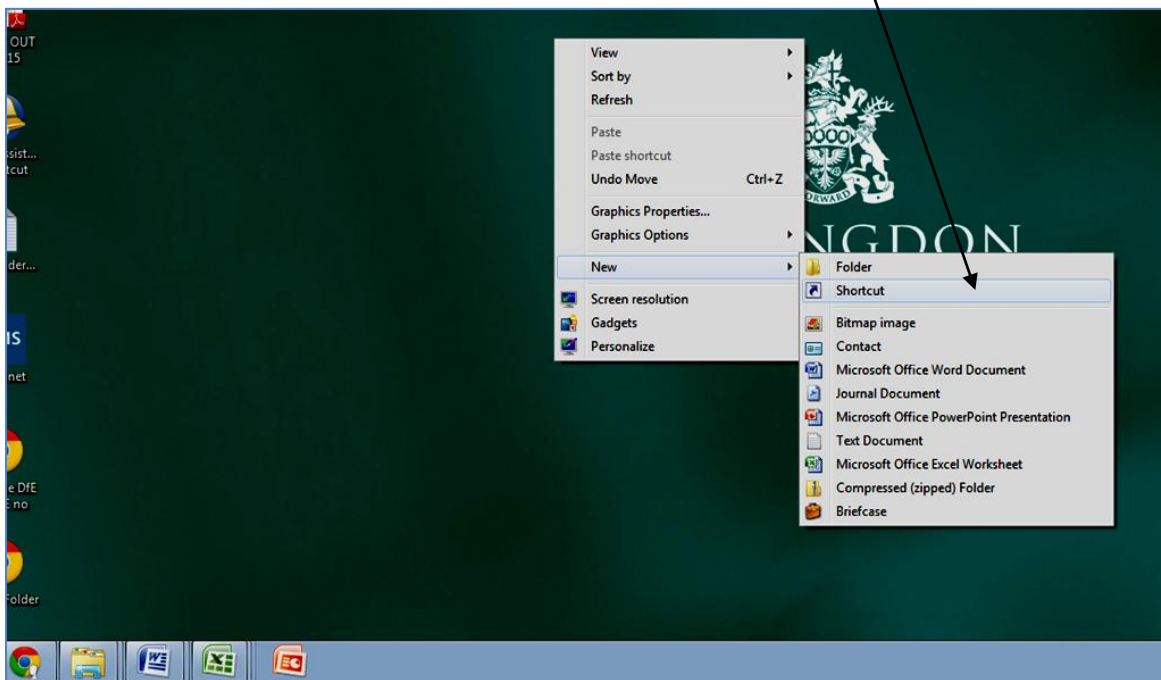


# Setting up a Desktop shortcut for GoToAssist

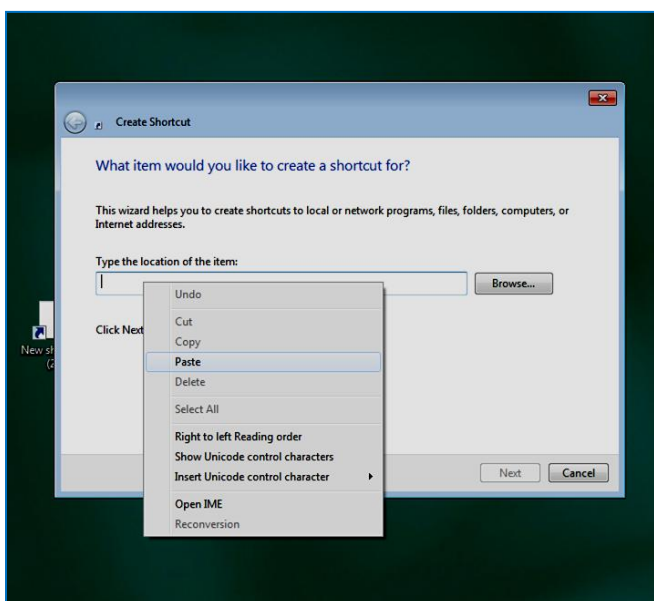
Firstly copy the address below by right mouse clicking:

