

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

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1. On your smart phone or tablet, open the Safari 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 share icon at the bottom of the screen.

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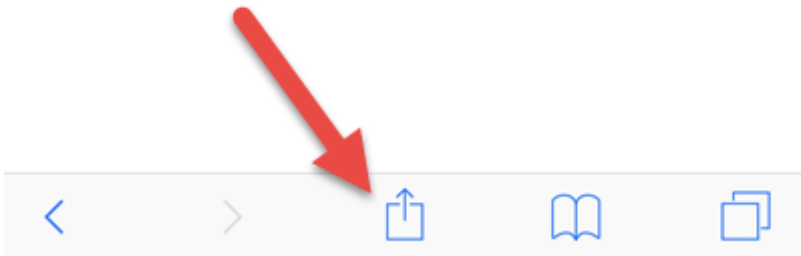
Please enter the password to login.

Password

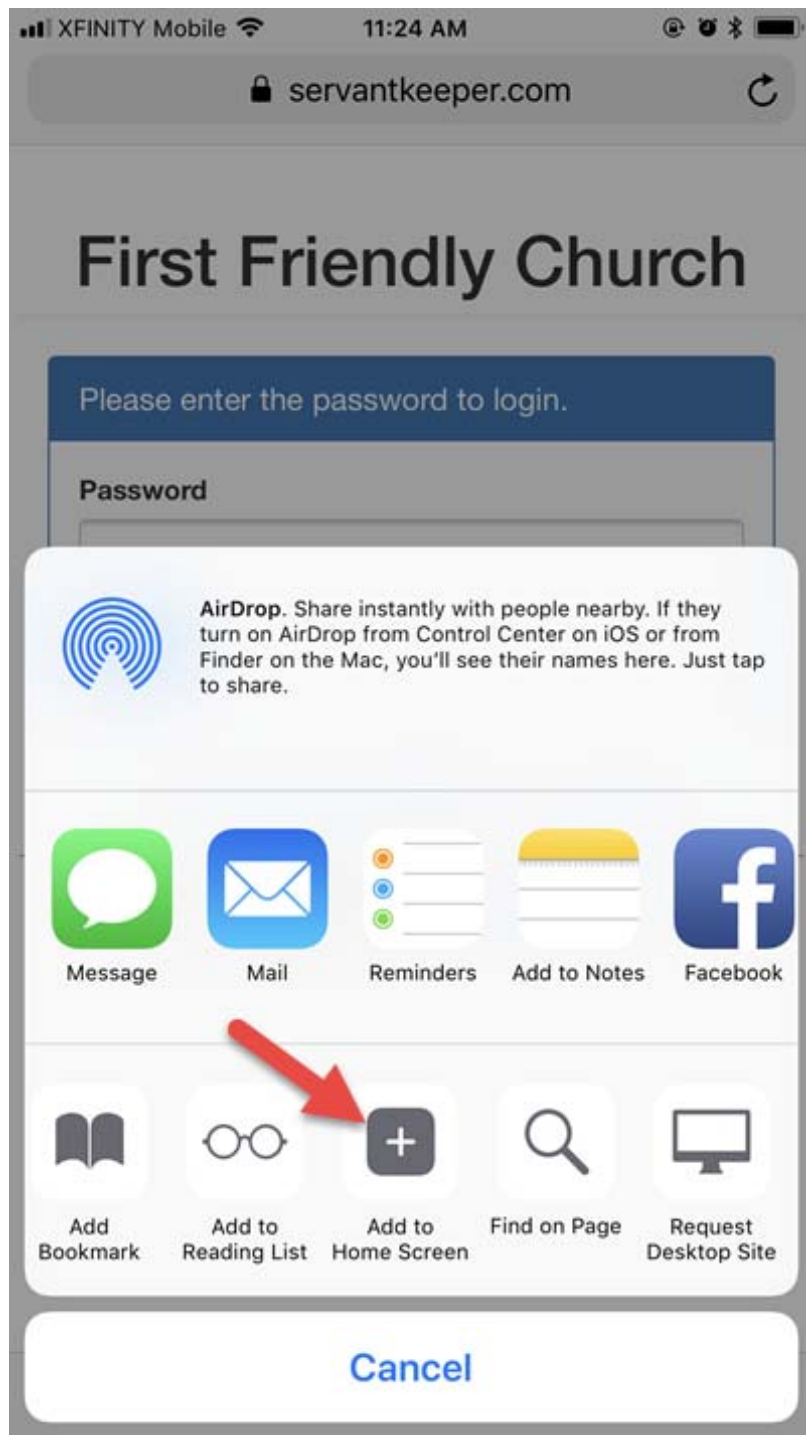
Enter

[Manage My Family Info](#) | [Logout of Directory](#)

