

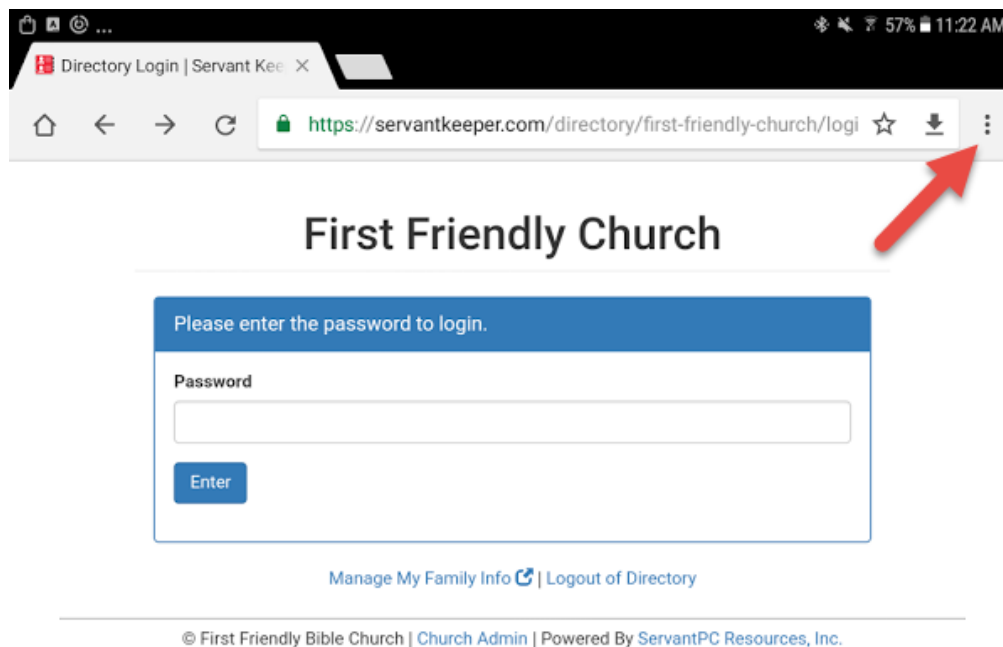
Creating a Shortcut to the Online Directory on your Phone/Tablet - Android

Modified on: Mon, Jan 8, 2018 at 11:52 AM

1. On your smart phone or tablet, open the Chrome browser.
2. Go to your organization's Online Directory (<https://servantkeeper.com/directory/YourOrganizationName> (<https://servantkeeper.com/directory/YourOrganizationName>)).

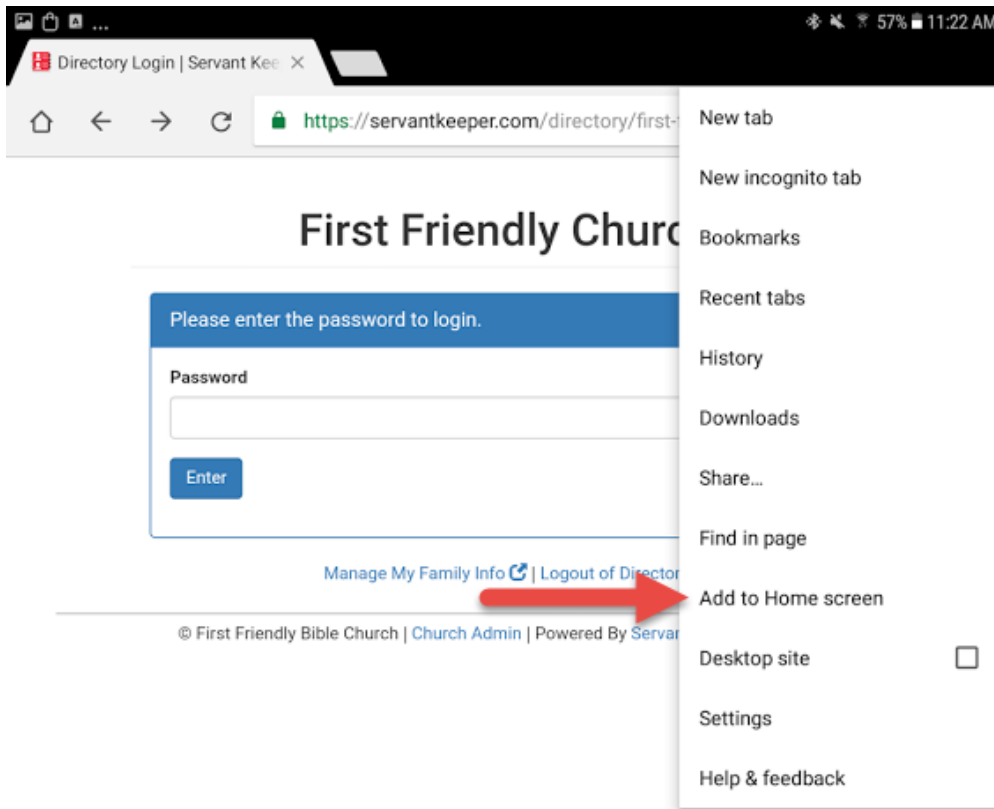
NOTE: You can verify the link to your Online Directory by logging in to the SK Online Office and looking on the "Share" tab found under "Control Panels" > "Directory".

