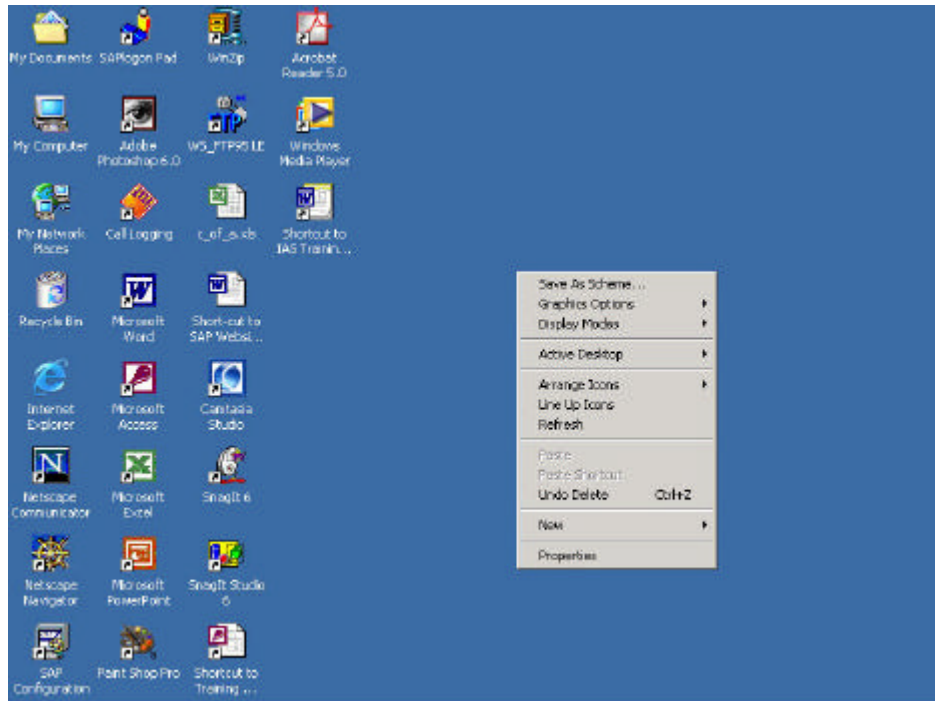


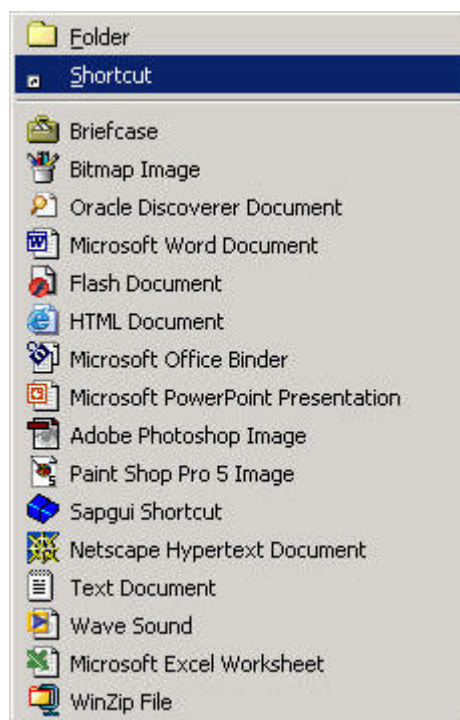
Creating an Internet Explorer Short-Cut for ESS

