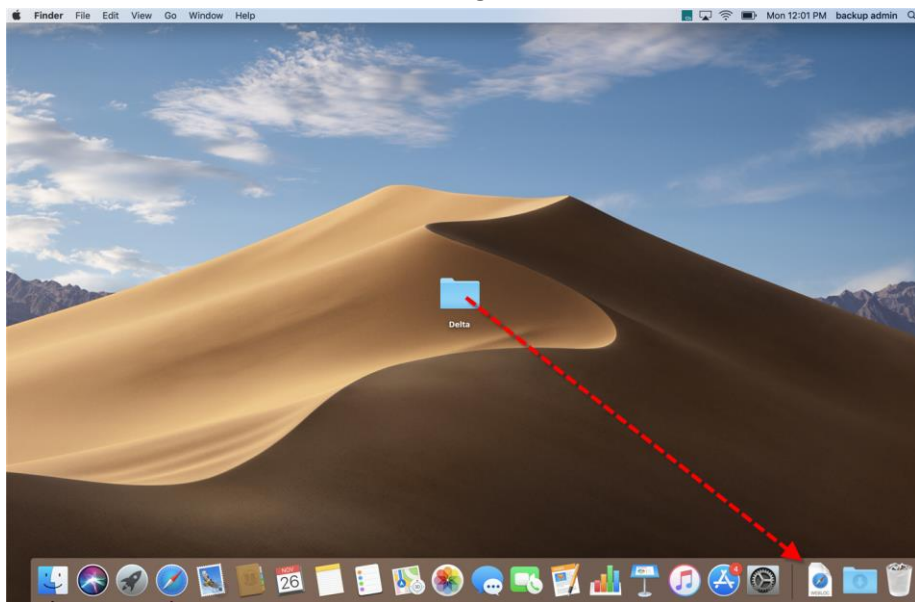
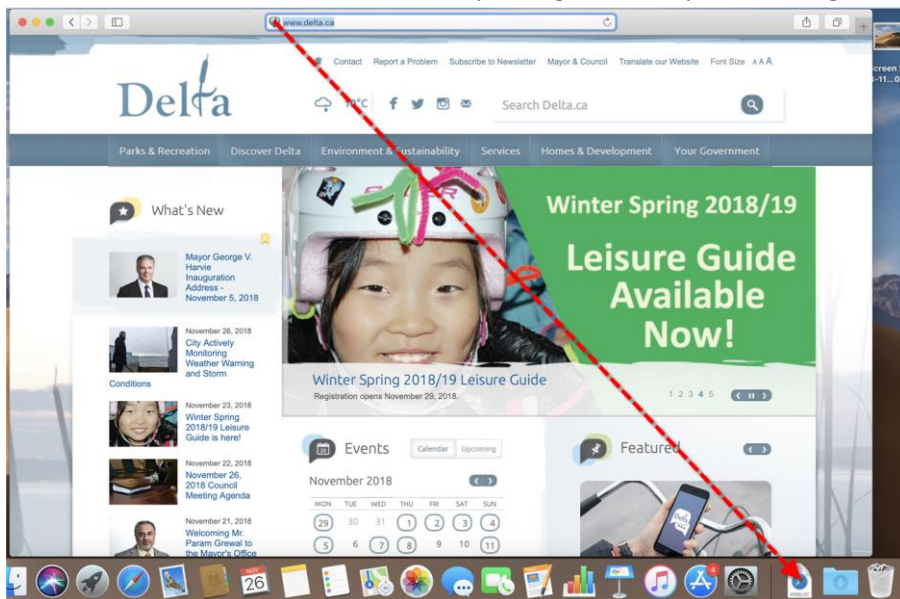


1. Press “CTRL-click” on your desktop
2. Select “New Folder”
3. Name your shortcut folder “Delta”
4. Position your mouse-pointer above the Delta folder then “left-click” and with your right mouse pointer, drag the folder down and move it towards the right-side of the Dock on the Mac



5. Start “Safari”
6. “Browse” or “navigate” to your most frequently accessed website, for example [www.delta.ca](http://www.delta.ca)
7. To add [www.delta.ca](http://www.delta.ca) to the Delta shortcut folder, simply click on the address bar, then position your mouse over the address icon, then “left-click” and with your right mouse pointer, drag and drop the link into the Delta folder.



8. Repeat #6 and 7 above to add more sites to your folder.

Other useful sites:

1. DeltaViews or CivicWeb (Delta Document Centre) – [www.deltaviews.com](http://www.deltaviews.com)
2. CouncilDocs (Agenda) – <https://council.delta.ca:8443>
3. Sync (Emergency Program Documents) – [www.sync.com](http://www.sync.com)

Note: If you wish to rename the links on your Delta shortcut folder, simply open the folder from your desktop, CTRL-click on the site and select “Rename”.