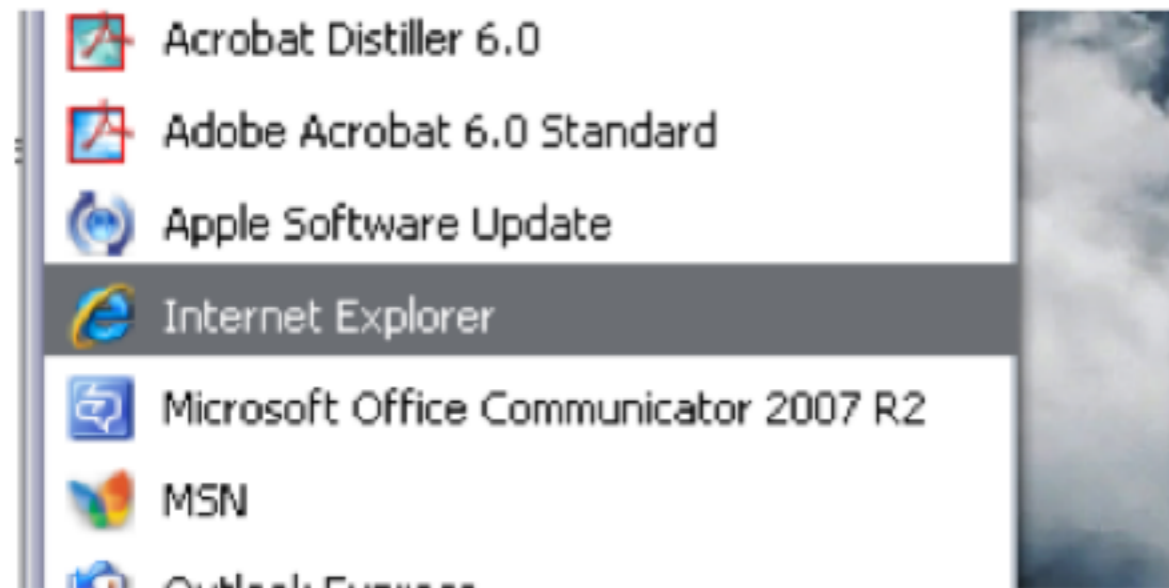
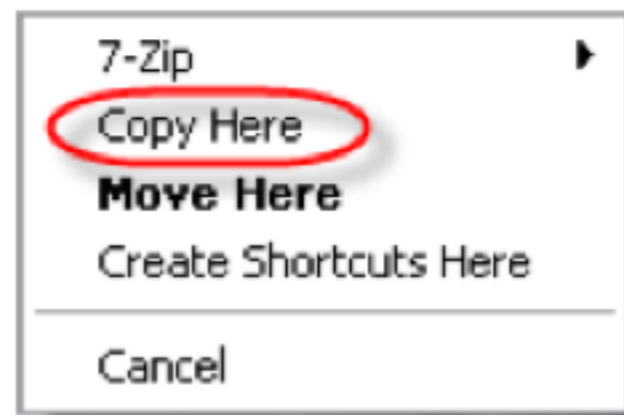


## How to add your MSDSonline HQ link to your Desktop as a shortcut

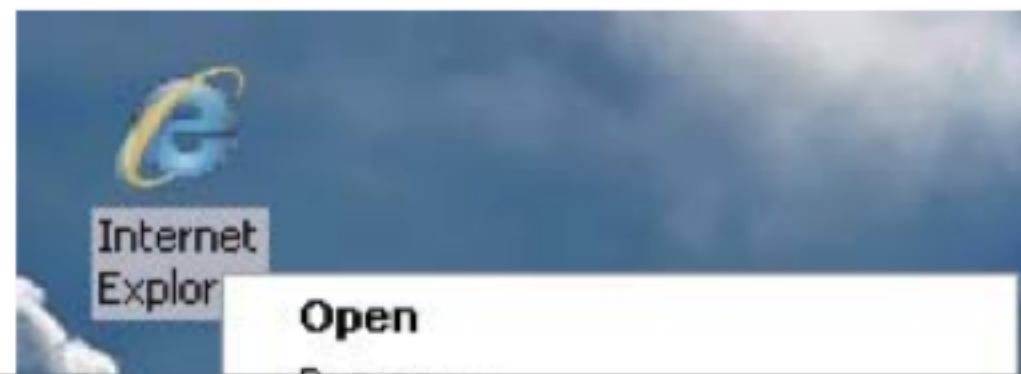
1. Click Start, and navigate to All Programs.



