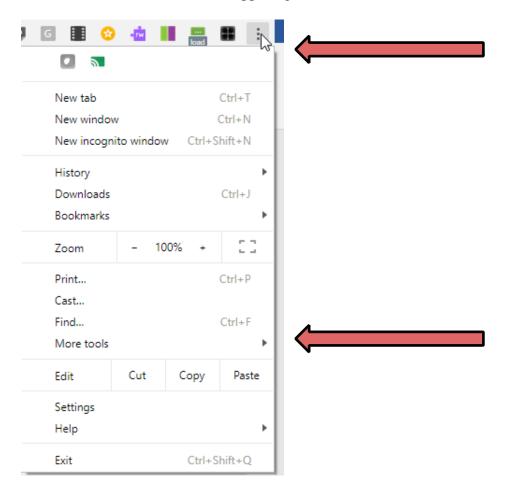
Create a Gmail Desktop Shortcut

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...

		Find			Ctrl+F
Save page as	Ctrl+S	More tools			►
Add to desktop		Edit	Cut	Сору	Paste
Clear browsing dat Extensions	a Ctrl+Shift+Del	Settings			
Task manager	Shift+Esc	Help Exit Ctrl+Shift+Q			
Developer tools	Ctrl+Shift+I				hift+Q

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**:

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	Open	
	Open file location	
•	Run as administrator	
	Troubleshoot compatibility	
l I	OES Copy	
	Scan with Sophos Anti-Virus	A
6	Pin to taskbar	
	Restore previous versions	v
	Send to	
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

6. The icon will appear in your Taskbar

