

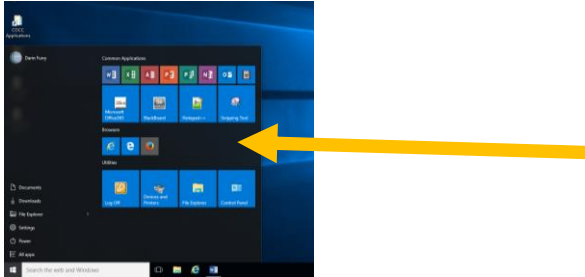
## Adding items to the Start Menu

### What

When you click the Start button, you'll see a menu that the ITS department has set up. You can change this menu.

### Where

These are the colorful tiles on the Start Menu:



### Information

#### *Adding a tile*

1. Click on the Start button.
2. Click on the icon right above the Start button titled "All Apps"
3. Find the app you want, right click on it, and select "Pin to Start Menu"

Note: On step 3, if you click on "more" you'll see the option to pin this program to the task bar.

#### *Modifying a tile*

Once the tile is on the start menu:

- **Moving it around** – click and drag on the icon to place it where you want.
- **Resizing** – right click the icon, select the resize menu, then select the size you want.
- **Deleting** – right click the icon, select "unpin from start" (note that this only removes the icon. The program will still appear in "All apps").