

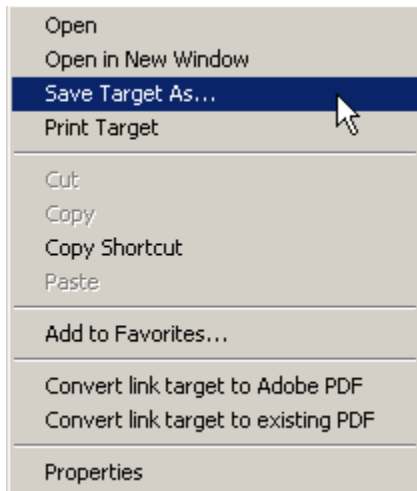
How to Change Your Desktop Icon

Note: For this document we have used eSchoolPLUS+ as an example, but the process remains the same for other icons.

1. Save the icon file to your computer.

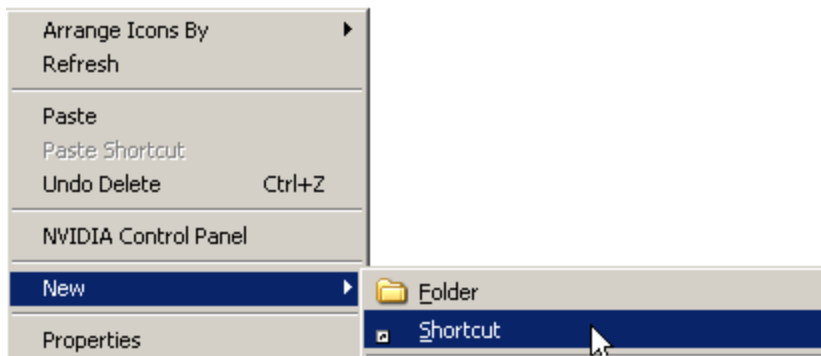
- Right-click on the icon and choose Save Target As..

Note: Save this file to a location on your computer.

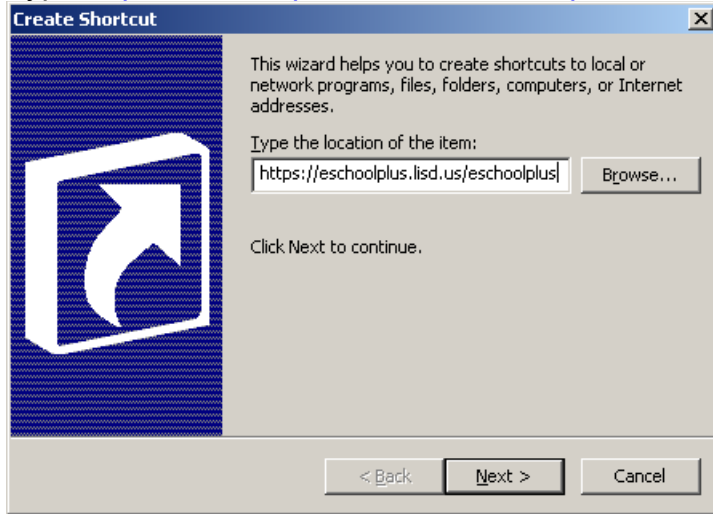


2. Create a shortcut.

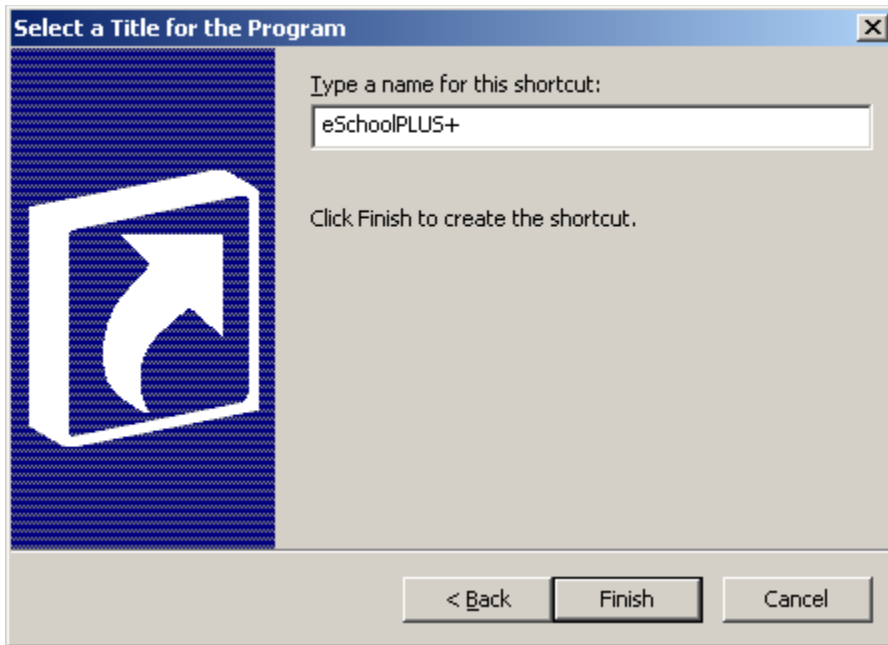
- Right-click on your desktop and navigate New>Shortcut.



