Office 365

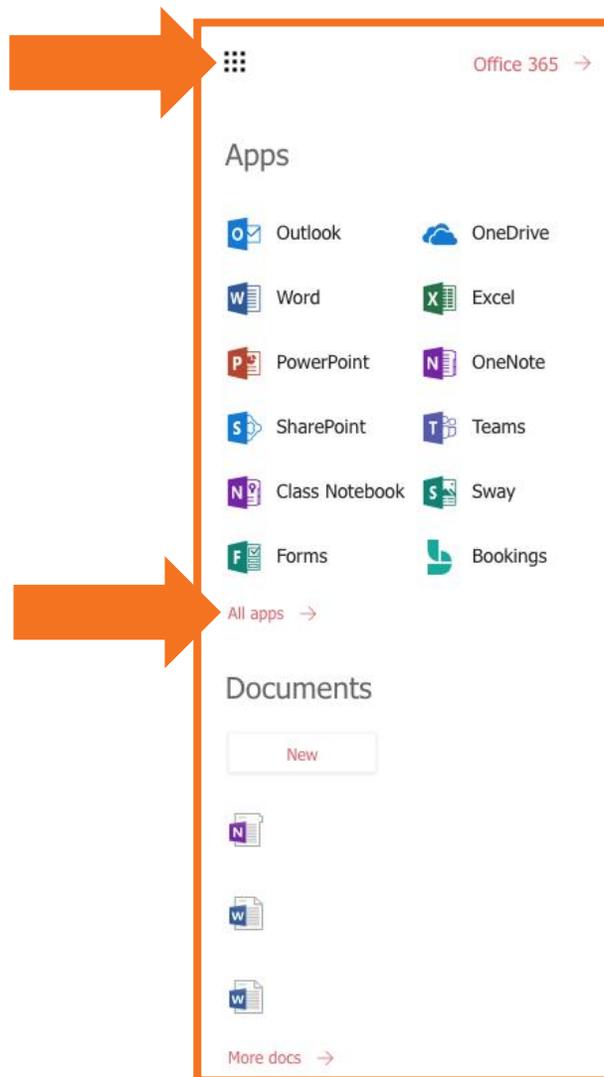**Personalizing the Office 365 App Launcher**

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Personalizing the Office 365 App Launcher

The Office 365 app launcher has been redesigned. Updates to the Office 365 app launcher make opening and switching between your web apps easier by highlighting the most used apps in Office 365.
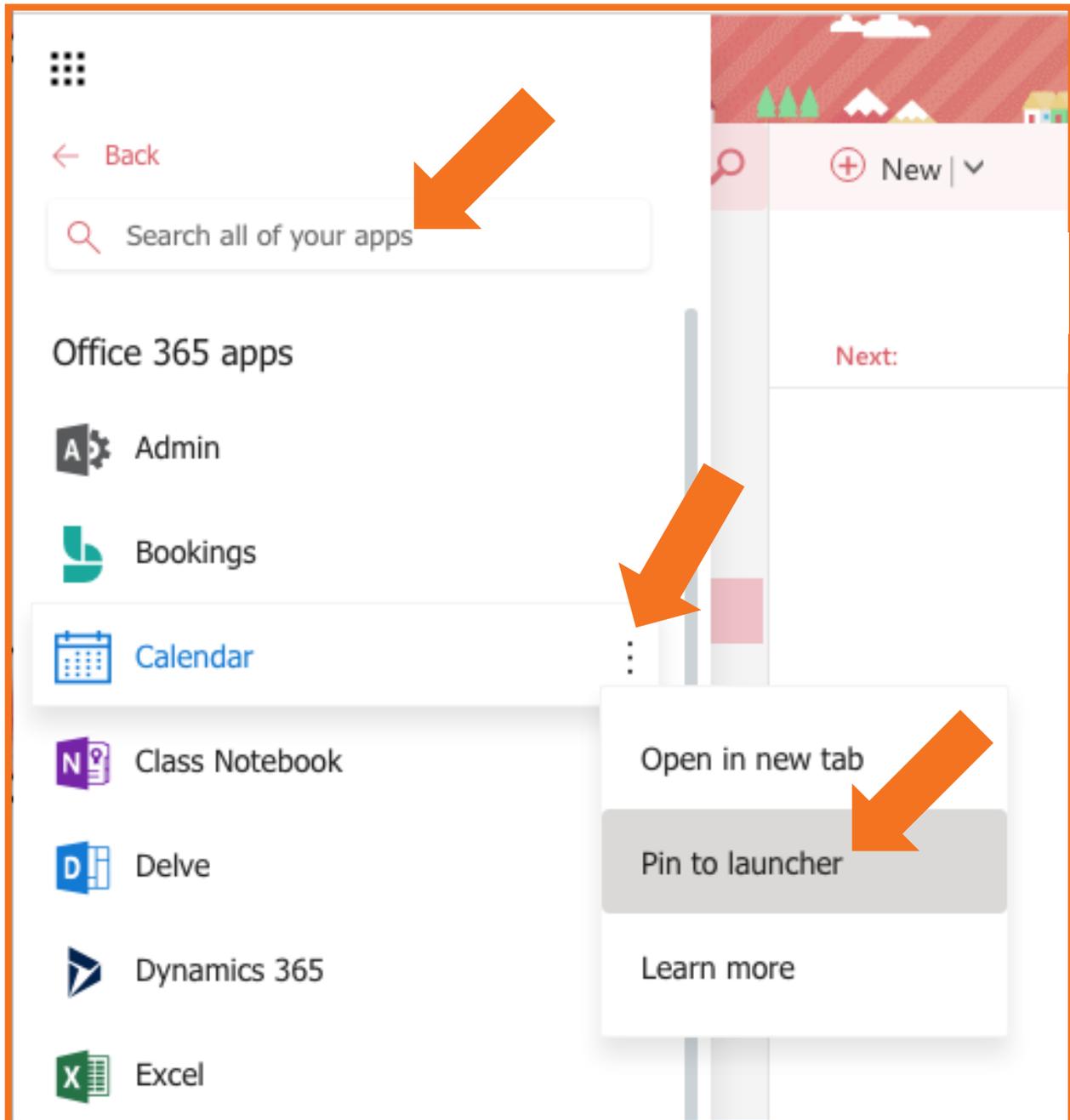
Adding Apps to the Office 365 App Launcher

