

PIN A WEBSITE TO THE 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. Click **All apps**.
9. The target website is now listed in alphabetical order on the All apps list.

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. Click **All apps**.
10. The target website is now listed in alphabetical order on the All apps list.

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.