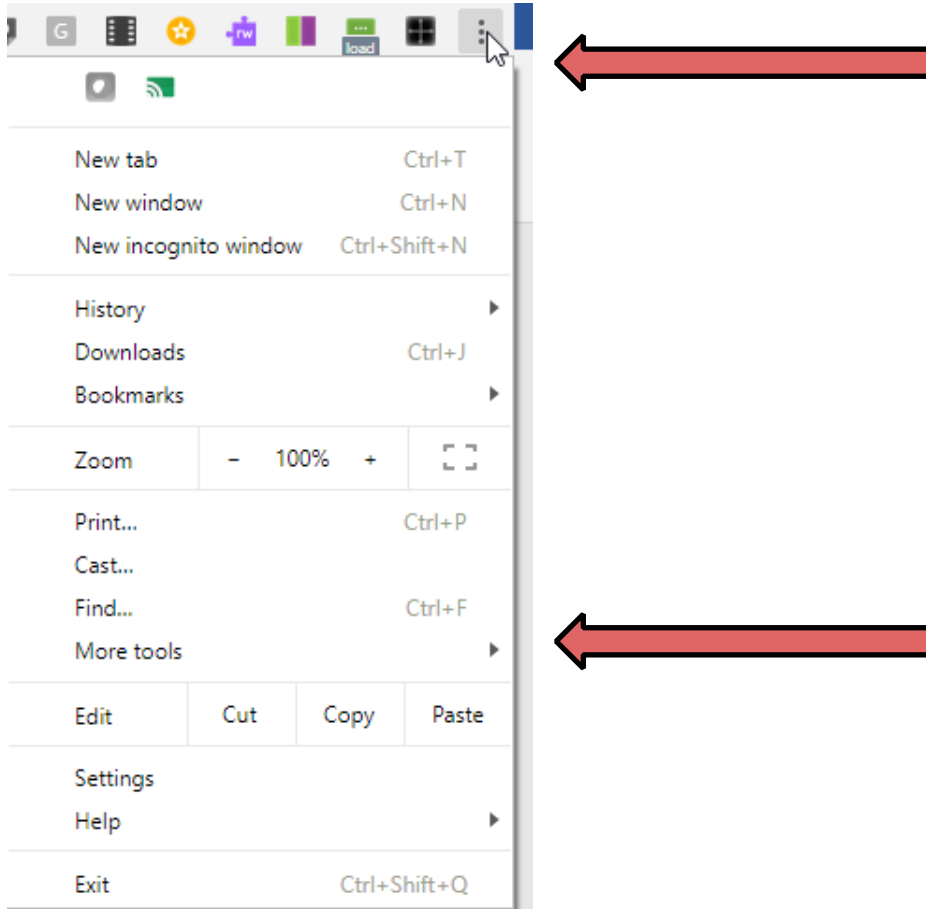


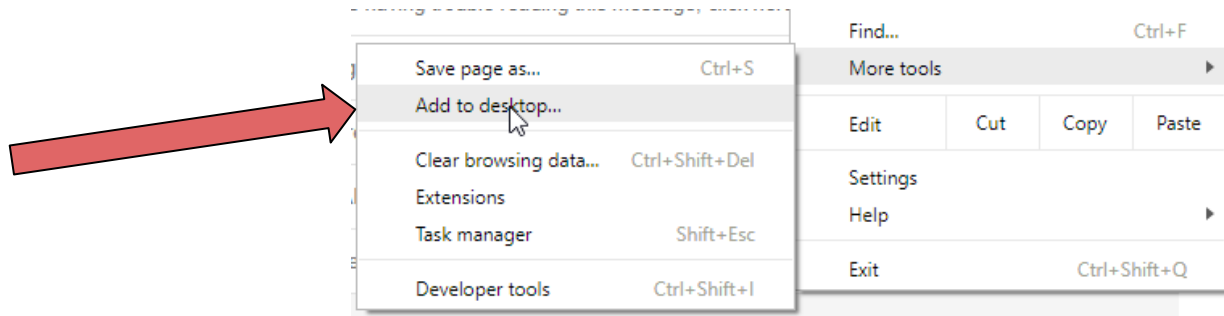
Create a Gmail Desktop Shortcut

Summary: How to create a Gmail shortcut from Chrome and how to put it on the Taskbar of your desktop

