ADDING A LINK TO THE DIRECTORY ONTO YOUR DESKTOP

Access to the online NTID directory is just a double-click away when you add the link to your computer’s desktop.

On a Windows computer:

1) Minimize all of your open programs so that you can see the desktop. (Hint: Print out these instructions, so you can easily refer to them as you create your link.)

2) Right-click on an empty part of the desktop (don’t click on any icons). A menu will pop up.

3) Go to the “New” submenu, and select “Shortcut.”

4) Type the following address into the box that says “Type the location of the item”: http://www.ntid.rit.edu/directory

5) Type “NTID Directory” into the box that says “Type a name for this shortcut”

6) Hit Finish. That’s it! You should now see an icon on your desktop called “NTID Directory.” Double-click on the icon whenever you want to use the directory.

On a Macintosh computer (OSX):

1) Open Safari by clicking its icon in the dock.

2) Type the following address into Safari’s address bar: http://www.ntid.rit.edu/directory

3) Once you can see the home page of the directory, you will also see a small icon next to the address (indicated by the black arrow below). Click and drag that icon to an empty space on your desktop.
4) You will now see a new icon on your desktop. Click on the icon’s label (the text under the picture), and change the label to “NTID Directory”. That’s it! You can now double-click on this icon whenever you want to use the directory.