## PENSACOLA STATE COLLEGE

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1. 2.	Click the Qu Access icon Click <b>Edit</b> .	uick 1.				
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- 4. Search for the Task/Report or External Link.
- 5. Select. Repeat for other Tasks/Reports or External Links.

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	Task / Report	grades		$\times$
		Search Results		(8)
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Campus Maps :≡ Task / Report :≡				ıt

- 6. Click **OK**.
- 7. A Pop-up window with a green check-mark will display showing that the process is complete.
- 8. Now, click on the Quick Access icon to view the new Task/Report or External Link under *My Shortcuts*.

## **Delete My Shortcut/Quick Access**

- 1. To delete, Click the vertical ellipses
- 2. Click Remove.
- 3. Click **OK**.

Note: External Links will display with a New Tab icon.



