

# Create a Desktop Shortcut on Desktop

These directions explain how to create a Desktop Shortcut on the Desktop.

1. Right-click on the **Desktop**, hover over **New**, and select **Shortcut** from the list.
2. In the **location search box**, type the **webpage URL** or browse for **folder or file** and click **Next**.
3. Enter a name for the **webpage** and click Finish.
4. The webpage will now be added to the Desktop.