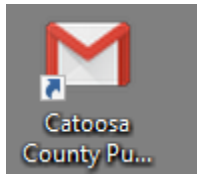
1. Open Chrome, log onto Google and go to Gmail
2. Click on the three dots in the upper right corner, then click on **More Tools**



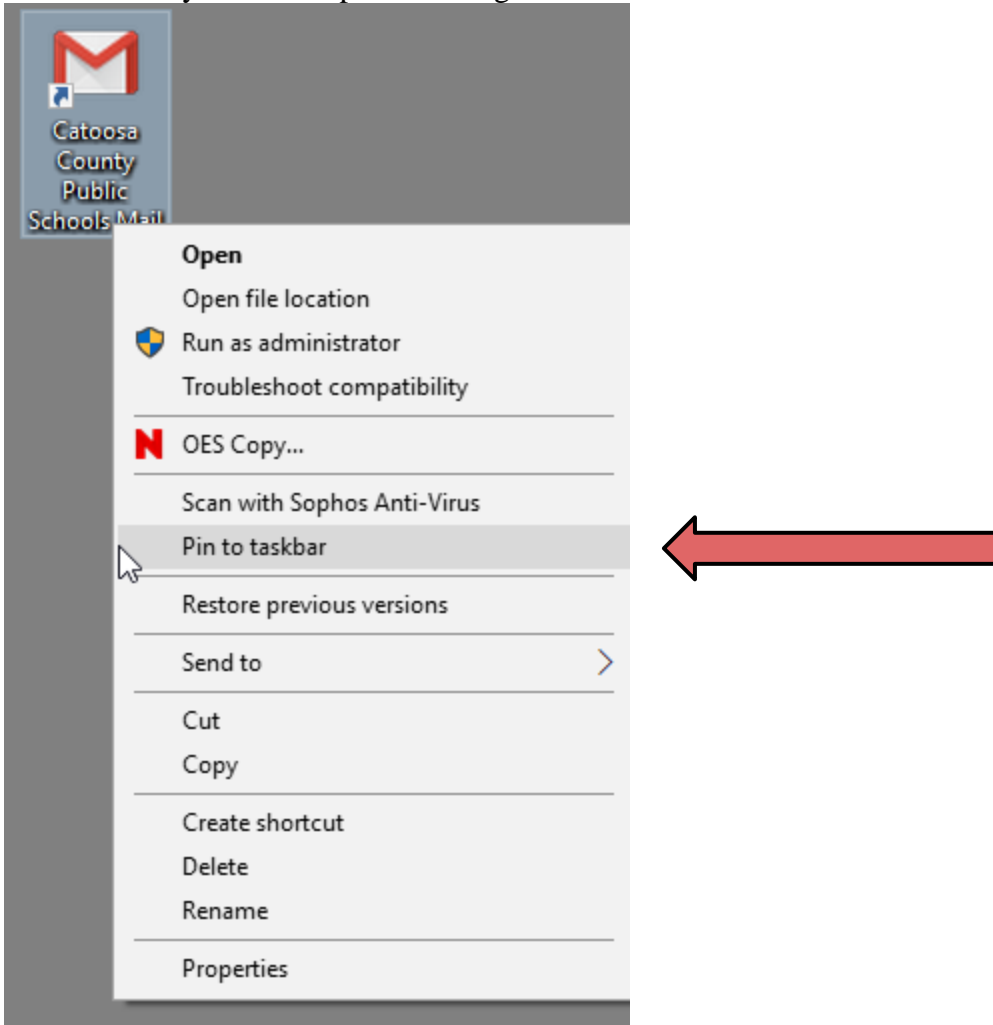
3. Click on **Add to desktop...**



4. A Gmail icon will appear on your Desktop:



5. To add to your Desktop Taskbar right click on the icon and select **Pin to Taskbar**:



6. The icon will appear in your Taskbar

