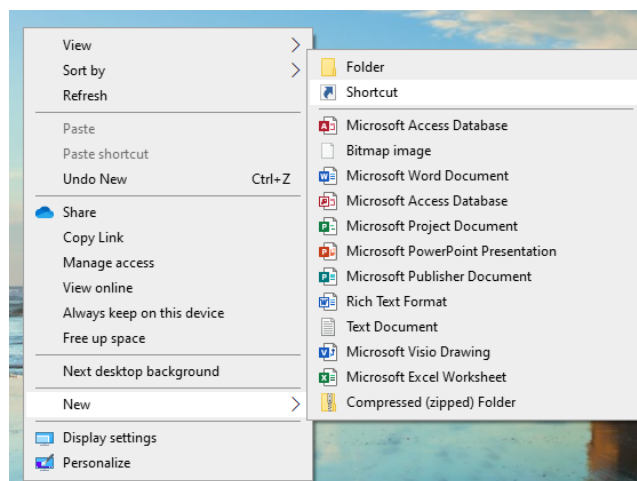


Adding an OVERS Shortcut to Your Windows Desktop

Step 1: On your desktop, right click your mouse.

In the menu that appears, choose **New** then **Shortcut**.

The **Create Shortcut** window will appear.



Step 2: **Copy** and **Paste** the OVERS URL/link into the box for the “location of the item.” Then click **Next**.

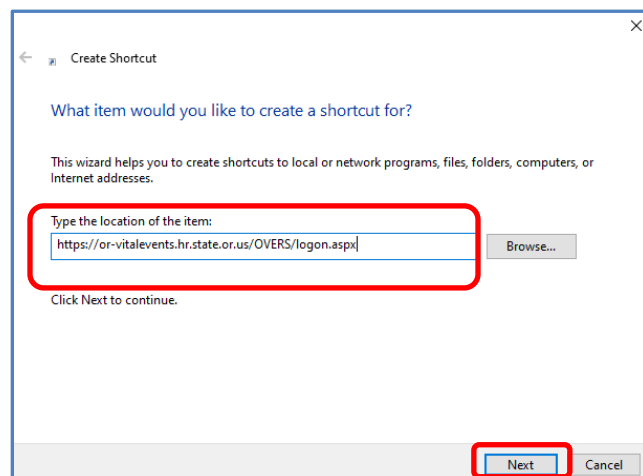
OVERS URL/link: <https://or-vitalevents.hr.state.or.us/OVERS/Logon.aspx>

To copy, you have two choices:

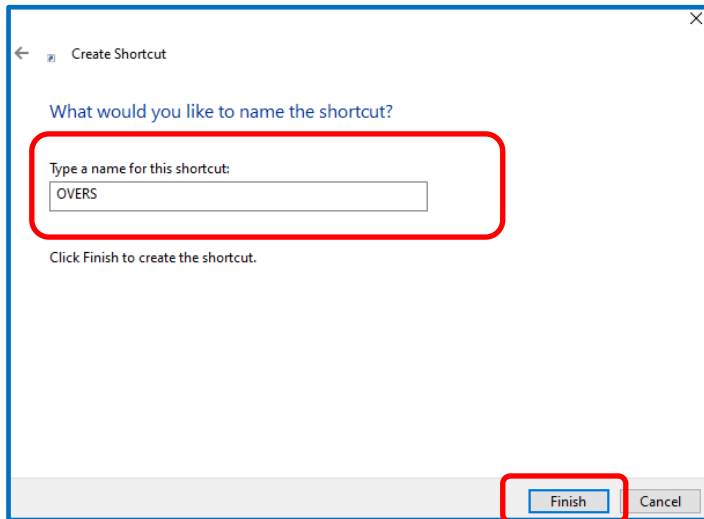
- Highlight the URL/link, right click it with your mouse, and choose **Copy**, or
- Highlight the URL/link and choose **CTRL+C** on your keyboard.

To paste, you have two choices:

- Right click in the white box with your mouse, and choose **Paste**, or
- Click in the white box with your mouse and choose **CTRL+V** on your keyboard.



Step 3: Type a name for the shortcut. Then click **Finish**.



Step 4: The shortcut will appear on your desktop.

Double click on the shortcut to verify that it takes you to OVERS.

