

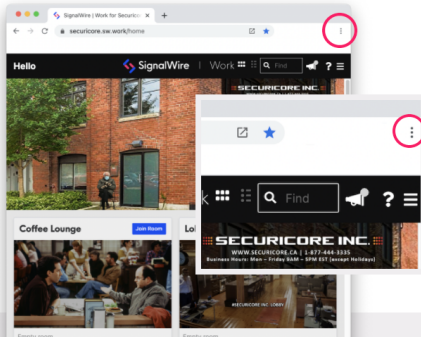


How to Create a WebApp (Shortcut) in Chrome

Gain access to frequently used websites from your desktop.

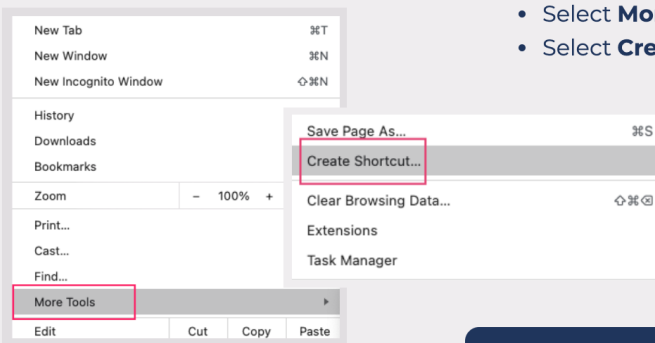
Step One

- Navigate to the website
- **Click the three dots** in the upper right hand side of your Chrome browser



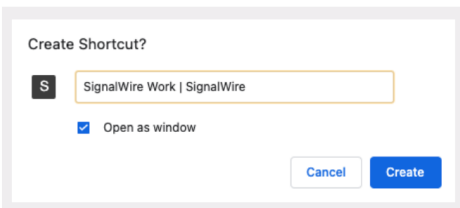
Step Two

- Select **More Tools**
- Select **Create Shortcut**



Step Three

- Edit the Shortcut name
- Click **Create**
- If **Open as Window** is checked, the link will open without an editable search bar



Step Four

- Click **Create**
- The icon will now appear as a shortcut on your desktop



Step Five

- The icon can now be added to your **Dock** (Mac users), pinned to your **Taskbar** (Windows users) or pinned to your **Shelf** (Chromebook Users)
- Right click on the icon and select **Keep in Dock** (Mac users)