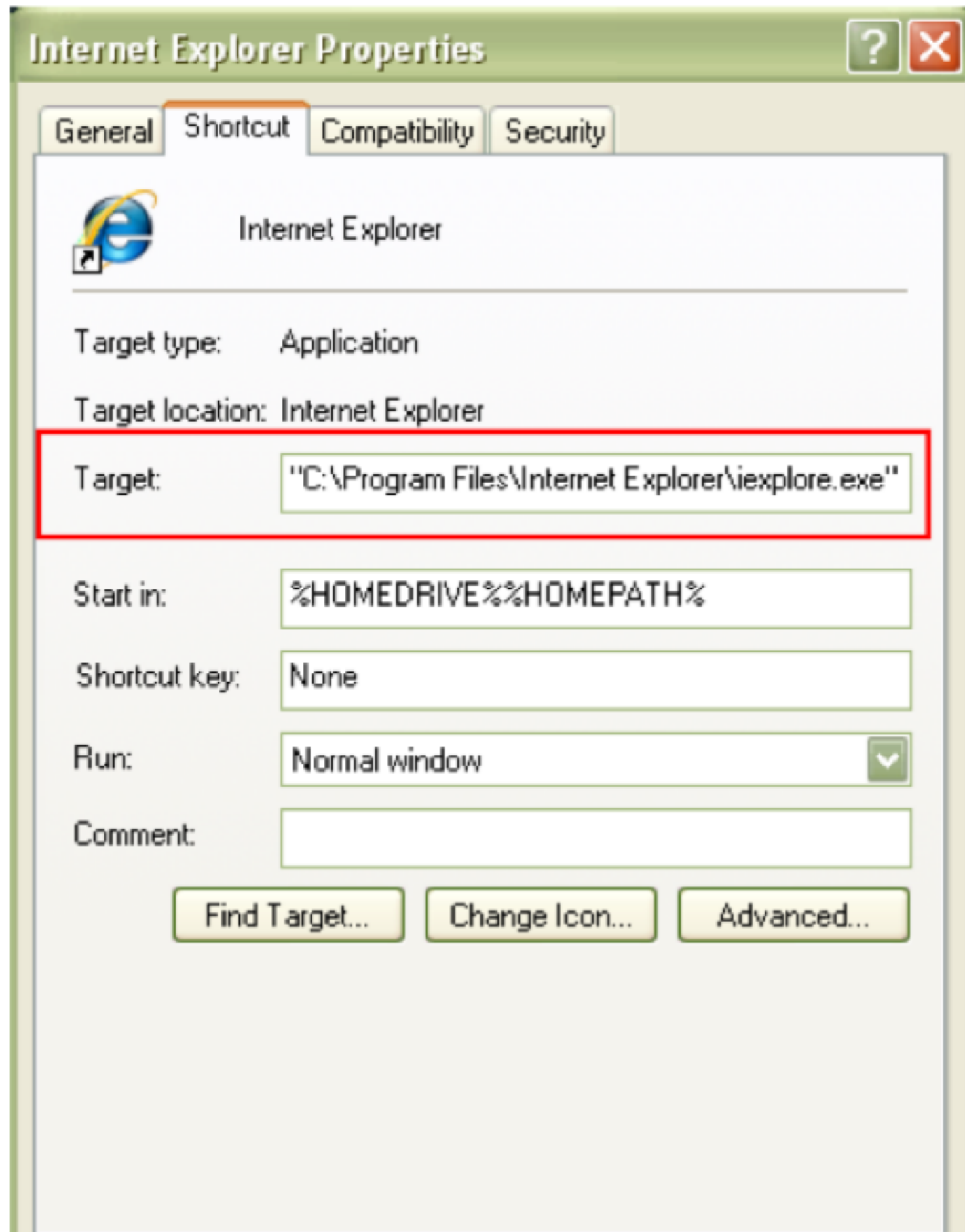
2. Right-Click the Internet Explorer icon and drag it to your desktop, select 'Copy Here'.



3. You should now have a new desktop icon called *Internet Explorer*, right-click on it and choose "Properties".



4. In the "Target" section of your Internet Explorer Properties add a space to the end of the target and add your URL. Click **OK**.



Make sure to get the URL from Environmental Health and Safety. Directly linking the page from your browser will not work.

7. If you wish to add the MSDOnline Icon to your desktop shortcut simply right click on your desktop icon and select Properties. From your properties screen select "Change Icon". Search for your icon and click **OK**.

