POWERED BY
AUTO
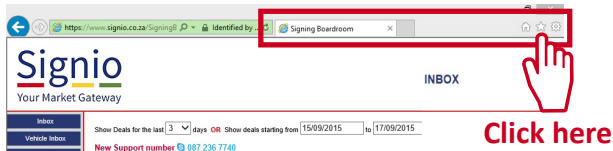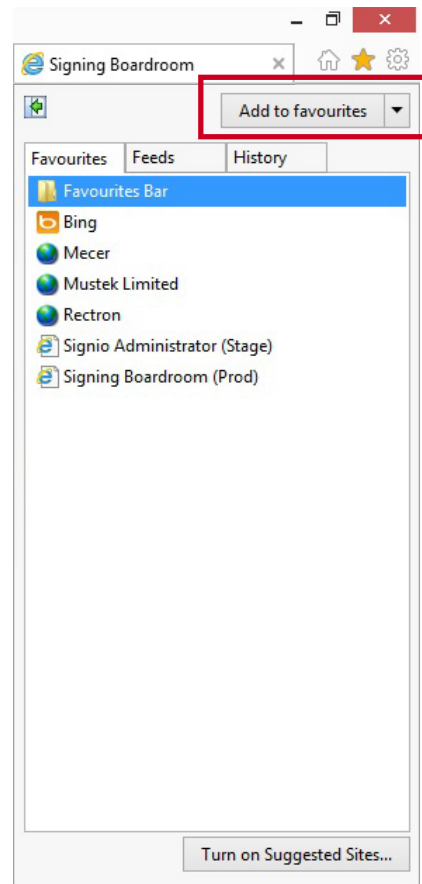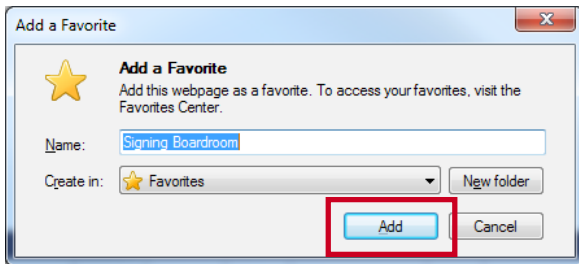
Shortcut Creation

1 In **Internet Explorer**, make sure the Signing Boardroom is open. Click on the **Favourites** (star) icon in the top right corner:

Click here

2 Once you have clicked on the star icon, the **favourites section will open**.
You then need to add the site as a favourite. This will favourite the webpage you are currently on, so the guide assumes that you are currently on the **Signio Signing Boardroom** system:
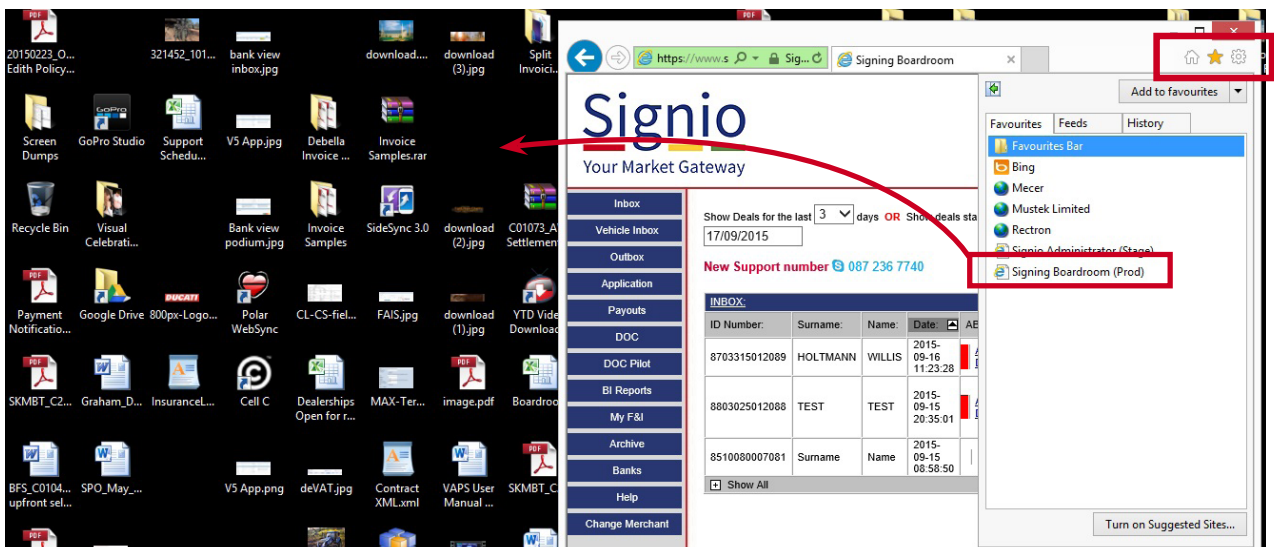
3 After clicking on the **Add to favourites** button, the following screen will display:

