Kennesaw State University
Creating a shortcut to Zimbra on Desktop

You can quickly and easily add a new shortcut on your desktop to point directly to the Zimbra Login screen.

1. Right-click directly onto your computer desktop.

2. Click the “New” option, from the side menu click “Shortcut” option (see figure 1).

![Figure 1 - Desktop Menu](image1.png)

3. Type in the following web address: [https://email.kennesaw.edu](https://email.kennesaw.edu) (see figure 2).

![Figure 2 - Create Shortcut window](image2.png)

4. Click Next.

5. Type in the name of your choice for the new shortcut, for example My Zimbra Email (see figure 3).

![Figure 3 - Create Shortcut window](image3.png)

6. Left-click on “Finish”

7. The new shortcut icon will then appear on your desktop.

8. Double-click on the icon to access Zimbra. Please note that the shortcut icon will launch your default internet browser.