

PLACE A FAVORITE WEBSITE WHERE YOU CAN FIND IT

PIN IT TO YOUR DESKTOP

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: <http://www.yourfavoritesite.com> and press next.
4. Give the shortcut a name of your choice, then click Finish.
5. To access the website, double-click on the newly created shortcut icon.

Note: If you already have a favorite website pinned to the Apps Menu, it can be left-dragged and dropped from the Menu to the Desktop!

PIN IT TO THE APPS MENU LIST

1. Open Edge from the Taskbar.
2. In the *Search the Web* box, access the target website.
3. Click on the three horizontal dots in the upper right corner of the page.
4. Click on **Open with Internet Explorer**.
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.

PIN IT TO YOUR BROWSER'S FAVORITES LIST

If you have web pages that you visit frequently, you can save yourself time by saving those pages as favorites within the Microsoft Edge browser. This enables you to display the pages on the browser's menu bar with single-click access.

You can save favorite pages in Microsoft Edge by adding them to a special section of the browser called the Favorites Bar. (Click on the "moving Star" in the upper right corner of the browser.) Instead of typing an address or searching for one of these pages, you can display the web page by clicking it within the Favorites list.

PIN IT TO YOUR TASKBAR

Follow these steps to place a favorite website on the Taskbar:

1. Open your Edge browser.
2. In the *Search the Web* box, access the target website.
3. Once you have accessed the website from within the Edge browser, click on the menu tab (3 horizontal dots) in the upper right corner of the browser window.
4. Click on *Pin this page to the Taskbar*.

PIN IT TO THE START SCREEN

You can pin a website to the Start Screen that's shown when you access the Start Menu. Once you pin a website, its shortcut appears as a tile in the Start Screen located in the column directly to the right of the Start Menu.

To pin a website to the list of icons shown in the Start Screen, follow these steps:

1. Start Windows Edge (the browser).
2. In the *Search the Web* box, access the target website.
3. Click the More button (3 horizontal dots) in the upper right corner, and then click *Pin this page to Start*.
4. When you return to the Start Menu, you will note that your target Webpage is located on the Start Screen (right column) as a tile.