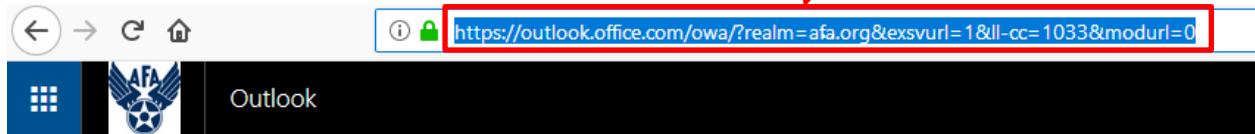


## How to Create a Desktop Shortcut to Get to Your AFA E-mail Faster

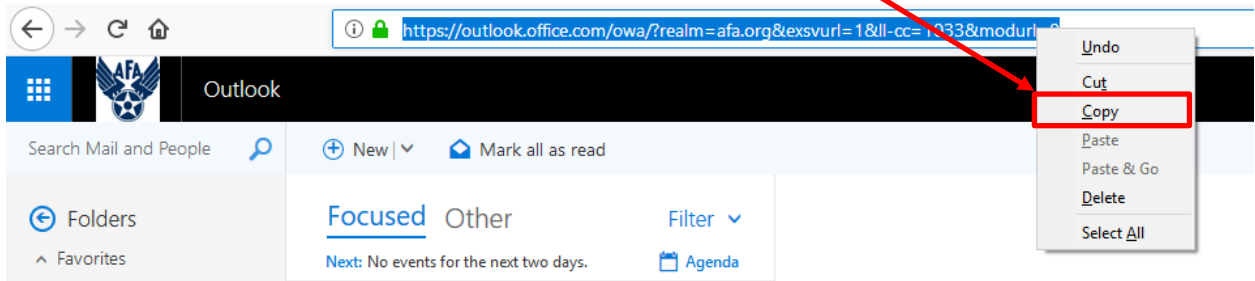
Want to speed up getting to your AFA e-mail, at least a little bit? Create a shortcut link on your desktop. Here's how.

On A PC, using Microsoft Edge. (You only need to do steps 1-11 ONE time!)

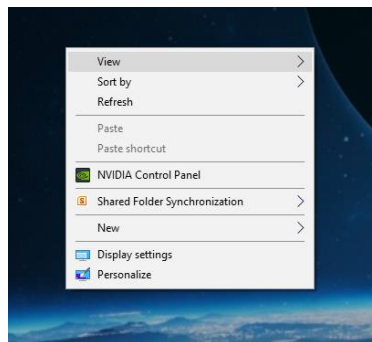
1. While you're in your e-mail, click on **the long string of characters in the address bar** at the top of the screen.



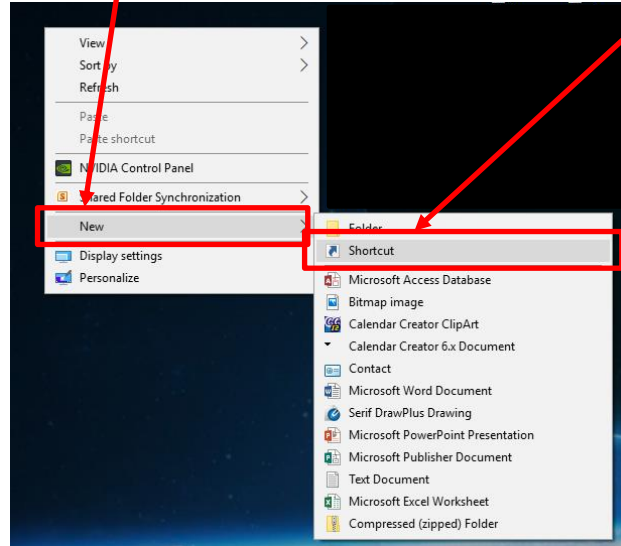
2. Copy that information by pressing Ctrl + C on your keyboard, or right-clicking on the highlighted text to get the pop-up menu and select **Copy**.



