How to use the Snipping Tool and Pin to Taskbar

1. To open Snipping Tool, select the Search button from the bottom left of your screen.



1. Type “snipping tool” in the search box, and then select it in the search results. ﻿



1. Press the right mouse button on the Snipping Tool icon from your taskbar, and select Pin to Taskbar.



1. Click the Snipping Tool icon, and select New



1. Hold down the left mouse button and hover over the area to be Snipped. Release the left mouse button once you have covered the desired area to be snipped.
2. Use the icons to Save, Copy or Email the Snipping (the Email option works only if your email is already configured with Microsoft Outlook).

