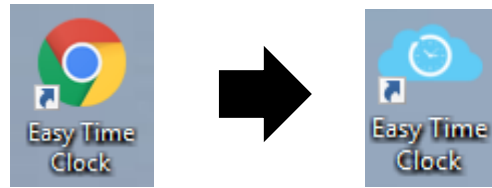
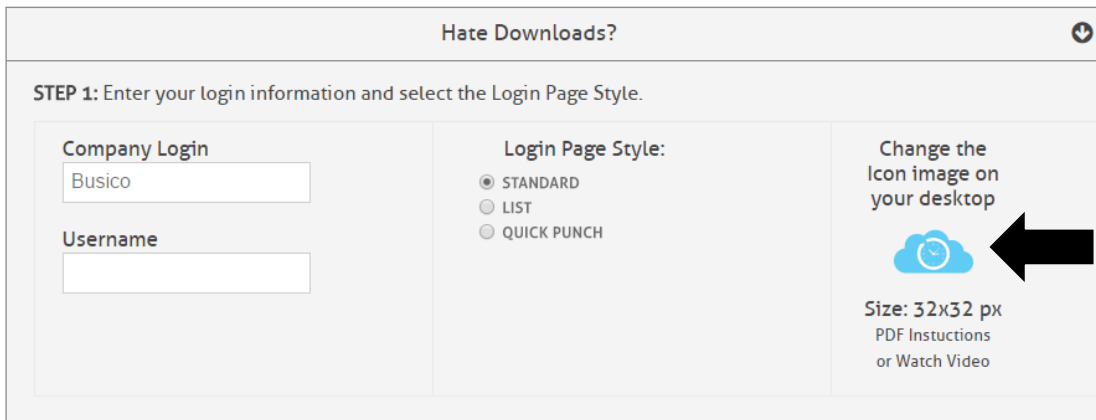


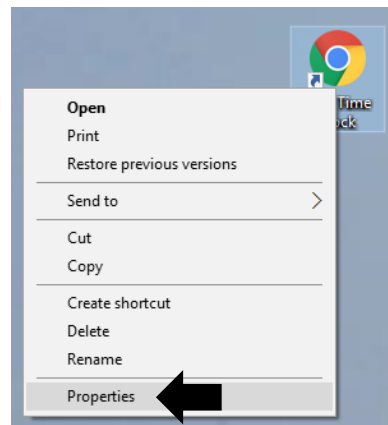
Creating a shortcut manually can display a generic shortcut image. To change the shortcut icon to the Easy Time Clock cloud, follow the below instructions!



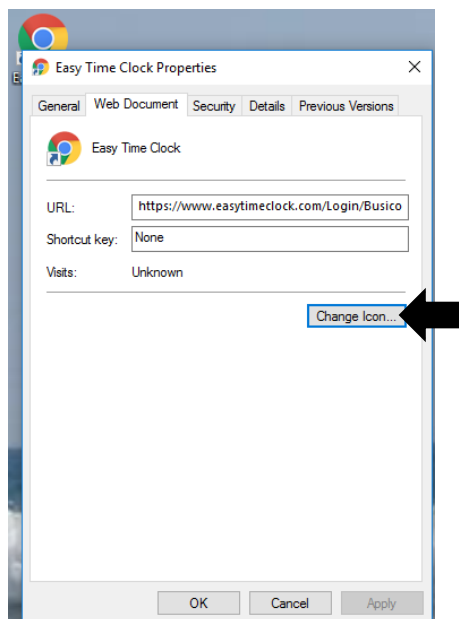
Step 1: From the [Shortcut Download](#) page, click the cloud to download, or right click to “Save image as...”



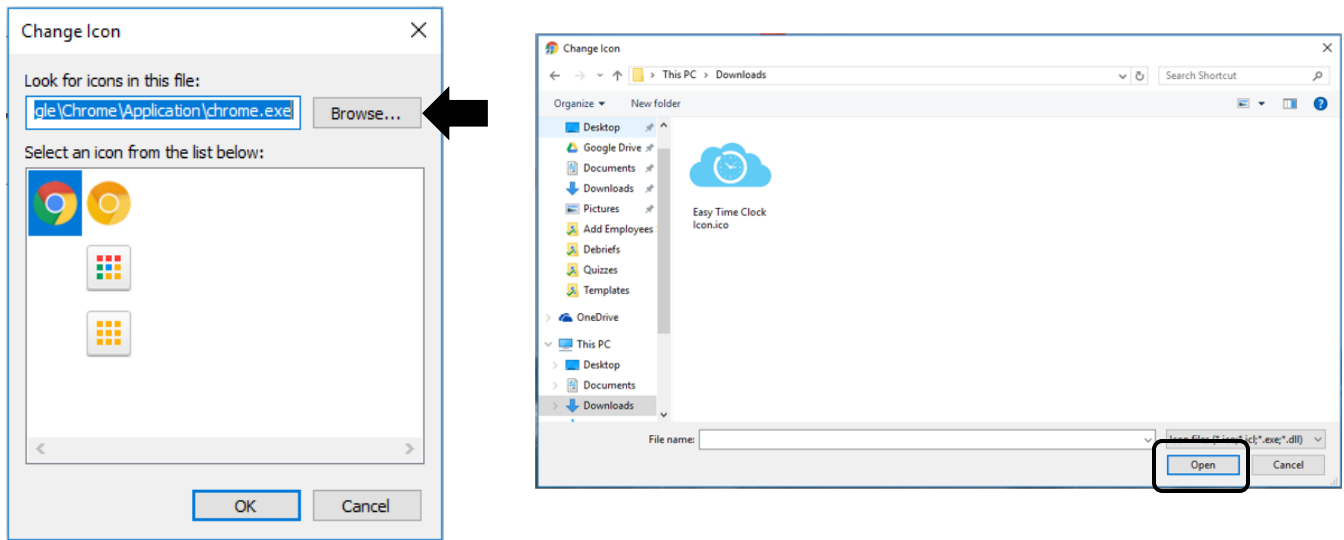
Step 2: Right click the shortcut icon and choose **Properties**.



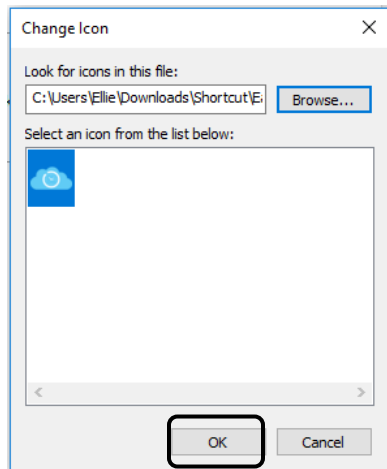
Step 3: Click **Change Icon**.



Step 4: Click **Browse** and find the file. Choose **Open**.



Step 4: Click **OK**.



Step 5: Click **Apply**, then **OK**.

