

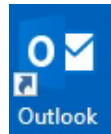


# Starting/Closing Outlook

## How do I start Outlook using program icons?

### Method 1: Desktop Icons

1. If an Outlook icon is visible on the desktop double click it.



### Method 2: Taskbar Icons

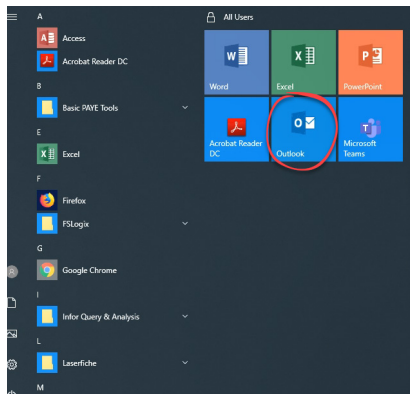
2. If an Outlook icon is visible in the taskbar click once on it to start Word.



## How do I start Outlook using the start menu?

If an icon is not visible you will need to use the start menu. If you use the program frequently an icon will be available in the left hand side column of the start menu.

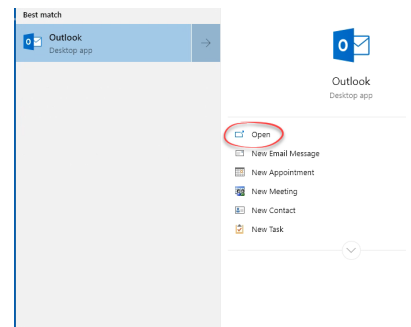
1. Click the 'Windows/Start' Button.
2. Click 'Outlook' .



## How do I search for Outlook in the start menu?

If you cannot see an icon for Word you can search to find it:

1. Click the 'Windows/Start' button.
2. Begin typing 'Outlook'.
3. Click the 'Outlook' icon when it shows in the search results.



## How do I close Microsoft Outlook?

1. Click the 'Close' button in the top right hand corner of the window.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)