



## Tip Sheet: Shortcuts

### Add shortcuts from IE, Firefox, Chrome or Safari

#### Computer Steps:

- If you use Internet Explorer
  - After opening Internet Explorer, go to [www.neohrex.mlsmatrix.com](http://www.neohrex.mlsmatrix.com)
  - Click **File** (if you don't see File at the top left, hold Alt+F)
  - Click **Send**
  - Click **Shortcut to Desktop**
- If you use Mozilla Firefox
  - After opening Firefox, go to [www.neohrex.mlsmatrix.com](http://www.neohrex.mlsmatrix.com)
  - Drag the icon from the address bar to the desktop
- If you use Google Chrome
  - After opening Chrome, go to [www.neohrex.mlsmatrix.com](http://www.neohrex.mlsmatrix.com)
  - Click the options **icon** at the top right (looks like 3 vertical dots)
  - Click **More Tools**
  - Click **Add to desktop**

#### Apple Tablet/Phone Steps:

- Open **Safari**, go to [www.neohrex.mlsmatrix.com](http://www.neohrex.mlsmatrix.com)
- Tap the Share button (  up arrow icon), then the Add to Home Screen (  plus sign icon)
- Enter a name for the shortcut (default is Matrix)
- Tap **Add**

#### Android Tablet/Phone Steps:

- Open Chrome, go to [www.neohrex.mlsmatrix.com](http://www.neohrex.mlsmatrix.com)
- Tap the 3 vertical dots icon at the top right corner
- Tap **Add to Home screen**
- Enter a Name for the icon (default is Matrix)
- Tap **Add**