Step 1. Right click your mouse on your Desktop

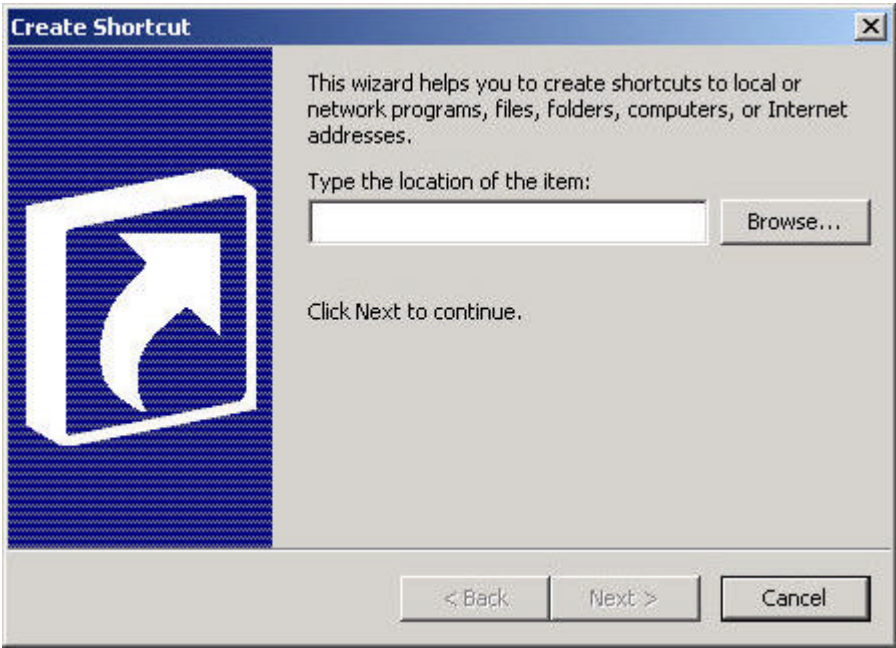
Step 2. From the list select “New”. You will be prompted with another list



Step 3. From that list, select “Shortcut”

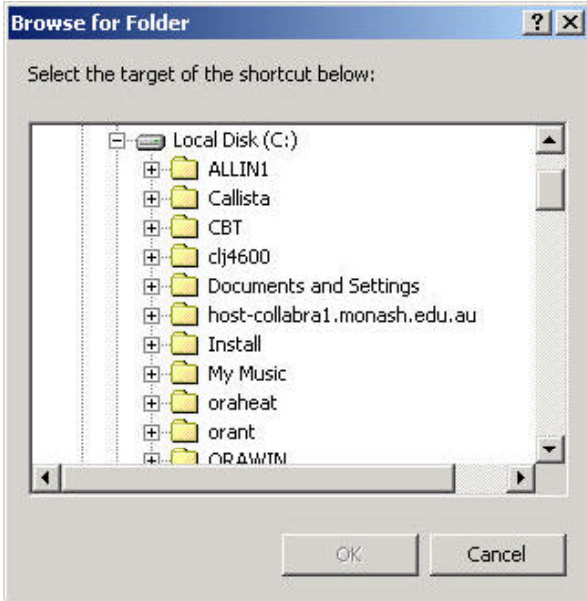
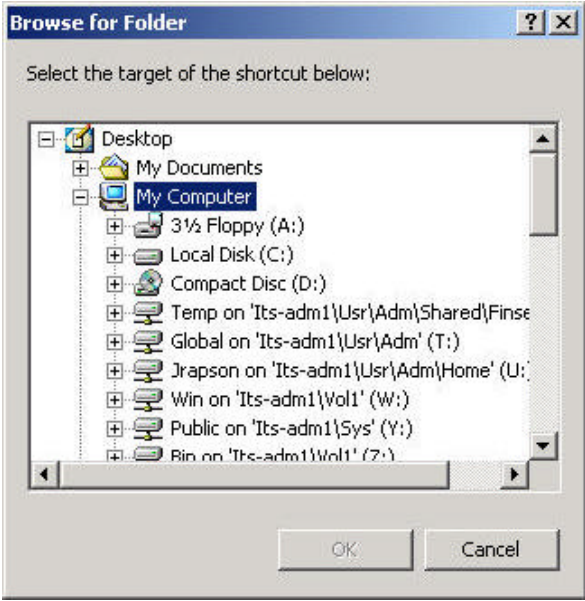