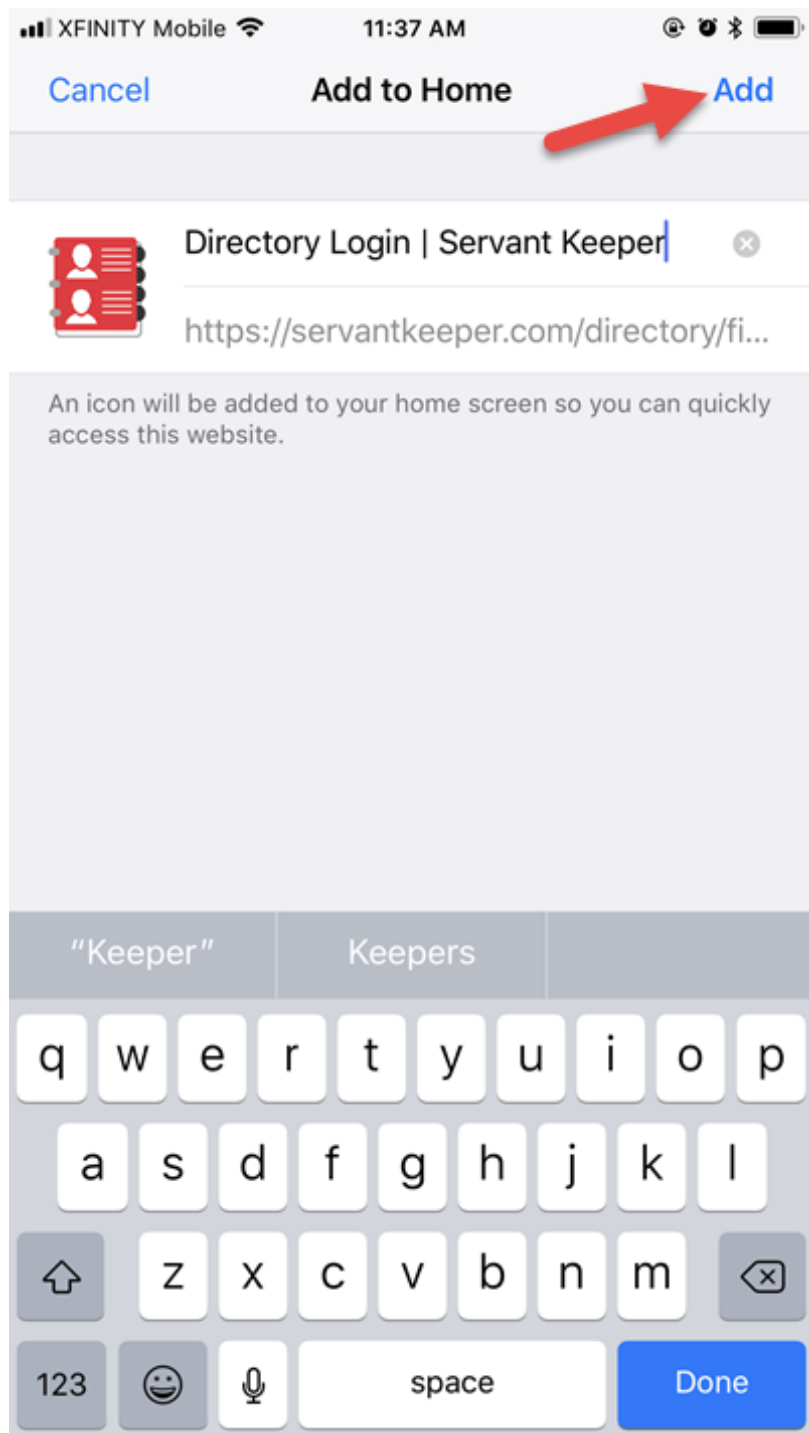
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4. Choose the **"Add to Home Screen"** option.



5. On the "Add to Home" 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.

