How to make a shortcut.

For windows

Step 1. Go to your desktop and right click it. This will pop a little window open.

late Software Integration - Meeting do The Thing Anthony's Show As: Busy Respond Q Rer 'ar: 15 minutes Options	View Sort by Refresh Paste Paste shortcut New	
iesi2 PCSCompany FilledOuit	Display settingsPersonalize	dard-G. Bookr Sent S
demo json	Developme	FZLaichSele TasksFin thonyM aihingM

Step 2: Hover your mouse over new. This will cause it to show more options to the right.



Step 3: Hover Over the option called shortcut and double click it. This will launch the shortcut menu.

🔶 👔 Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

Bro	wse
-----	-----

Click Next to continue.

Next

Cancel

Step 4: You'll want to type the web address into the bar. In this case we will type. <u>https://wwww.dme.net/</u>

Then go to the bottom and hit next.

Create Shortcut	
What would you like to name the shortcut?	
Type a name for this shortcut:	
DME.net	
C <mark>lick</mark> Finish to create the shortcut.	
Click Finish to create the shortcut.	
Click Finish to create the shortcut.	

Step5:

Next type the name of the shortcut. In this case it's dme.net Then hit finish and you''ll have created the shortcut.

Dt Tenta	ell me what RunifieGra V tive Decline	you want to consultbut Propose New	do TheThing Respond	Anühony's	Busy • minutes • Options	Recurrence	Time C Zones	ategorize	Sandlingina Dictate	Order/Parits) hsights
nem, neud	NewForm	CalculatorA	, itesit2	PCSCompany		Fill-dOuttl II	L1Table	Testildea	Standard G	Bookmark Sent Sat 10/	Sho 31/202
Vent Nard ad T	EmailForm	Accualtgin	demo json		DMF.neit)	Developme	FZLaichSele	TasksFromAr thonyMakeTr ainingMateria	le
ardiz	test	Holder	SpreadSheetis	s (ColloWebinar	newcalc		Peiier&Milke	Processi 71	OrderMold	F jeci
	0	F	0							0.	

Double click the mouse button twice on your new shortcut and it will open the internet to that page.