SHO - Creating a Shortcut to a Website

Low Importance – No Immediate Impact

Contents

Document Category

System : Browsers
Team Owner : Service Desk
Sensitivity Category : Open

Version Control

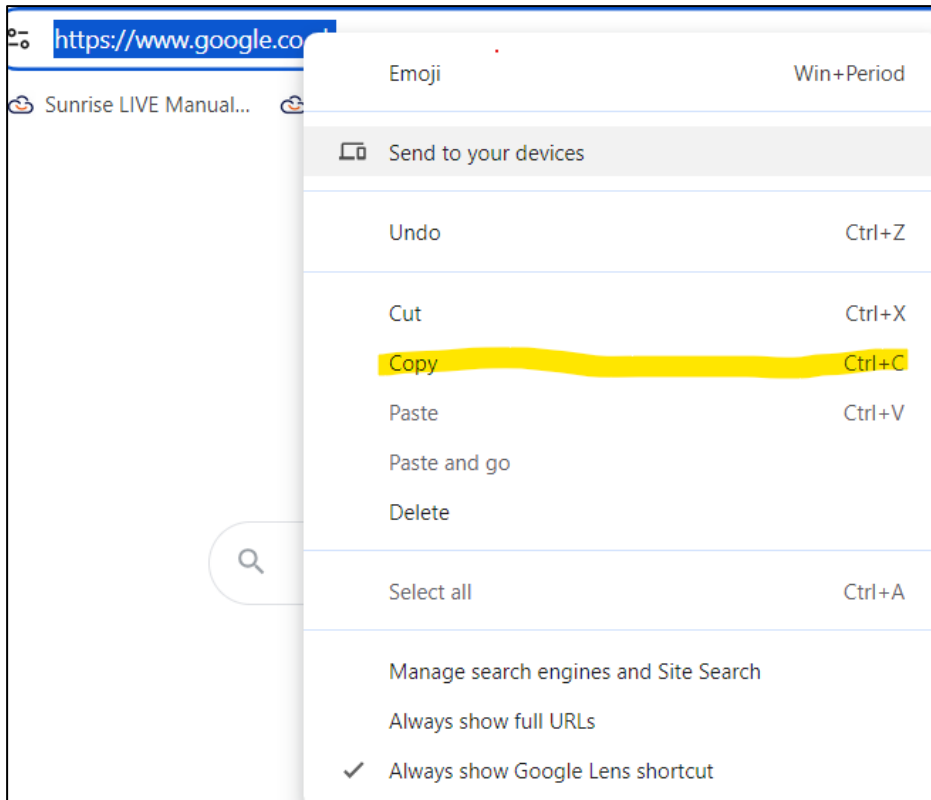| Version	By	Date	Reason for Change
1.0	Luke Rosier	09 Sep 2024	Added to the Hub
1.1	Riker Sheffield	09 Sep 2024	Convert to Template

Background

This guide can be sent to anyone who requires instructions on adding a shortcut to their desktop for easy access.

