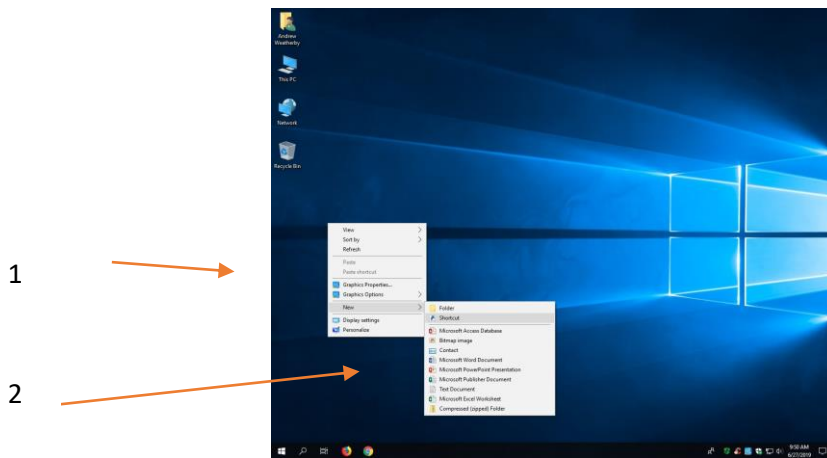


How to create a shortcut on your desktop for a website

**This document shows the procedure for creating a shortcut to the college's help desk web page but can be used for any website.*

Start by right clicking on your desktop. Once the popup menu appears, click "New" and then click "Shortcut" on the next menu as demonstrated by the image below.

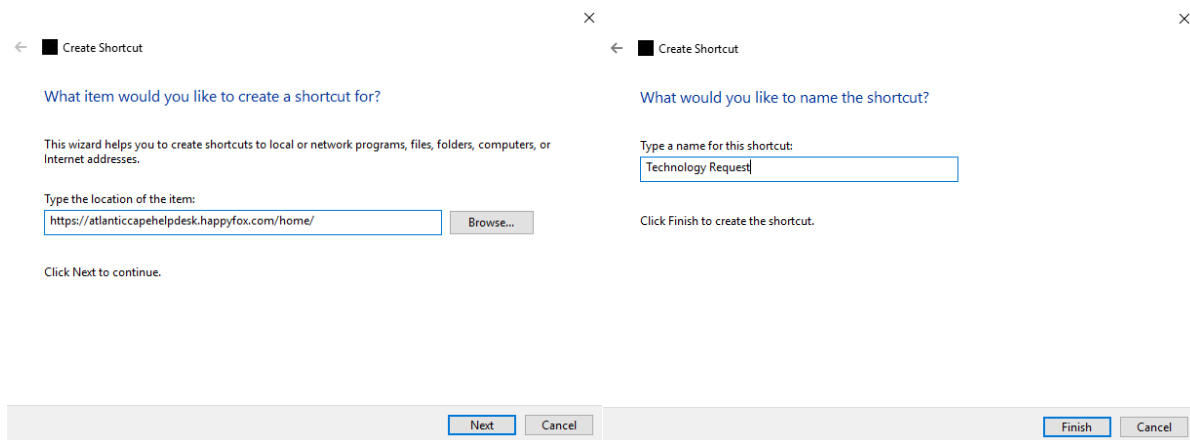


A window will appear asking you to "Type the location of the item". In the box type:

<https://atlanticapehelpdesk.happyfox.com/home/>

**or the website you wish to create a shortcut for*

Once entered, click "Next". You will then be asked to enter a name for the shortcut, type "Technology Request" **or the desired name*, and click "Finish".



After clicking "Finish" and the shortcut will be added to your desktop.