Some apps will remain fixed and cannot be moved or rearranged. However, you can pin additional apps to personalize the list and create a more productive experience.
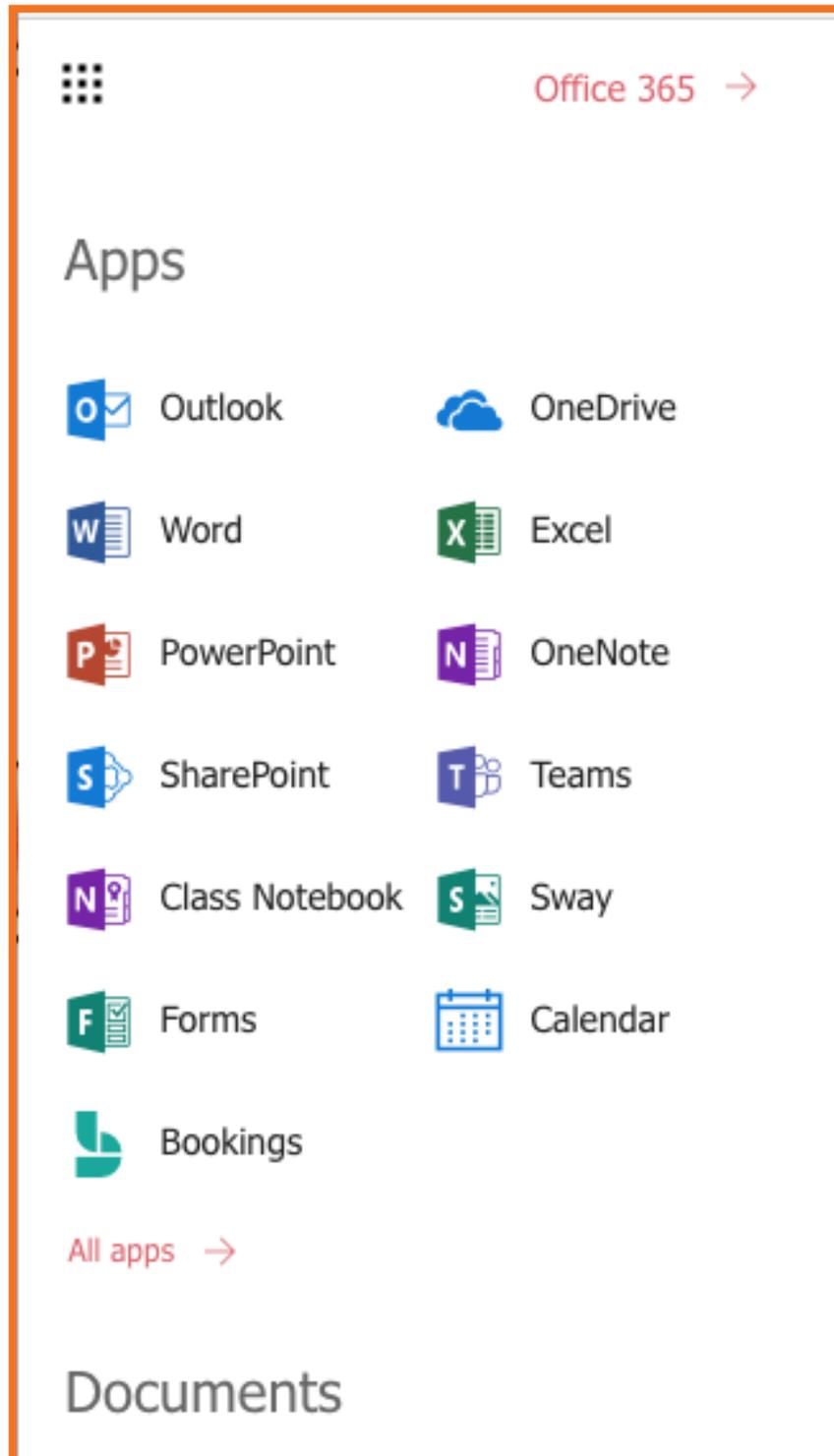
1. Sign in to http://email.miami.edu.
2. Click the **Office 365 app launcher** in the upper left-hand corner and then click **All Apps**.