- Type <https://eschoolplus.lisd.us/eschoolplus> in the box.

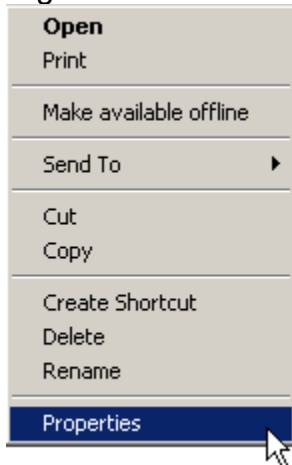


- Click the Next button.
- Type eSchoolPLUS+
- Press the Finish Button

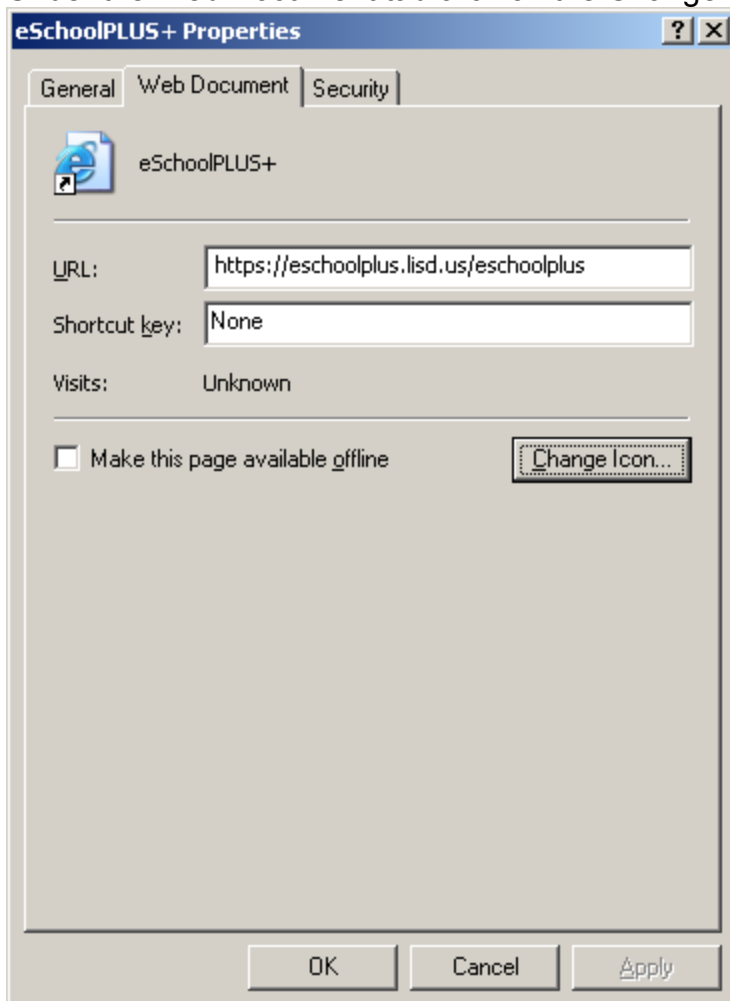


3. Change the Icon.

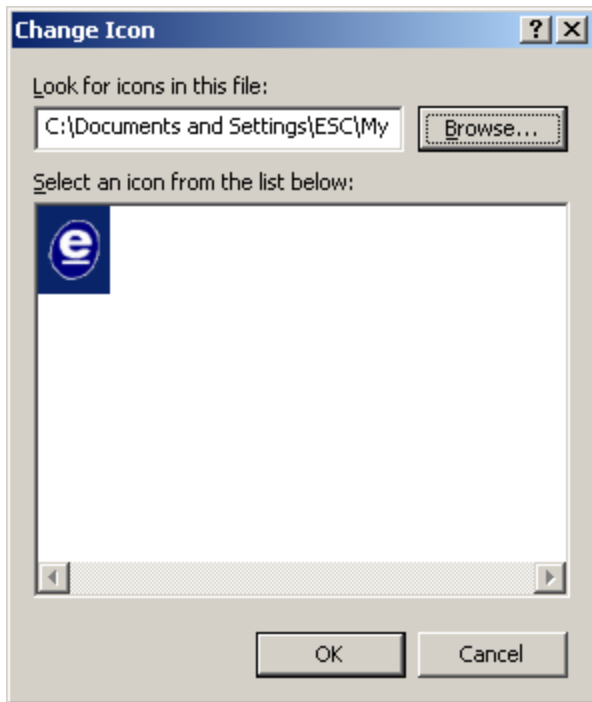
- Right-click on the eSchoolPLUS+ shortcut on your Desktop and choose properties.



- Under the Web Document tab click on the Change Icon... button.



- Click on the Browse button and navigate to the location you saved the file in step 1.



- Click OK.
- Click OK.

4. Test the shortcut.

- Double-click on the shortcut and login.

