

## **Adding a Google Mail/Apps Icon to Your Desktop**

Right click on your desktop.

Choose "New"

Choose "Shortcut"

Type the following URL in the location field...Choose the appropriate URL for your location

- <https://mail.google.com/a/509j.net>
- <https://mail.google.com/a/jcesd.k12.or.us>
- <https://mail.google.com/a/culver.k12.or.us>
- <https://mail.google.com/a/blackbutte.k12.or.us>

Choose "Next"

Name your shortcut

Choose "Finish"

This process will automatically place the Google Mail icon on your desktop.