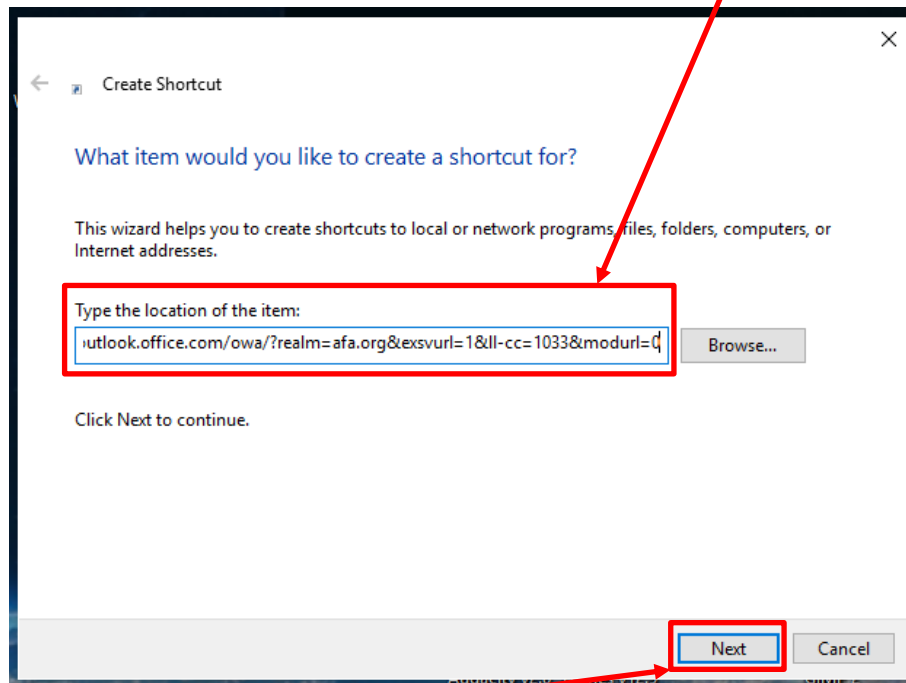
3. Now minimize all open windows by clicking the **minimize button** in the upper right corner of the screen.
4. In a blank space on your desktop, right click. You'll get this pop-up window.