<http://www.gotoassist.com/sb/sfthillingdon>

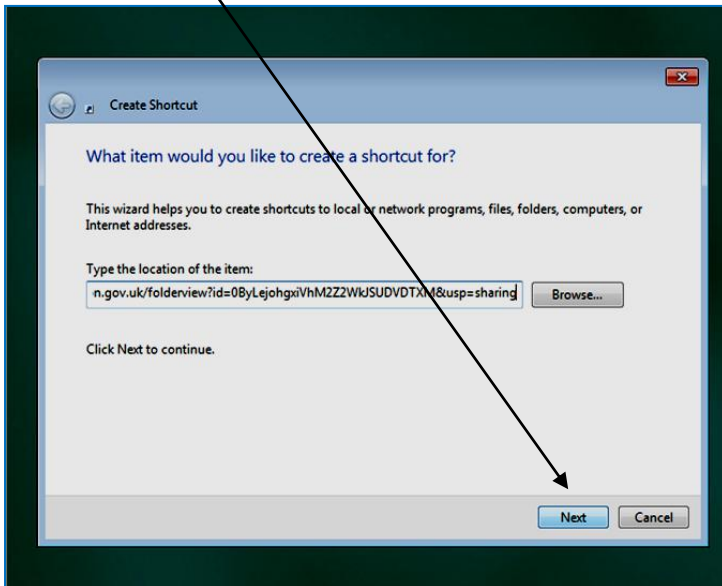
Go to your Desktop and right mouse click selecting New and Shortcut



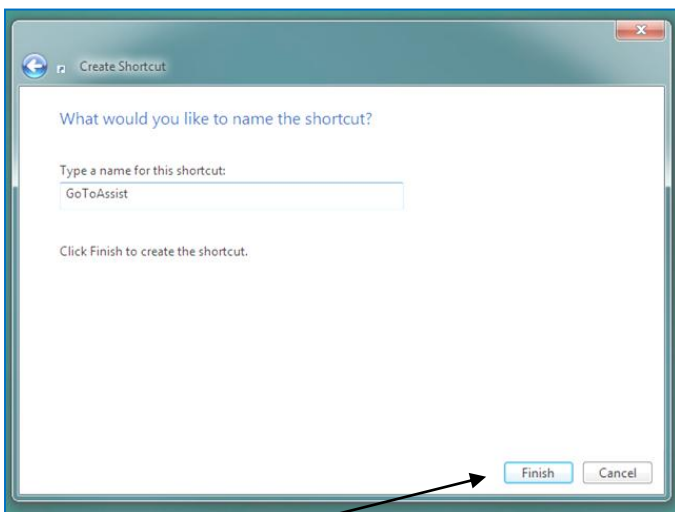
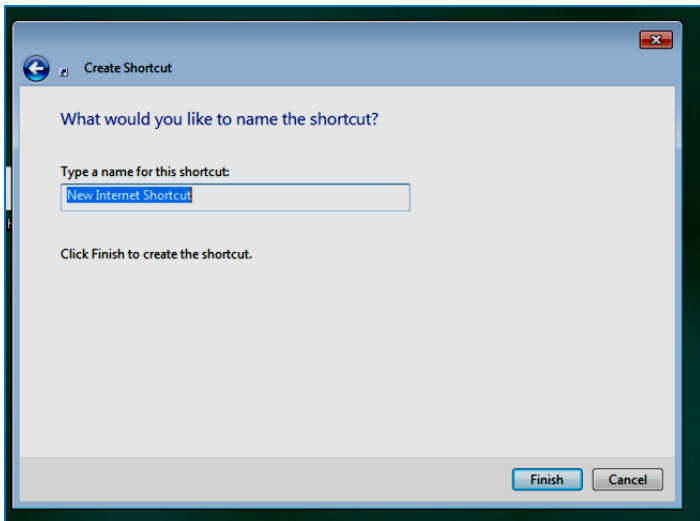
Click in to the 'Type the location of the item' box and click on Paste



Click on Next



Type in suitable name for shortcut such as 'GoToAssist'



Finally click on Finish

A new Shortcut icon will now appear on your Desktop which can be selected when prompted by a call from your link officer.



Schools Finance Team

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