3. Find the app you wish to add either by using the search bar or scrolling down the list.
4. Hover over the app you wish to add and click **the 3 stacked dots**.
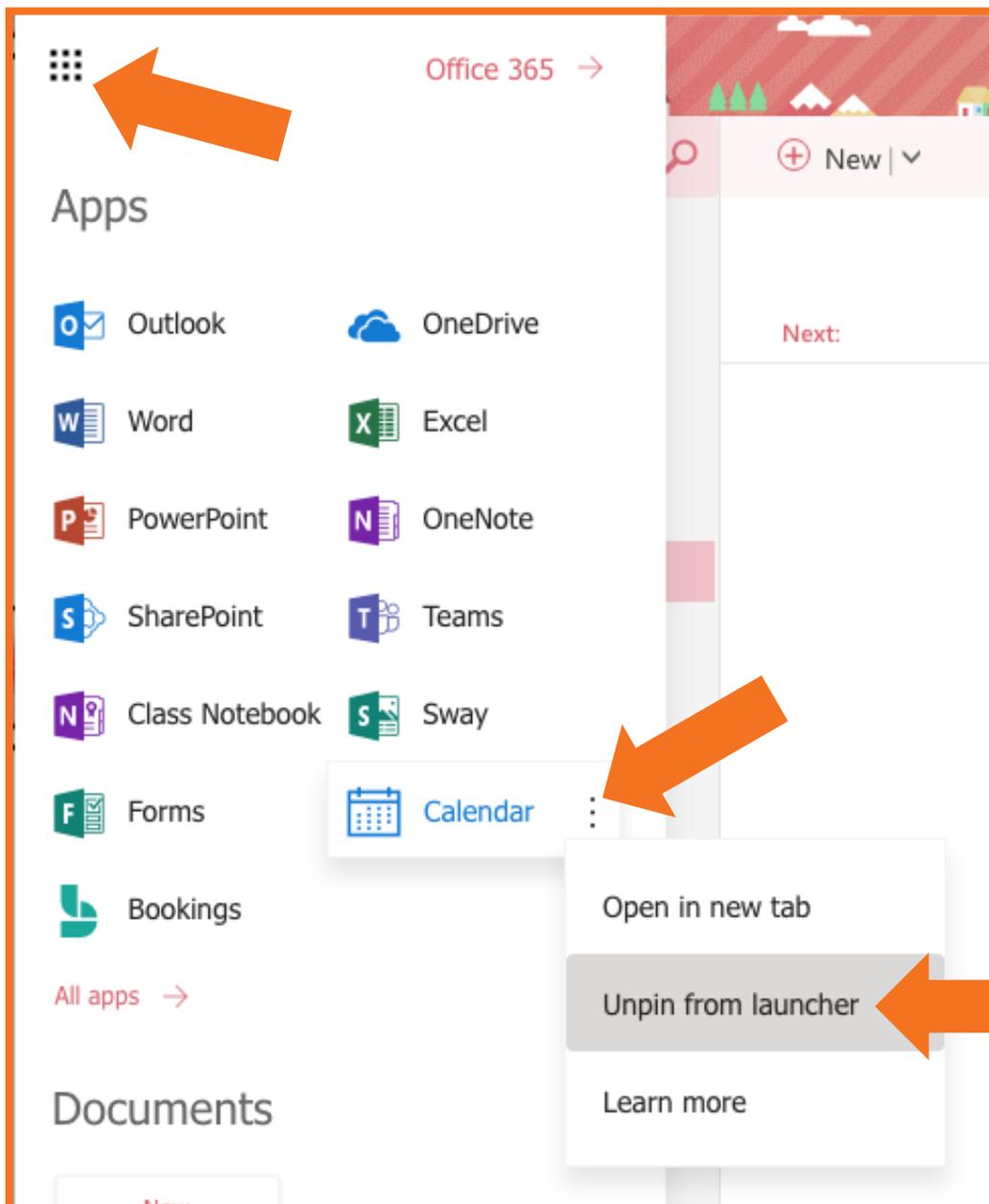5. Select **Pin to launcher**.
6. Click **Back**.

7. The app will now appear on your Office 365 app launcher. Repeat as needed.

Removing Apps from the Office 365 App Launcher

Please note that some apps will remain fixed and cannot be moved or rearranged.

1. Sign in to http://email.miami.edu.
2. Click the **Office 365 app launcher**.
3. Hover over the app you wish to remove and click the 3 stacked dots.
4. Select **Unpin from launcher.**

5. The app will no longer appear on your Office 365 app launcher. Repeat as needed.