

# How to Add Chrome Icons for Email and www.oakcg.org to Your Desktop.

Have you ever found a website you wanted to view later, only to realize you didn't remember the web address when the time came? Bookmarks are a great way to save and organize specific websites so you can revisit them again and again.

In this lesson, we'll discuss how to add Chrome bookmark icons to your Desktop.

**Suggestion:** Print this document so you can follow the instructions while completing each step.

**A. Before we begin the icon process, let's make sure you have the most up-to-date version of Chrome.**

1. Open your Chrome browser and go to any web site.
2. Left click on the 3 dots in the top right corner of the screen.



3. Left click on "Help".
4. Left click on "About Google Chrome".
5. Make sure you can see the message:  
"Google Chrome is up to date"  
If not then perform the update function.
6. Restart Chrome.

## **B. Adding a “Chrome” Icon to your Desktop for any web site:**

- 1. Use the Chrome browser to open the desired web page; for example: your email Inbox.**
- 2. To begin the icon process, click on the 3 dots in the top right corner of the screen.**
- 3. When the pop-up window appears, left click on “More tools”.**
- 4. Left click on “Add to Desktop”.**
- 5. Remove the check mark inside the small square labeled “Open as window” and left click on the “Add” button.**
- 6. Locate the new Desktop icon and if desired, rename the icon to something appropriate and place it on the Desktop in a convenient location.**
- 7. You’re eMail icon is complete.**
- 8. Repeat steps #2 to 7 for site “www.org.org”.**