Windows 10
Creating a Desktop Icon for a Zoom Meeting

If you regularly attend Zoom meetings using the same web address, it might be worth creating a Desktop icon to give you quicker and easier access to the meeting. The benefit of doing this is that you won't have to open your email program, then the email message that contains the link and then activate the link itself. Whilst this procedure is not difficult, it can be a little time consuming, especially if you have lots of messages to go through!

To create a Desktop icon on your Windows 10 computer, which when activated takes you to the Zoom Cloud Meetings web page, follow these suggested steps:

1. Open the email message which includes the invitation to the Zoom meeting.

2. In the email message, locate the link to the meeting and select it.

3. Press the keyboard shortcut **CTRL and C**. Upon doing this, the web address for the Zoom meeting will be copied to the Windows Clipboard.

4. Press the keyboard shortcut **WINDOWS LOGO key and D**. Upon doing this, all open windows will be minimised and focus will be on the Windows Desktop.

Note 1: On a standard Desktop keyboard, there are usually two WINDOWS LOGO keys. One is positioned two keys to the left of the SPACEBAR and the other is positioned two keys to the right of the SPACEBAR. On a laptop, there is only usually one WINDOWS LOGO key. This is the one that is positioned two keys to the left of the SPACEBAR. You can also press the keyboard shortcut **WINDOWS LOGO key and M** to move focus to the Desktop.

5. Ensure that no Icons are selected on the Desktop. To do this, press **CTRL and SPACEBAR**. If after pressing this keyboard command, an icon becomes selected, press **CTRL and SPACEBAR** again.

6. Now press the **APPLICATIONS** key. This is the key immediately to the left of the CTRL key on the right side of the QWERTY part of the keyboard. Upon doing this, a menu will be displayed.

Note 2: If your keyboard does not have an **APPLICATIONS** key, you can press the keyboard shortcut **SHIFT and F10** instead to display the menu.

7.   Press **UP ARROW** until the **New** menu option is selected and press **ENTER**. Upon doing this, its associated sub-menu will be displayed.

Note 3: If you cannot find the **New** menu option, it is most likely because an icon on your Desktop was selected before you pressed the **Applications** key. If this is the case, press **ESCAPE** to close the menu. Then, press **CTRL and SPACEBAR and** press the **APPLICATIONS** key once more.

8.   Press **DOWN ARROW** until the **Shortcut** menu option is selected and then press **ENTER**. Upon doing this, the **Create Shortcut** dialog box will be displayed. Focus will be in an edit box labelled "Type the location of the item".

9.   Press the keyboard shortcut **CTRL and V**. Upon doing this, the web address you copied to the Windows Clipboard earlier will be pasted into the edit box. You can now press **ENTER** to activate the **Next** button. Upon doing this, focus will be in another edit box labelled "Type a name for this shortcut".

10.   Type a suitable name for your icon and then press **ENTER**. That's it, you have successfully created a Desktop icon.

Test out your new icon!

To do this, press the keyboard shortcut **WINDOWS LOGO key and D**. Upon doing this, all open windows will be minimised and focus will be on the Desktop. Select the icon you created and press **ENTER**. All being well, the Zoom Cloud Meetings web page will be displayed. Press **LEFT ARROW** to select the **Open Zoom Cloud meetings** button and press **ENTER**. A few seconds later, you will be in the meeting!