

Shortcuts to websites

Brought to you by Lisa
Schwaiger-
HelpDesk Triage and Computer Tech



(in MT-403)

SITUATION:

I want an icon on my Windows desktop that is a shortcut to a particular website that I use a lot.

SOLUTION:

1. In **Internet Explorer**, open to that particular **website** (or any webpage within a website)
2. Right click in any blank space on the website
3. From the context menu which pops up, select **Create shortcut**.
4. Click [Yes]

That's it. That shortcut is now on your Desktop.

Tip: You can rename the shortcut to a name that makes more sense to you by right-clicking on it and choose [Rename]

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

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