6. Click on or hover over **New**. When a second window pops up, click on **Shortcut**.

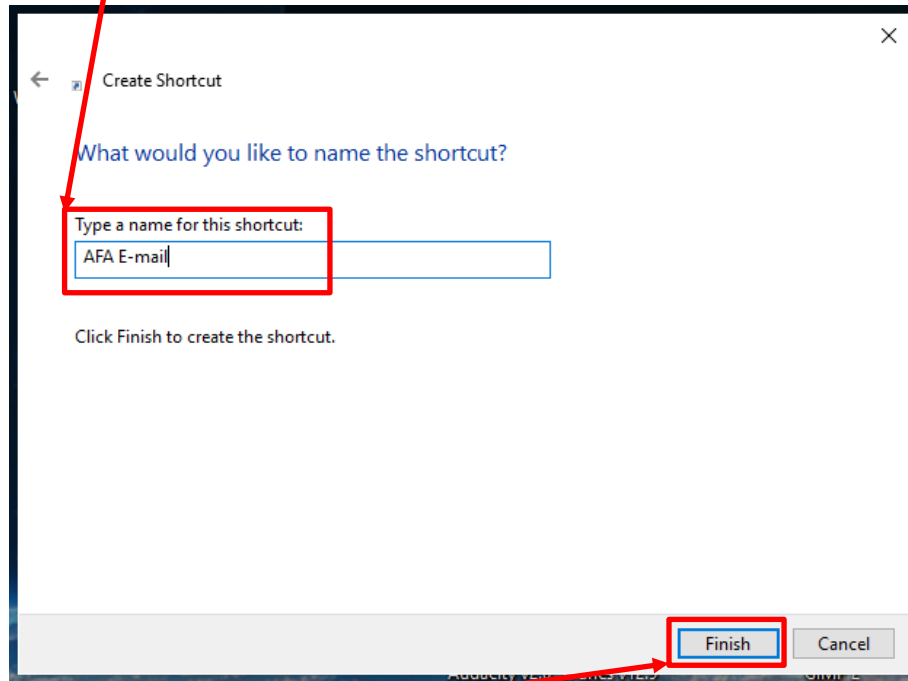


7. When the Create Shortcut window appears, press **Ctrl + V**, or right-click and select **Paste** to paste the address you copied earlier into the **"Type the location of the item:"** box.



8. Click the **Next button**.

9. Enter a short description of where this link is going to take you into the “Type a name for this shortcut” box.

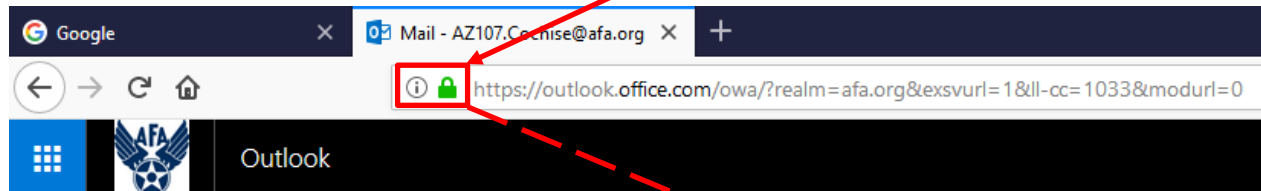


10. Click the **Finish** button.
11. The shortcut will appear. (Your icon will likely be different from the one you see here.) You can click and drag it to wherever you want it on the desktop.
12. Now, whenever you want to check your AFA e-mail, just double-click on this shortcut. It will take you to this sign-in screen.
13. Follow the rest of the steps outlined in the log-in guide.

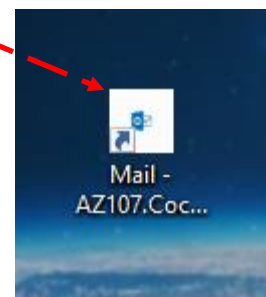


If you're using Mozilla Firefox, Google Chrome, or Internet Explorer on a PC, the task is much simpler.

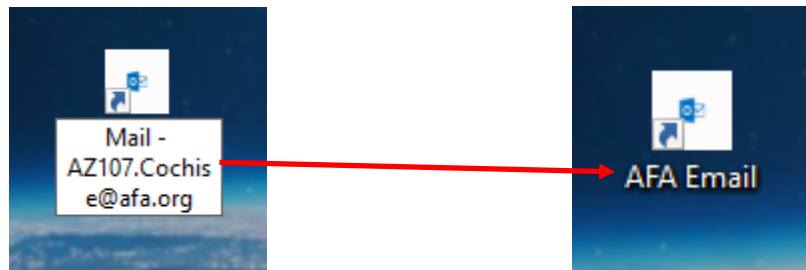
1. While you're in your e-mail, in Firefox, click and hold on the **information symbol** next to the URL. In Chrome, click and hold the lock icon (there is no information symbol). In Internet Explorer, click and hold the E symbol next to the URL (there is no information symbol here either.)



