

PIN YOUR FAVORITE WEBSITE ON YOUR DESKTOP FOR QUICK ACCESS.

As a matter of convenience, you may wish to place an icon for your favorite 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: www.yourfavoritesite.com and press next.
4. Name the shortcut: (*myfavorite*), then click Finish.
5. To access the website, double-click on the newly created shortcut icon.

PIN A WEBSITE TO THE START (ALL APPS) MENU

Using Internet Explorer:

1. Open Internet Explorer.
2. Press CTRL + T to access a new tab.
3. Access the target website.
4. Click on the Cog Wheel in the upper right corner of the window.
5. Click **Add site to apps**.
6. Click **Add**.
7. Click on Start button (lower left corner of Taskbar).
8. The target website is now listed in alphabetical order on the All apps list.
9. From there it can be dragged to the Desktop if desired.

Using Microsoft Edge:

1. Open Edge from the Taskbar.
2. Click on the X tab at the top of the Edge window (or press CTRL + T).
3. Access the target website.
4. Click on the three horizontal dots in the upper right corner of the page.
5. Click on **Open with Internet Explorer**.
6. Click **Add site to apps**.
7. Click **Add**.
8. Click on Start button (lower left corner of Taskbar).
9. The target website is now listed in alphabetical order on the All apps list.
10. From there it can be dragged to the Desktop if desired.

Using Google Chrome: (this action will place the icon only on the Taskbar)

1. Open Google Chrome.

2. From within the search bar, access the target website.
3. Click on the three horizontal bars in the upper right corner of the page.
4. Click on **More tools**.
5. Click on **Add to Desktop**.
6. Click **Add**.
7. Click **Windows + D** to return to the Desktop.
8. Left drag the new target icon to the Taskbar. You can now delete the shortcut icon from the Desktop if you wish.