## PIN YOUR EMAILS IN OUTLOOK 365 WEB APP

Please see [Tips for Microsoft 365](#).

1. Hover your mouse over an email that you want to pin to the top in Outlook 365 web app.
2. Four icons will appear above the date and time of when that email was sent.
3. Click the **pin** icon (**Keep this message at the top of your folder**), and you message will be moved and stay at the top of your Inbox folder.

PIN YOUR EMAILS IN OUTLOOK 2016/2019 DESKTOP APP

Note: The pin feature does not exist in Outlook 2016/2019 desktop app. However, there is a solution, but not the same as your Outlook 365 on the web app.

1. In your Outlook 2016/2019 desktop app, click the **View** tab.
2. Navigate to the **"Layout"** group on the ribbon.
3. Click on **To-Do Bar**, and select **Tasks** from the drop-down menu.
4. A window will open to the right your Outlook 2016/2019 app.
5. From your Inbox, select the email that you would like to be pinned at the top of your Tasks menu.
6. Right-click on the email, and select **Follow Up** from the pop-up menu.
7. Next, click on **No Date.**
8. Your email will now live in the Tasks window under the **"No Date"** header.

You can also access **Tasks** icon on the bottom left corner of your Outlook 2016/2019 next to the **People** icon.