Step 4. The “Create Shortcut” Wizard displays



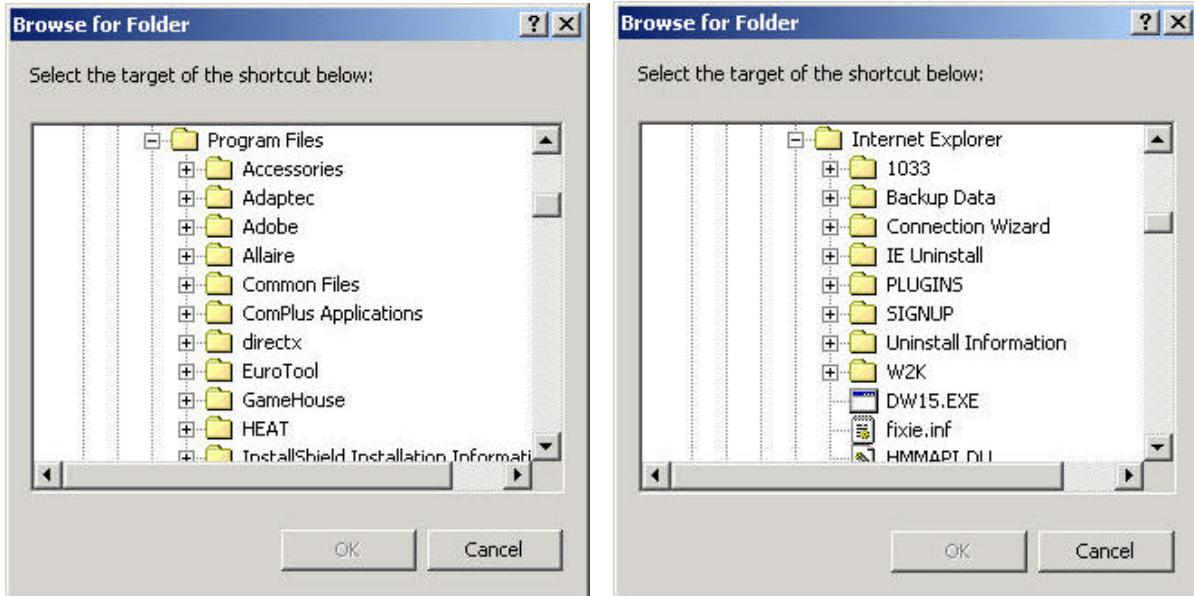
Step 5. Click 

Step 6. Click on the “+” beside “Local Disk (C:)” under the “My Computer” folder



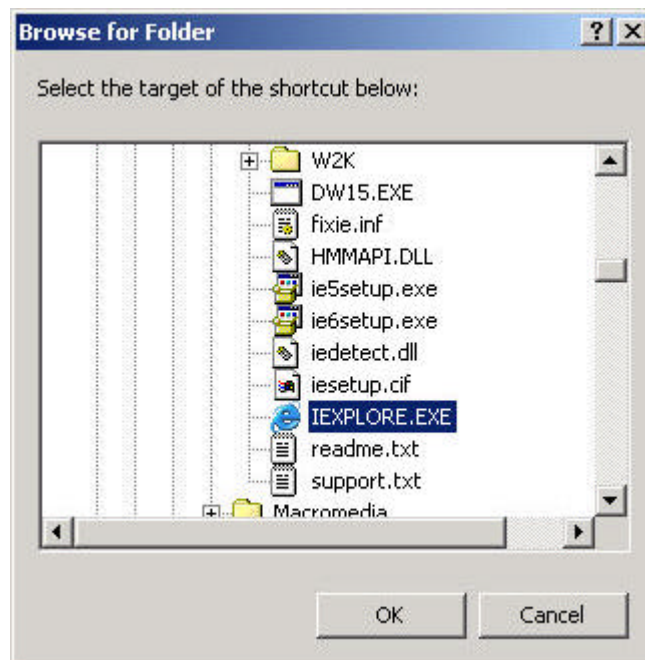
Step 7. Click on the “+” beside “**Program Files**” to expand

Step 8. Click on the “+” beside “**Internet Explorer**” to expand
(You may need to scroll down under Program Files to see the Internet Explorer folder)

