Creating a Desktop Shortcut to Zimbra

You can quickly and easily add new shortcuts to your desktop that point directly to the Zimbra Login screen. This will save time as you can be taken to your email in just one click. The following explains how to create a shortcut to Zimbra on your PC Desktop.

1. Right-click anywhere on the computer desktop.
2. In the pop-up window that appears, click New.

   ![Figure 1 - Click New](image)

3. Click Shortcut.

   ![Figure 2 - Click Shortcut](image)

4. The Create Shortcut window appears. Type https://email.kennesaw.edu into the Type the location of the item field.

   ![Figure 3 - Zimbra Email Website](image)
5. Click **Next**.

![Next button](image)

**Figure 4 - Click Next**

6. Enter the name of the new shortcut in the *Type a name for this shortcut* field.

![Shortcut Name dialog](image)

**Figure 5 - Shortcut Name**

7. Click **Finish**.

![Finish button](image)

**Figure 6 - Click Finish**

8. The new shortcut icon will appear on the desktop.

![Zimbra Login icon](image)

**Figure 7 - Zimbra Login**