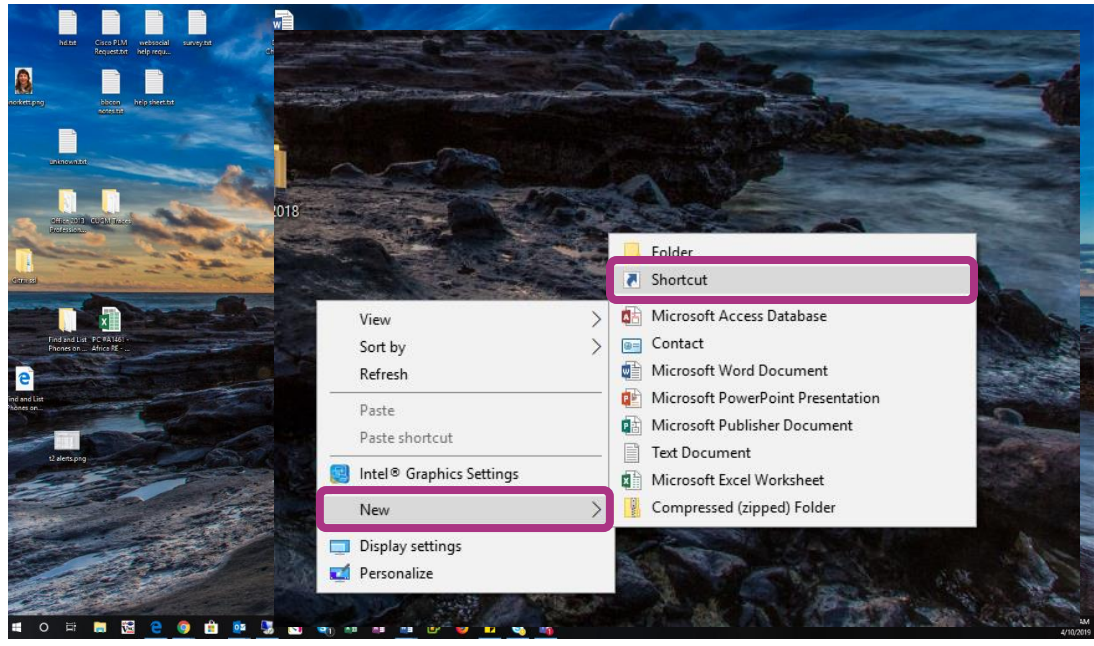


How to create a desktop shortcut to Outlook online (web mail)

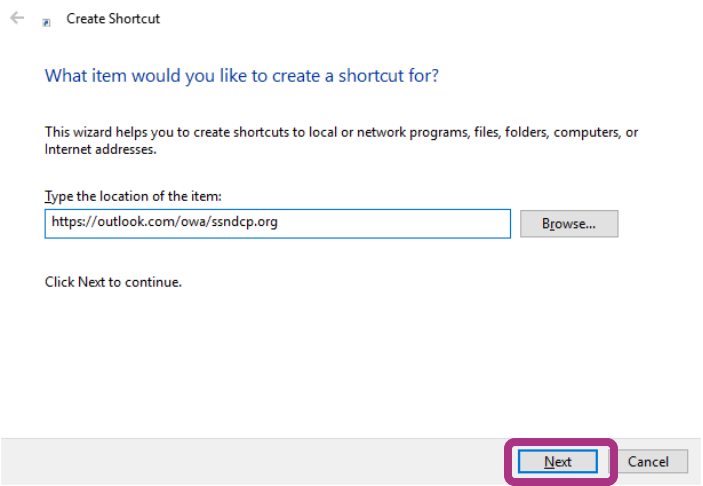
1. **Highlight and copy (Ctrl+C)** the new address: <https://outlook.com/owa/ssndcp.org>
- If you are unable to copy, you will be able to type in the new address in step 5.
2. **Right click** on an open space on your desktop



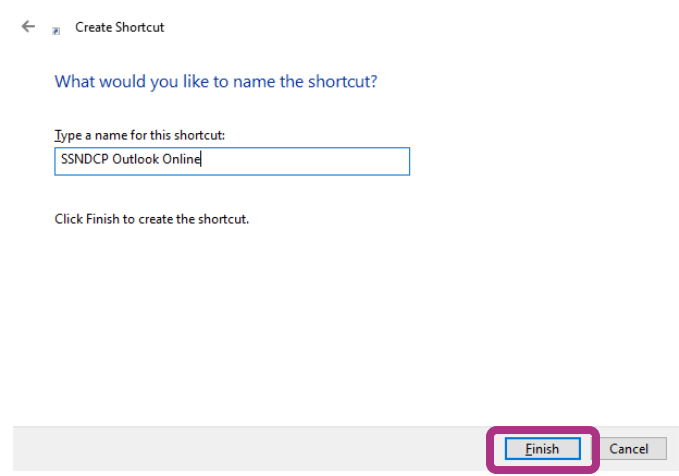
Here is an enlarged picture of the desktop, which shows the flow of the menu.



5. **Paste (Ctrl+V)** or type the new address into the location field as shown.
6. **Click Next**



7. **Paste (Ctrl+V)** or type the new address into the location field as shown.
8. **Type** any name for the shortcut such as SSNCP Outlook Online.
9. **Click Finish**



The shortcut will now appear on your desktop for easier, future access.
If you'd like assistance please reach out to the IT Help Desk at helpdesk@ssndcp.org or 1-800-373-7521

