

## HOW TO SET-UP A DESKTOP SHORTCUT FOR QUICK REFERENCE (PC)

Setting up a desktop shortcut on your PC's start-up screen is easy.

The instructions below are specific to setting up a shortcut to the District 35-O Website.

To create a shortcut to any other site, simply change the web address and what you name your shortcut.

### PC instructions to Set-Up a Desktop Icon to the DISTRICT 35-O Website.

Scroll Over, right click and COPY this address: <http://www.e-district.org/sites/35o/>

1. Go to your computer's desktop screen and RIGHT click
2. Select NEW
3. Select SHORTCUT
4. In the box "*Type location of the item*" – Right Click and PASTE in the address copied in step 1 .
5. Click on NEXT
6. In the box "*Type a name for this shortcut*" –Type DIST 35-O WEB
7. Click on FINISH

Find the shortcut on your desktop! One click should take you to the Website!