How to Setup and Edit Internet Explorer Favorite or Desktop Shortcut

Since the Edison upgrade, you may have to re-create or edit your Edison Favorites and Shortcuts (icons). This document illustrates the steps on how to accomplish this task.

The first step is to navigate to www.edison.tn.gov.
How to Create and Edit an Internet Explorer Favorite

1. Click the Favorites menu item in your Internet Explorer.

2. Click Add to Favorites.
3. The following box will appear. Enter the Name you want to use for this Favorite and click Add.

4. Click the Favorites menu item again and you will see your new Edison favorites listed.
5. Right click your mouse over your new Edison icon and click **Properties**.

6. In the URL field, type the web address **www.edison.tn.gov**
7. Click **Apply**.
8. Click **OK**.

***FOR STEPS ON HOW TO UPDATE AN EXISTING DESKTOP SHORTCUT/ICON, PLEASE CONTINUE TO THE NEXT SECTION IN THIS DOCUMENT.***
How to Update a Desktop Shortcut for Edison

1. On your existing desktop icon, right click your mouse and click *Properties*.

2. In the URL field, type the web address www.edison.tn.gov

3. Click *Apply*.

4. Click *OK*. 