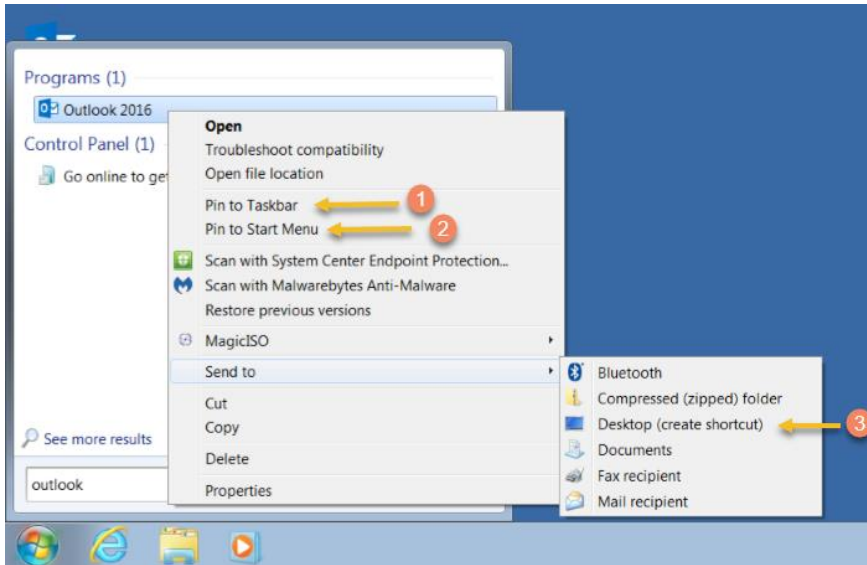
1. Click on the **Start Menu**.



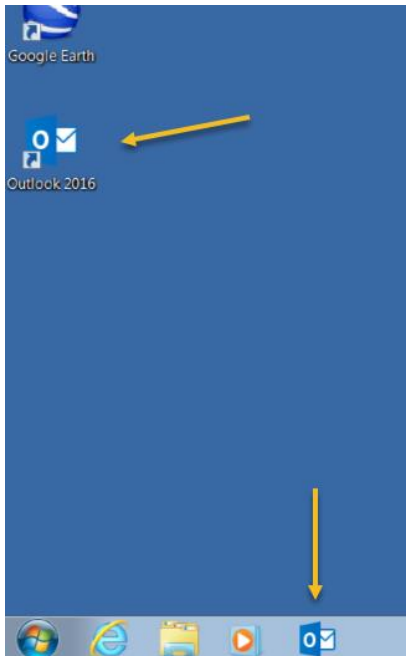
2. Into the Search Bar, type **Outlook**. If it has been installed, Outlook should appear in the list.



3. Right-click on **Outlook 2016**. Select if you would like to **Pin to Taskbar** (will be next to your Start Menu), **Pin to Start Menu** (will be at the top of your Start Menu list), or go to **Send to > Desktop (create shortcut)** (will place an icon on your desktop.)



4. You should now see the icon in the appropriate place.



5. The very first time you open Microsoft Outlook you *may* be prompted for a login. If so, type in your full email address (i.e. bsander@lssd.ca) and use the same password you use to login to a divisional computer (desktop/laptop). Note: this is not your FirstClass password.