



Bookmarking the PHIMS website

Google Chrome Instructions:

- **1.** Launch Google Chrome
- 2. On your keyboard, press "Ctrl + Shift + O" to open the Bookmark Manager.

On the Bookmark section click on the 3 dots on the far right

Bookmarks	Q Search bookmarks	
 Bookmarks bar 		<u>l</u> oi

Select "Add new bookmark"

Bookmarks	Q Search bookmarks	Sort by name
Bookmarks bar Other bookmarks		Add new bookmark Add new folder
		import bookmarks Export bookmarks
		Help center

3. Copy & paste values below and click "Save"

Name: PHIMS

Location: https://phims.sharedhealthmb.ca/

Edit bookmark	
Name	
PHIMS	
URL	
https://phims.sharedhealthmb.ca/	
	Cancel Save

4. Close Library window. The new PHIMS bookmark will be in the Bookmark Bar.

	🖈 Bookmarks	× 🤝 Shared Health Intranet	× +		
	< → C ☆ (S Chrome chrome://bookmarks			
	Boo PHIMS https://phims.sha	aredhealthmb.ca			Q Search bookmarks
	Bookmarks b	bar			
1	Other bookm	narks		PHIMS	

If Bookmark Bar is not visible, Press "**Ctrl + Shift + B**" to show/hide the bookmark bar.

Mozilla Firefox Instructions:

- 1. Launch Firefox.
- 2. Press "Ctrl + Shift + O" to open the Bookmark Manager Library.
- 3. Right click on the "Bookmarks Toolbar" and select "Add Bookmark"

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 ⇒ () Hittory ⇒ () Detritory ⇒ () Dewnloads > () Tags > () Mozilla Firefox > () Other Bookmarks 	Qpen All Bookmarks Remove Folder Sort By Name Cut Copy Paste Add Bookmark Add Eolder Add Separator	Tags	Location		

 Copy and paste below values to the Add Bookmark Window and click "Save" Name: PHIMS

URL: https://phims.sharedhealthmb.ca/ Keyword: PHIMS

<u>N</u> ame
PHIMS
URL
https://phims.sharedhealthmb.ca/
<u>T</u> ags
Separate tags with commas
Use tags to organize and search for bookmarks from the address bar
<u>K</u> eyword
Keyword PHIMS

5. Close Library window. The new PHIMS bookmark should be in the Bookmark Bar. If Bookmark Bar is not visible, then Press "Ctrl + Shift + B" to show/hide the Bookmark Bar.

