PLACE 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: <u>http://www.yourfavoritesite.com</u> 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.