



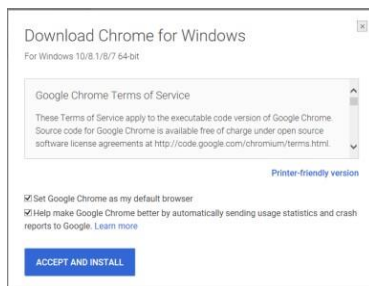
# Wharton County Junior College

## DOWNLOAD, INSTALL AND CREATE A SHORTCUT USING THE CHROME BROWSER

1. Start Internet Explorer.
2. Type <https://www.google.com/chrome/browser/> into the address bar and click enter.
3. Click the DOWNLOAD CHROME button



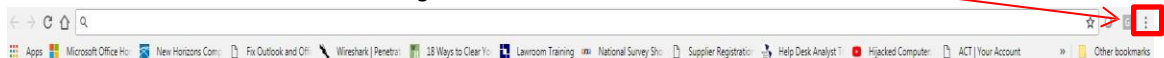
4. **Uncheck** "Set Google Chrome as my default browser" and "Help make Google Chrome better..." then click "ACCEPT AND INSTALL"



5. Select "Yes" when asked "Do you want the following program to make changes to this computer". After "Yes" is selected you will see a download progress bar.
6. Once the Chrome download has completed close Internet Explorer. Look for the Chrome Icon on your desktop and double click it to launch the Chrome Browser.



7. Navigate to the Office 365 Log On page <https://login.microsoftonline.com> and log into your email.
8. Click on the three dots located in the far right of the address bar to create the shortcut.



9. Once the Tools window opens highlight "More Tools" then select "Create Shortcut". The new Shortcut will appear on your Desktop.

