

PLACE CHAT/ARTIFICIAL INTELLIGENCE ICON ON YOUR TASKBAR

Take these steps:

- 1) Open Windows Edge from the Taskbar.**
- 2) Click on the “b” icon that appears on the right side of the search bar. (this will open Chat, Microsoft’s artificial intelligence.)**
- 3) Now click on the three horizontal dots that appear in the upper right corner of the window.**
- 4) Move down and click on *more tools*.**
- 5) Move to the panel on the left and click on *Pin to Taskbar*.**
- 6) This action has placed a small Chat icon on the Taskbar for easy access.**