How to Pin Zoom to Your Taskbar (for easy use later)

Step 1: Find the Zoom Icon in your start menu or desktop.

![Start menu with Zoom icon highlighted]

Step 2: Right click on the Zoom icon to open up a menu. Click on “Pin to Taskbar”
Now, your Zoom icon should be pinned to your taskbar at the bottom of your screen, where it is visible at all times.