Creating a Shortcut for Outlook on Desktop

If you want to create a shortcut so that you can launch Outlook from your desktop, follow these steps:

1. Select **Start > Programs or All Programs > Microsoft Office > Microsoft Office Outlook**.
2. **Right-click** on **Microsoft Office Outlook 2007** and you will get a menu.
3. Choose **Send to > Desktop (Create Shortcut)**.
4. Now an icon for Outlook will appear on the desktop.