



## How to add a SmartPractice desktop shortcut

Please choose the browser you are currently using:

[Google Chrome](#)

[Internet Explorer](#)

[Firefox](#)

# Google Chrome

## Method 1 - Shortcut created but no logo displayed

Step 1: Open Smartpractice login screen

Step 2: Minimize Chrome into a smaller window (make sure your desktop is visible)

Step 3: Click on the lock icon next to the URL and drag to your desktop.

## Method 2 - Shortcut created with logo displayed

Step 1: Open SmartPractice login screen

Step 2: Click on the three dots in the top right corner 

Step 3: Click on “More Tools”

Step 4: Click on “Create Shortcut”

# Internet Explorer

## Method 1

Step 1: Open SmartPractice login screen

Step 2: Minimize Internet Explorer into a smaller window (make sure your desktop is visible)

Step 3: Click on the SmartPractice icon (small) next to the URL and drag and drop onto your desktop

## Method 2

Step 1: Open SmartPractice login screen

Step 2: Right click anywhere on the webpage

Step 3: Click on “Create shortcut”

## Mozilla Firefox:

Step 1: Open SmartPractice login screen

Step 2: Minimize Firefox into a smaller window (make sure your desktop is visible)

Step 3: Next to the Url you see an “i”. Click on the “i” and drag and drop onto your desktop.