4 Click on the **Add button** *(as shown above)* to add the Signing Boardroom as a favourite.

You need to click on the **Favourites button again** in the top right (the star icon) to open up the list of favourites again. From here you need to drag and drop the favourite onto the desktop to create a shortcut on your Windows desktop:

(!) **Notes on dragging/dropping as shown in the screenshot above:**

- To see both the Internet Explorer window and your desktop in the background, the window needs to be resized so that it is not the whole screen full and the desktop can actually be seen in the background so that you can drag and drop.

- To drag/drop, the left-mouse button needs to be held in over the Signing Boardroom favourite and the left-mouse button is only to be released once the mouse cursor is hovering over the Windows desktop.

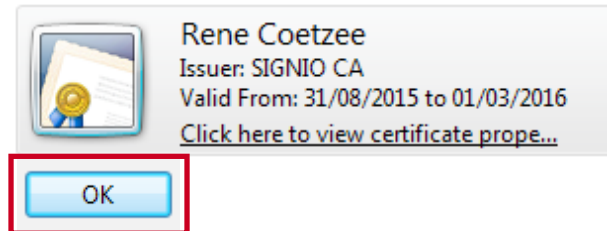## Accessing the Signing Boardroom via the shortcut...

1 **Double-click on the icon** you created on your desktop:
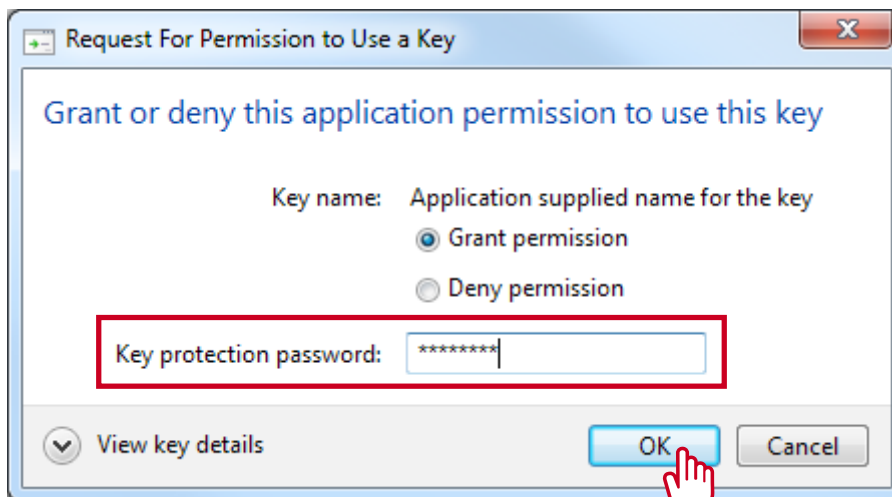

**Click here
to open**

2 You will now be prompted for your **certificate**. Select the Signio certificate if you have more than one and click on the **OK button** at the bottom of the screen:

3 If your certificate has been set-up to ask for a password, you will now be prompted to enter it. **You will need to grant permission and then enter your password in the block provided**:

Click here

Once you have entered your password and clicked on the Ok button, you will be logged into the system and you can start working!

If you ever need help, contact us...