

Change the name of a Legacy (Pre-Windows 8 or 10) Tile

1. Right-click on the target tile. An “open file location” button will appear in the dropdown menu. (If the “open file location” button is absent, the tile name cannot be changed.)
2. Click on the “open file location” button. A shortcut for the target application will appear.
3. Right-click on the shortcut and then click on rename. Modify or change the name of the shortcut and then close the window.
4. The tile name change will now appear on the Start Screen or Taskbar.

Please note that the names of dedicated Windows 10 Apps cannot be changed. However, if a Windows 10 has been dragged from the Start Menu to the Desktop, it will automatically appear as a shortcut icon. Therefore, its name can generally be changed by right-clicking on the shortcut icon and then clicking on *rename*.