3. Select the 3 dots in the top right-hand corner of your browser.

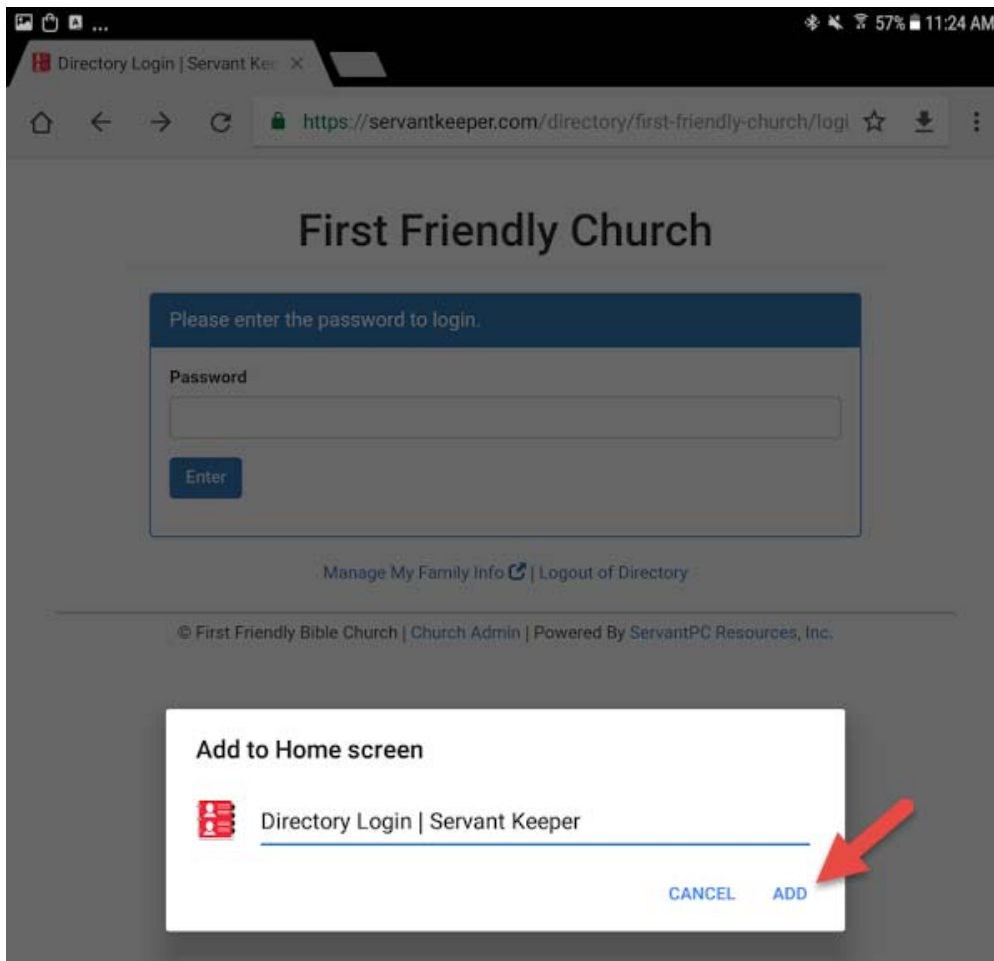


4. Choose the "Add to Home Screen" option.





5. On the "Add to Home screen" window, type the name you'd like to give your shortcut (or keep the default name). Click **[Add]** to continue.



6. You will now see a new shortcut on your device's home screen labeled with the name you entered in the previous step. Use this icon to open the SK Online Directory.

