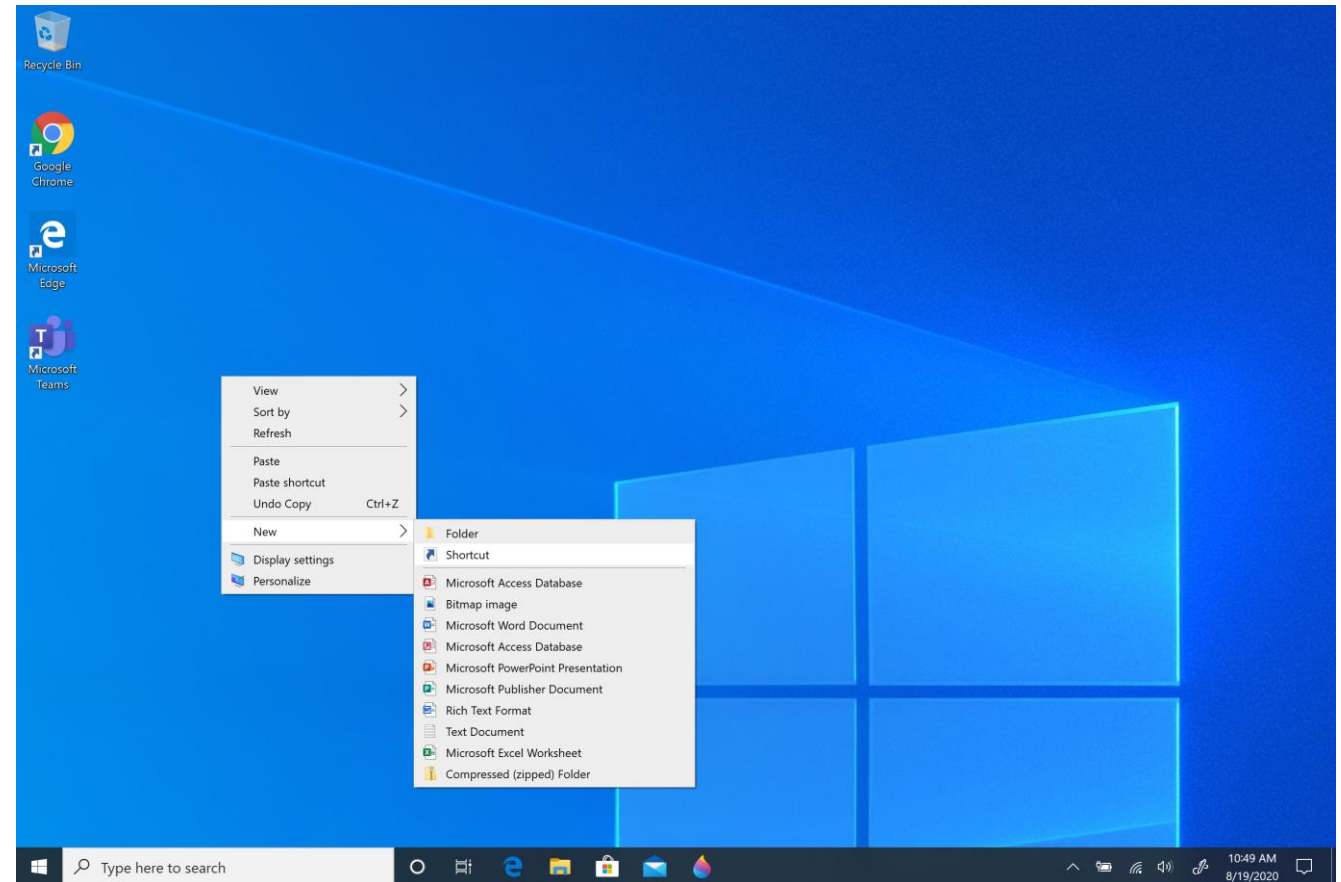


# How to add a shortcut


Windows 10


Created 8/20

Right click on the  
desktop and go to  
New-> Shortcut



Type or paste in  
the address from  
your browser.



 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:

Click Next to continue.



Create Shortcut

What would you like to name the shortcut?

Type a name for this shortcut:

Hoxie School Website

Click Finish to create the shortcut.

Name it!

Finish

Cancel

All Done!

