

## **Adding an Icon to Your Computer or Phone**

### **1. Saving a website to your computer**

- a. Go to the TrueCIP website
- b. File
- c. Send
- d. Shortcut to Desktop

### **2. Saving a website to your Droid phone**

- a. Go to the TrueCIP website
- b. Enter your username and password but DO NOT log in
- c. Click on the three dots on the upper right side of the screen
  - i. Depending on your setup, you may have the option at this point to choose Add to Home Screen. If that isn't one of the options, go to Step c.
- d. Open in Browser
- e. Choose Chrome
- f. Click on the three dots on the upper right side of the screen
- g. Add to Home Screen

### **3. Saving a website to your I-Phone**

- a. Go to the TrueCIP website
- b. Enter your user name and password but DO NOT log in
- c. Click the Share icon
  - i. This is a box with an arrow pointing up that is on the bottom navigation bar
- d. Click on the Add to Home Screen icon

- i. This icon is a big plus sign
- e. Click Add in the upper right corner

If this process does not work – go to Safari first and go to the website from there.