Refer to best practice guide when creating this document.
Use the following naming convention upon save:
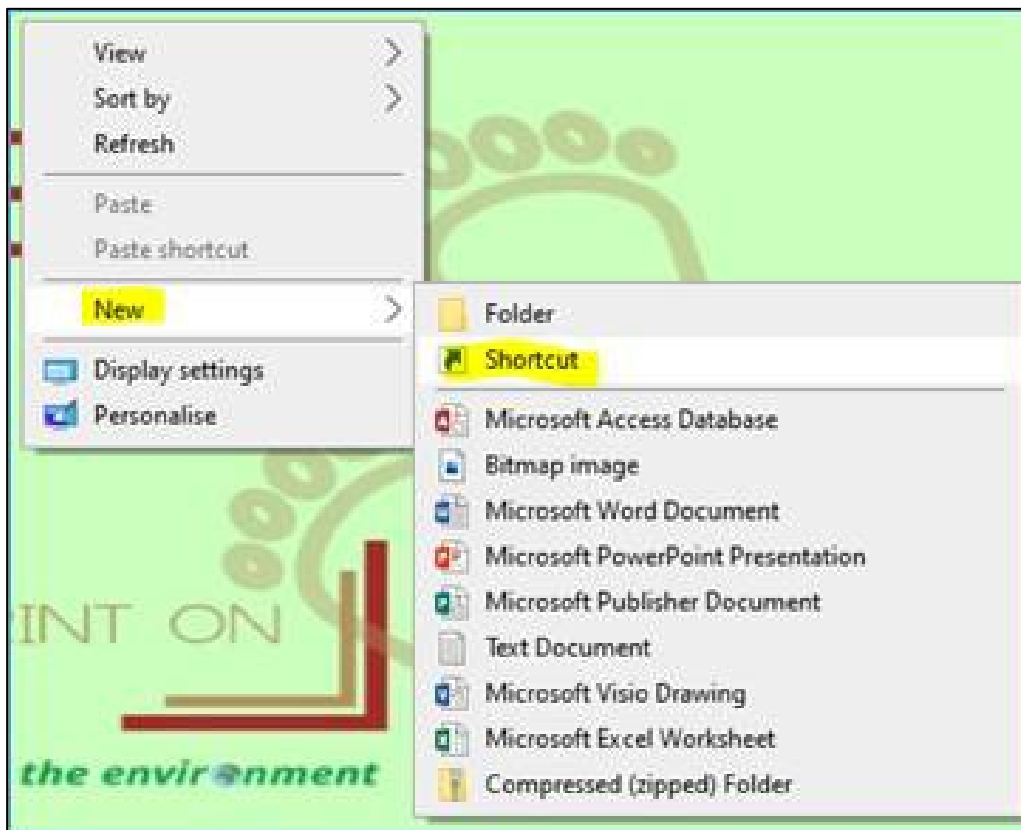*System-Task Name-Task Ref-Team Owner-Category.docx*

Instructions

Open the page you want to create the Shortcut for:
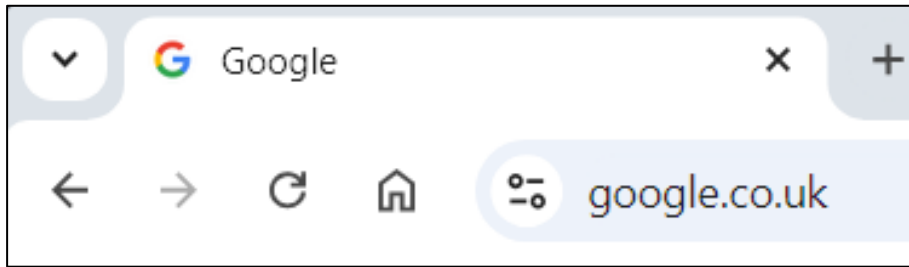
Next, Right Click on the url and Copy:

Go to your Desktop and Right Click, select New > Shortcut

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System-Task Name-Task Ref-Team Owner-Category.docx

Paste the copied url into the free text field and press Next:
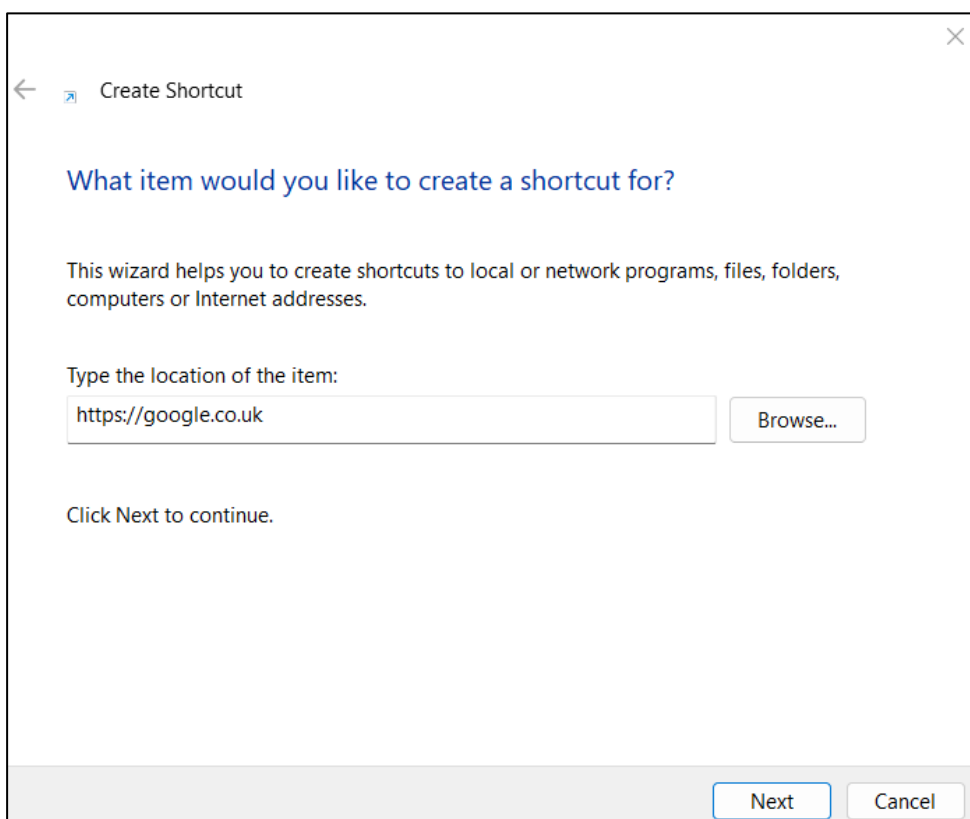
Give the new Shortcut a name and click Finish:

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System-Task Name-Task Ref-Team Owner-Category.docx
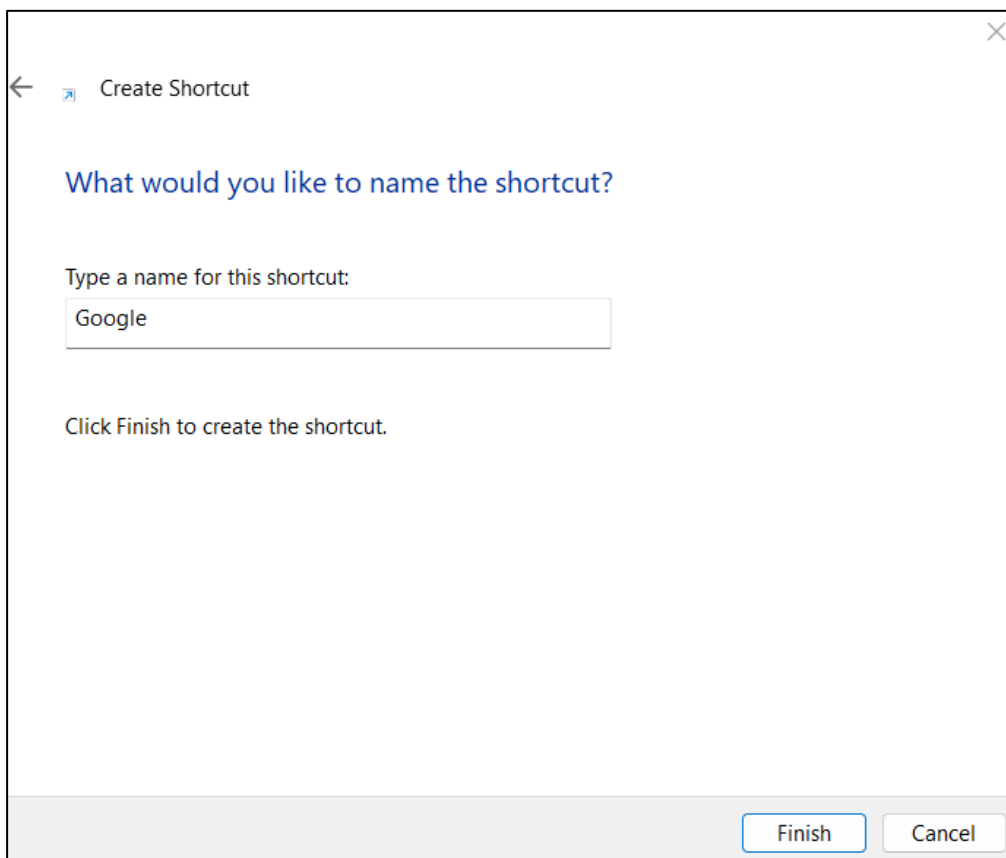
It will then appear on the desktop.

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System-Task Name-Task Ref-Team Owner-Category.docx