

## **ACCESS A FAVORITE WEBSITE FROM YOUR DESKTOP**

As a matter of convenience, you may wish to place an icon for the BKK website on your Desktop. To do this, follow these steps:

1. Right-click on a blank space on your Desktop.
2. Move to NEW, then over to SHORTCUT.
3. Within the box that appears, type (for example): **www.scscbkk.org** and press next.
4. Name the shortcut (example): WINDOWS, then click Finish.
5. To access the website, double-click on the newly created shortcut icon.