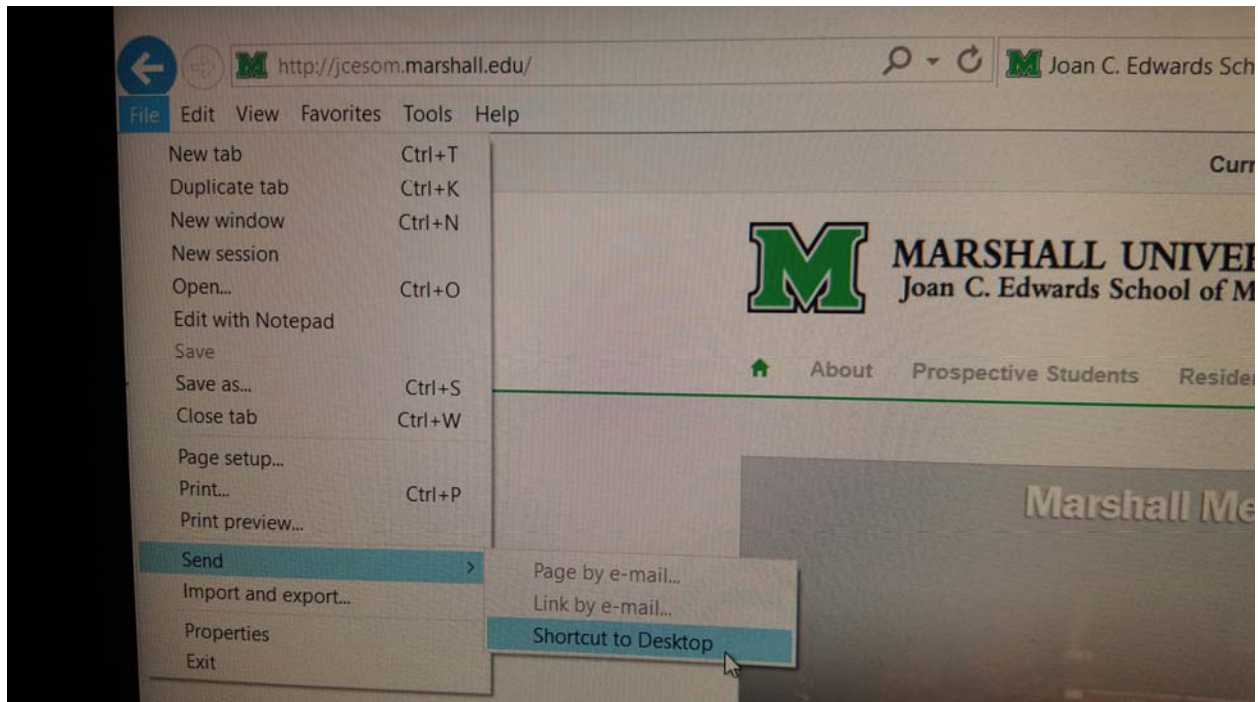


## Creating a Desktop Shortcut in Internet Explorer

Once you have navigated to the website that you want to create a desktop shortcut for, follow these steps:

- 1 Click on **“File”** in the upper left hand corner under the address bar.  
*\*If you do not see this option listed, then your “Menu Bar” is hidden. You will then need to “right click” above the address bar and select “Menu bar”*
- 2 On the drop down menu, highlight **“Send”** and then select **“Shortcut to Desktop”**.



If you need assistance, please contact the Musom Help Desk  
304-691-1748

[somhelpdesk@marshall.edu](mailto:somhelpdesk@marshall.edu)

