## **Shortcut Creation Guide**

How do we put a shortcut to the GROW-App on to the desktop?

1. Right click on the desktop, hover over "New" and then click on "Shortcut"



2. A "Create Shortcut" window should appear. Enter <u>https://app.growservice.org/UK</u> in the box below "Type the location of the item:" and click "Next".

| 9 |  | x  |
|---|--|----|
|   | 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<br>Internet addresses. |    |
|   | <u>I</u> ype the location of the item:   |    |
|   | https://app.growservice.org/UK   |    |
|   | Click Next to continue.  |    |
|   | Next Canc  | el |

3. In the next window type "GROW-App" in the box below "Type a name for this shortcut:" and click "Finish".



4. The shortcut should now appear on your desktop.