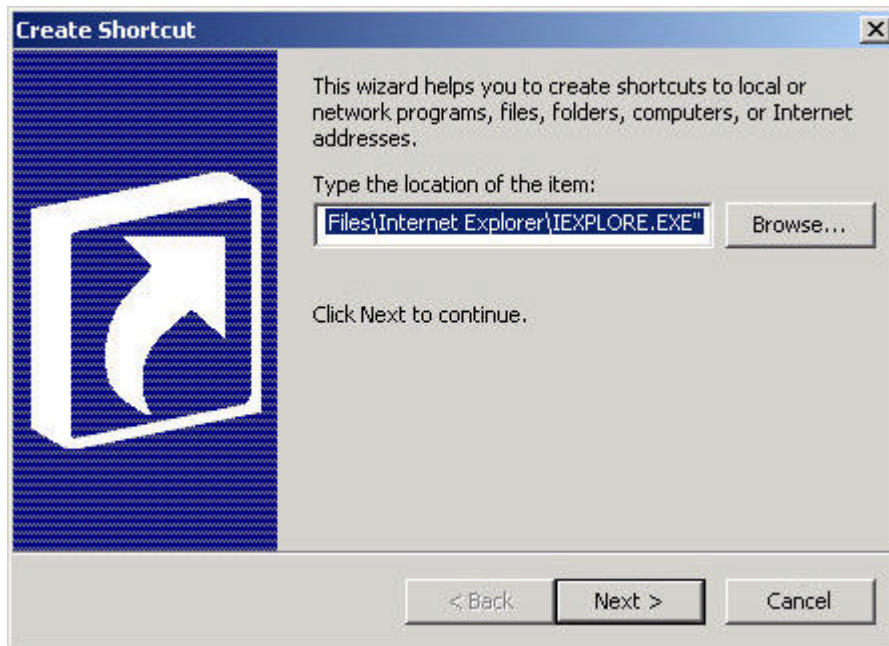


Step 9. From the list select “**IEXPLORE.EXE**” and click

OK



Step 10. In the “Type the location of the item:” field, the file structure you selected displays

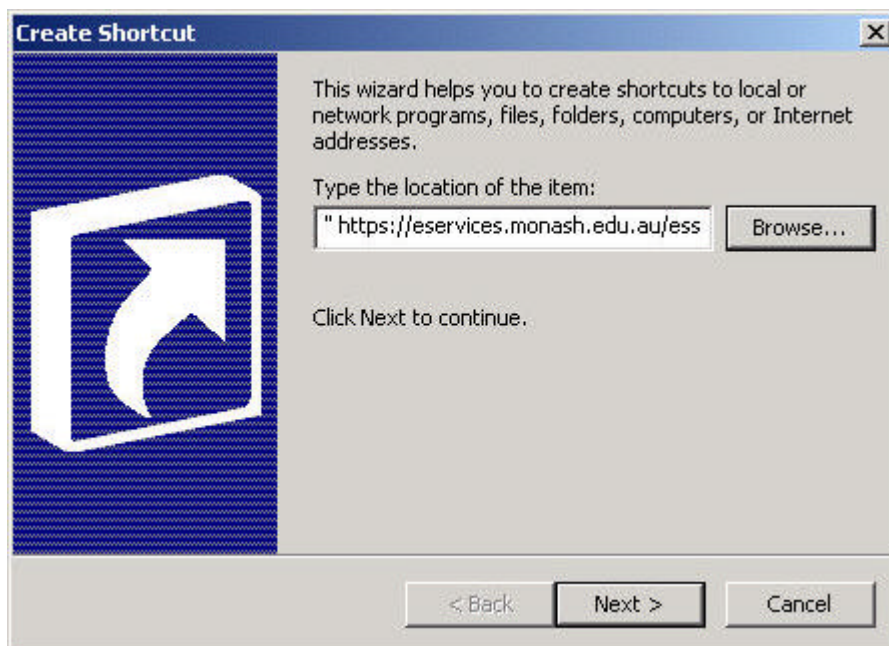


Step 11. In the “Type the location of the item” move the cursor to the end, after “IEXPLORE.EXE”

