## How to Add the In-Person Visit Link to your Desktop

The following steps will guide you through the process of creating a desktop shortcut to a website using Chrome or Internet Explorer (IE) (also Firefox).

**1)** Resize your Web browser so you can see the browser and your desktop in the same screen.

2) Left click and hold down on the icon located to the left side of the address bar.



**3)** Continue to hold down the mouse button and drag the icon to your desktop. This creates the shortcut.

