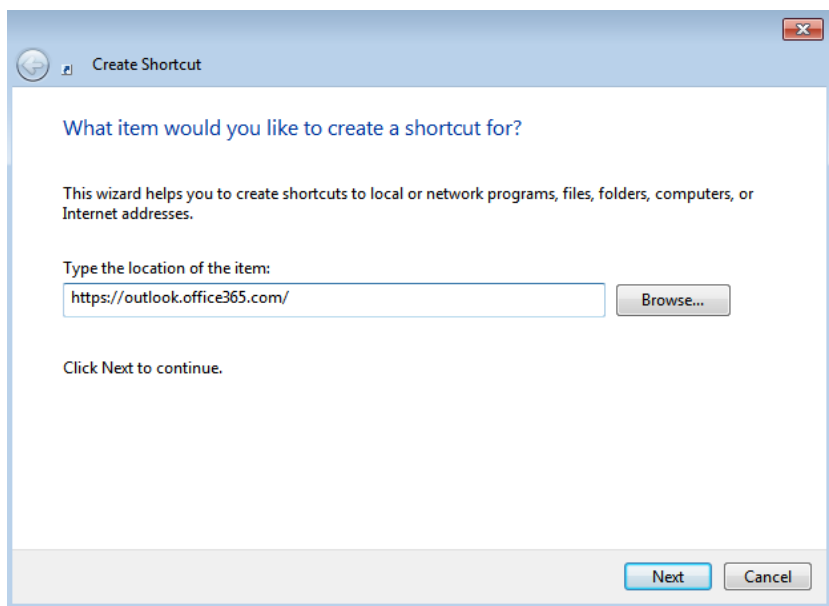# Wharton County Junior College

How to Create a Desktop Icon for Outlook 365
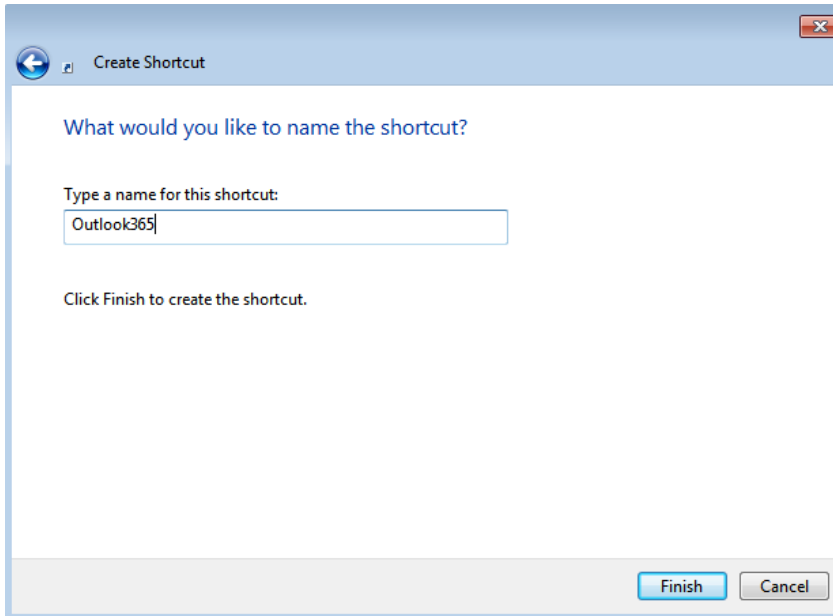
1. Go to your desktop and RIGHT CLICK

2. Select "New" then "Shortcut"

3. Enter the URL https://outlook.office365.com/ click "Next"

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4. Enter the name of the icon "Outlook365" and click "Finish"

5. If you wish to change the icon, RIGHT click the shortcut from the desktop and click "Properties" then "Change icon" and select desired icon