# Saving Time with Web Shortcuts

## Windows (laptop)

### Installing a web shortcut on Windows (laptop) using Chrome

1. Open Chrome web browser.
2. Navigate to the site that you are interested in like [Outlook](https://outlook.office.com/mail/) or [Word](https://www.office.com/launch/word?auth=2).
3. Click on the 3 vertical dots at the top-right of screen.
4. Select 'More Tools' and then 'Create Shortcut...'.
5. Give the shortcut a name, e.g. 'Excel | Microsoft 365', and check the box 'Open as window'.
6. Click 'Create'.
7. A new app shortcut be added to the Desktop.
8. Drag the icon onto the Taskbar for easy access in the future.
9. Click on the icon and the app will launch.

### Uninstalling a web shortcut on Windows (laptop) using Chrome

1. Open the app that you want to delete.
2. Click on the 3 vertical dots at the top-right of screen.
3. Select 'Uninstall [app name]'.
4. Click 'Remove'.

### Installing a web shortcut on Windows (laptop) using Edge

1. Open Edge web browser.
2. Navigate to the site that you are interested in like [Outlook](https://outlook.office.com/mail/) or [Word](https://www.office.com/launch/word?auth=2).
3. Click on the 3 horizontal dots at the top-right of screen.
4. Select 'Apps' and then 'Install this site as an app'.
5. Give the shortcut a name, e.g. 'Excel | Microsoft 365', and check the box 'Open as window'.
6. Click 'Install'.
7. You will be given the option to pin the app to the Taskbar, create a Desktop shortcut or Auto-start on device login. The Taskbar and Desktop are the two best places to add the app.
8. Click 'Allow'.
9. Click on the icon and the app will launch.

### Uninstalling a web shortcut on Windows (laptop) using Edge

1. Open Edge.
2. Type in 'edge://apps' into the address bar and press Enter.
3. A list of installed apps will be displayed.
4. Click on the three dots to the right of the app and then select 'Uninstall'.
5. Click 'Remove'.

## macOS (laptop)

### Installing a web shortcut on macOS (laptop) using Chrome

1. Open Chrome web browser.
2. Navigate to the site that you are interested in like [Outlook](https://outlook.office.com/mail/) or [Word](https://www.office.com/launch/word?auth=2).
3. Click on the 3 vertical dots at the top-right of screen.
4. Select 'More Tools' and then 'Create Shortcut...'.
5. Give the shortcut a name, e.g. 'Excel | Microsoft 365', and check the box 'Open as window'.
6. Click 'Create'.
7. A new app will be added to the Chrome Apps folder.
8. Drag the icon onto the Finder bar for easy access in the future.
9. Click on the icon and the app will launch.

### Uninstalling a web shortcut on macOS (laptop) using Chrome

1. Open the app that you want to delete.
2. Click on the 3 vertical dots at the top-right of screen.
3. Select 'Uninstall [app name]'.
4. Click 'Remove'.

### Web shortcuts and Safari on macOS

* Safari for macOS doesn't support the installation of web shortcuts.

## iOS (iPhone and iPad)

### Installing a web shortcut on iOS (iPhone and iPad) using Safari

1. Open the Safari app.
2. Navigate to the site that you are interested in.
3. Click on the Share up arrow button at the bottom of the screen.
4. Scroll down and select 'Add to Home Screen'.

### To Uninstall a web shortcut on iOS

1. Touch and hold the app icon.
2. Select 'Delete Bookmark'.

### Web shortcuts and Chrome on iOS

* [Chrome for iOS (iPhone and iPad) does not support shortcuts.](https://support.google.com/chrome/answer/9658361?hl=en&co=GENIE.Platform%3DiOS)

## Android

### Installing a web shortcut on Android using Chrome

1. Open the Chrome app.
2. Go to a website that you are interested in.
3. Click on the 3 vertical dots at the top-right of screen.
4. Scroll down and click 'Add to Home Screen'.
5. Follow the instructions.

### To Uninstall a web on Android

1. Go to Apps & Notifications > See all apps.
2. Find the shortcut that you want to remove and click on it.
3. Click Uninstall.

## Chromebook

### Installing a web shortcut on Chromebook using Chrome

1. Open Chrome web browser.
2. Navigate to the site that you are interested in like [Outlook](https://outlook.office.com/mail/) or [Word](https://www.office.com/launch/word?auth=2).
3. Click on the 3 vertical dots at the top-right of screen.
4. Select 'More Tools' and then 'Create Shortcut...'.
5. Give the shortcut a name, e.g. 'Excel | Microsoft 365', and check the box 'Open as window'.
6. Click 'Create'..
7. A new app shortcut be added to the Chromebook shelf.
8. Click on the icon and the app will launch.

### Uninstalling a web shortcut on Chromebook using Chrome

1. Right click on the shortcut in the Chromebook shelf.
2. Select 'Unpin'.

## Additional information

* [Single Page Application Vs. Progressive Web App: A Comparison](https://www.microverse.org/blog/single-page-application-vs-progressive-web-apps-a-comparison)
* [PWAs Turn Websites Into Apps: Here's How](https://au.pcmag.com/software-services/89925/pwas-turn-websites-into-apps-heres-how)
* [Overview of Progressive Web Apps (PWAs), Microsoft](https://learn.microsoft.com/en-us/microsoft-edge/progressive-web-apps-chromium/)