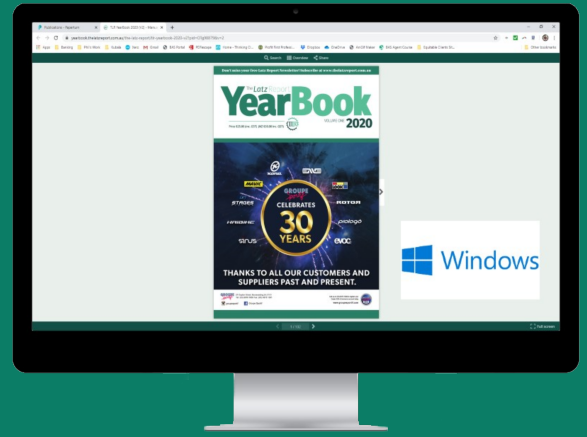# How to Install the YearBook Icon on your Windows/PC

Step 1: Open the Internet Explorer web browser App

Step 2: Type the following URL into the search bar and click 'Enter'

https://www.thelatzreport.com.au/yearbook

Step 3: Click on the 'Tools/Settings' icon ⚙ (to the right of the search bar)

Step 4: Click on 'Add site to Apps', click "Add" on the popup box. A new browser window will open to confirm this has been performed correctly.

Step 5: Click on your Windows Start menu Icon, a new YearBook icon should appear at the top in "Recently Added". If you right click on the App Icon, you can choose to either Pin to Start or Pin to Taskbar in order to place the icon in an easy to find location.

To Install on Chrome

Step 1: Open the Chrome web browser App

Step 2: Type the following URL into the search bar and click 'Enter'

https://www.thelatzreport.com.au/yearbook

Step 3: Click on the 'Customise Chrome' three dot icon (right of the search bar) and click on 'More Tools', then 'Create Shortcut'. A pop up box will appear.

Step 4: Rename as 'YearBook' and click on Create. A new icon will appear on your desktop. If you right click on the icon, you can choose to Pin to Taskbar for easy access.

For additional assistance, please call 0414 68 4747 or 02 4225 8372