

New Tab

# 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

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	Open as window
	Cancel
	Cancel

## **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)