2. Drag it to your desktop. It will create an icon for you.



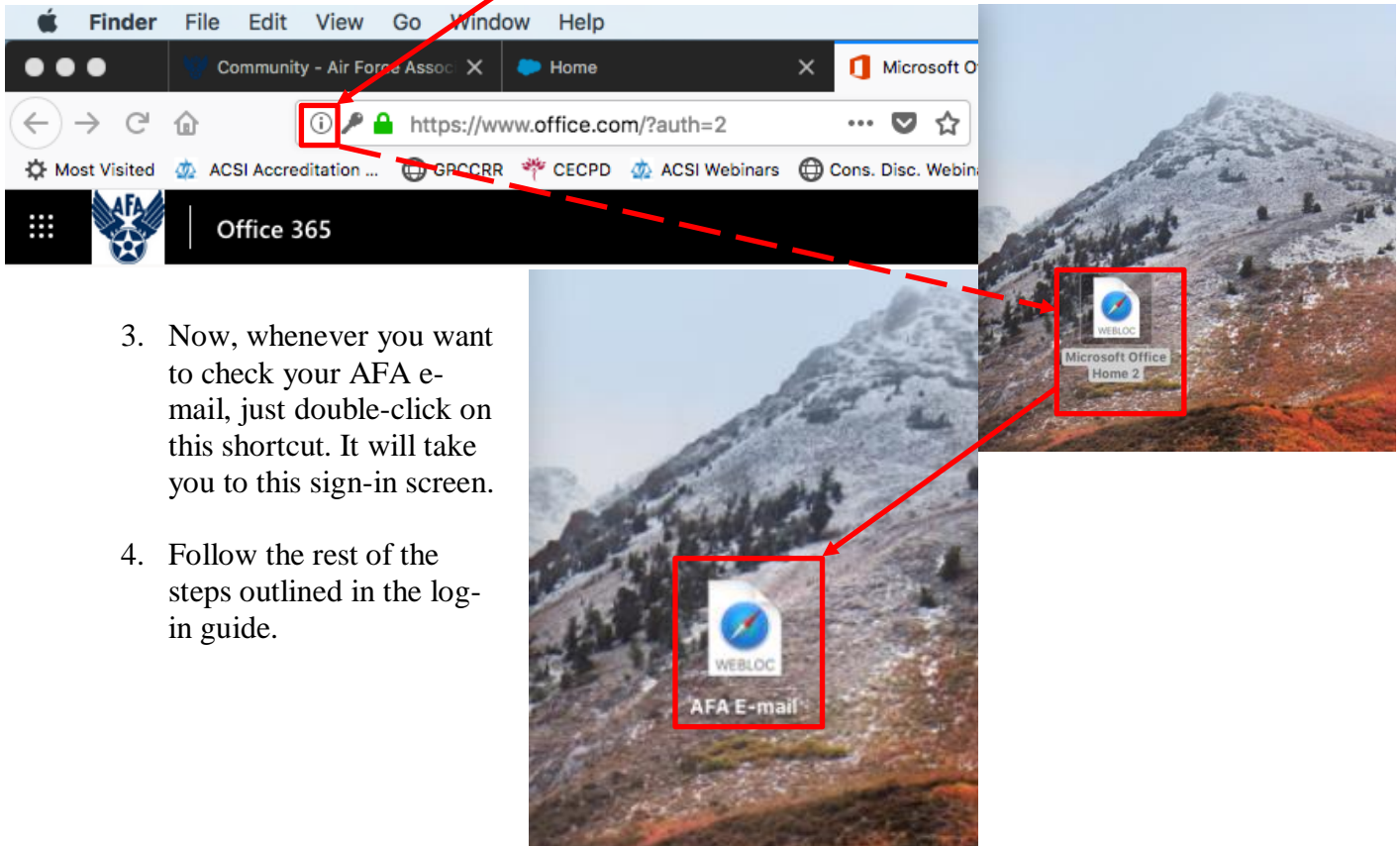
3. Click, pause, and click again on the icon name, and the name will be highlighted so you can change it.



4. Now, whenever you want to check your AFA e-mail, just double-click on this shortcut. It will take you to this sign-in screen.
5. Follow the rest of the steps outlined in the log-in guide.

The process is almost identical using Safari on the MAC:

1. While you're in your e-mail, click on the **information symbol** next to the URL and drag it to your desktop.
2. Then a single click on the new icon name will allow you to rename it.



3. Now, whenever you want to check your AFA e-mail, just double-click on this shortcut. It will take you to this sign-in screen.
4. Follow the rest of the steps outlined in the log-in guide.