

How to Create a Desktop Shortcut to Webmail

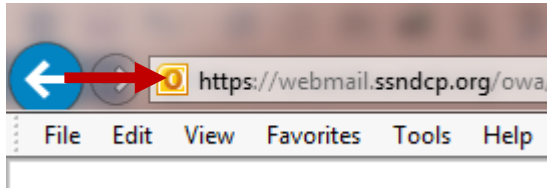


Abstract

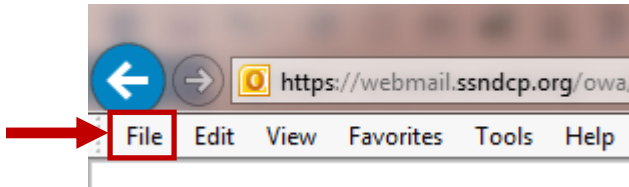
A desktop shortcut provides quick and easy access to a website, program, or file. In this tutorial, we will show you how to create a desktop shortcut to the Central Pacific Webmail site in Internet Explorer. You can use these same steps to create shortcuts to other web sites that you frequently visit.

Provided by SSND IT Department

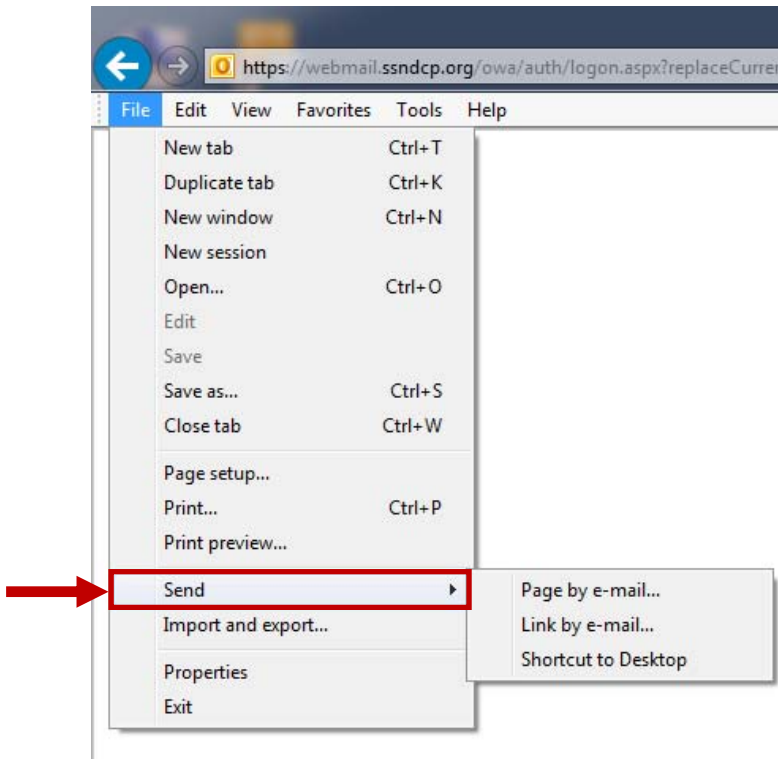
1. Open webmail by clicking the following link <https://webmail.ssndcp.org/owa> or copy and paste the address in the top URL bar.



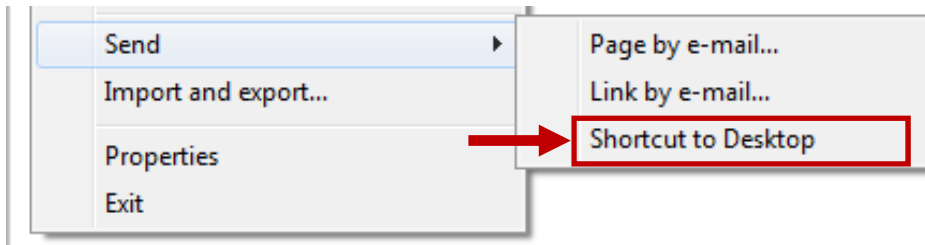
2. In the Internet Explorer window, click the **File** menu option on the top toolbar.



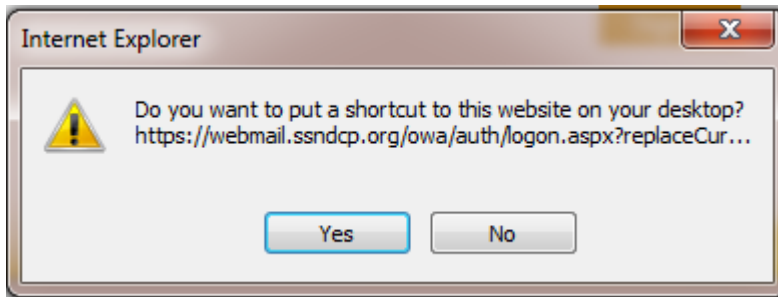
3. Click the **Send** option from the pull down menu that appears.



4. Click the **Shortcut to Desktop** option from the list of Send options.



5. Click **Yes** to the Internet Explorer window asking you to confirm you'd like the shortcut on your desktop.



6. The shortcut will now appear on the desktop as the following icon which will allow you easier access to Webmail in the future.