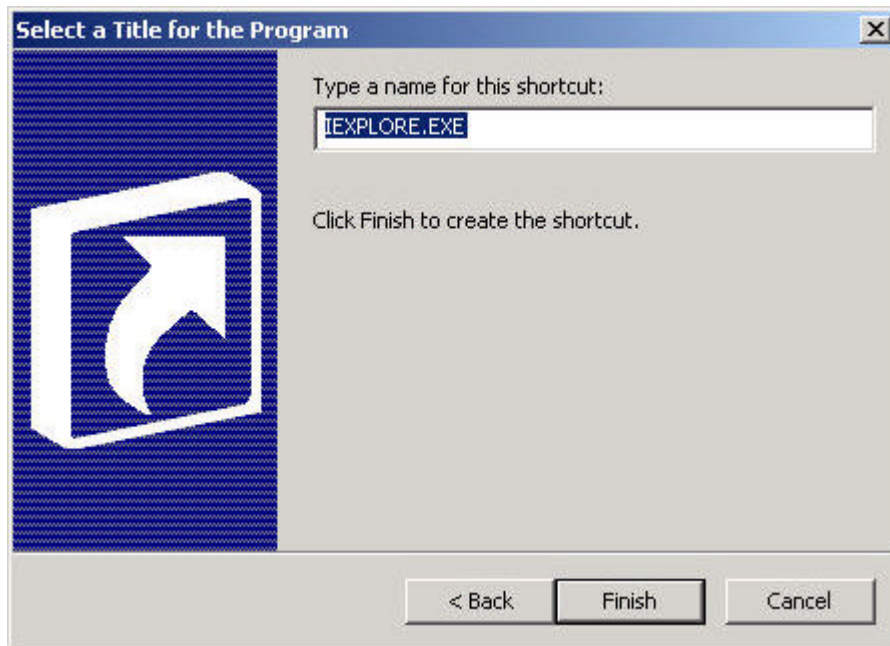
Step 12. Insert a space, (Press on the space bar)

Step 13. Type “https://eservices.monash.edu.au/ess”

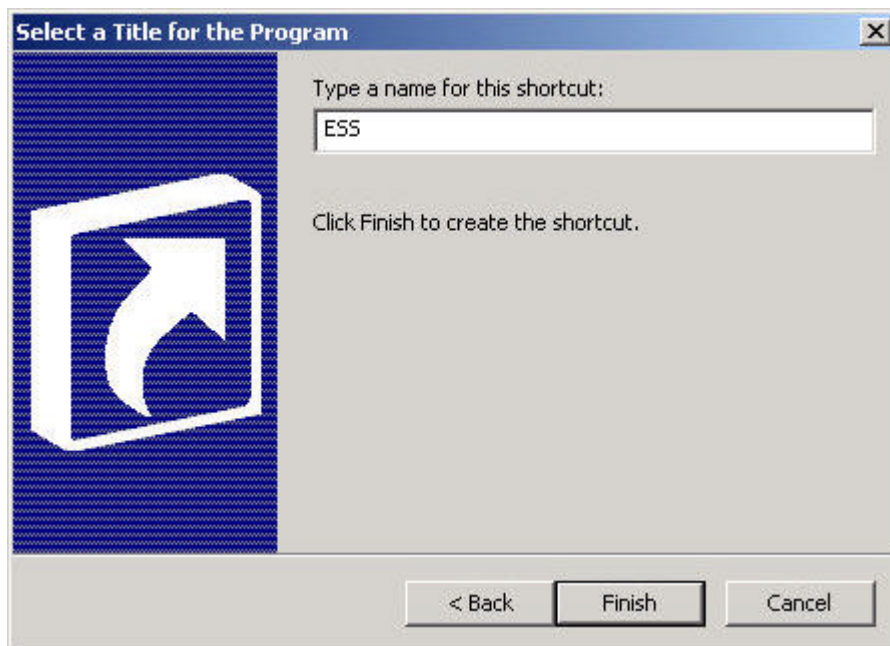
Step 14. Click 



Step 16. In the “Type a name for this shortcut:” field, type in “ESS”



Step 17. Click 



Step 18. Check your desktop for an Internet Explorer short-cut labelled ESS

