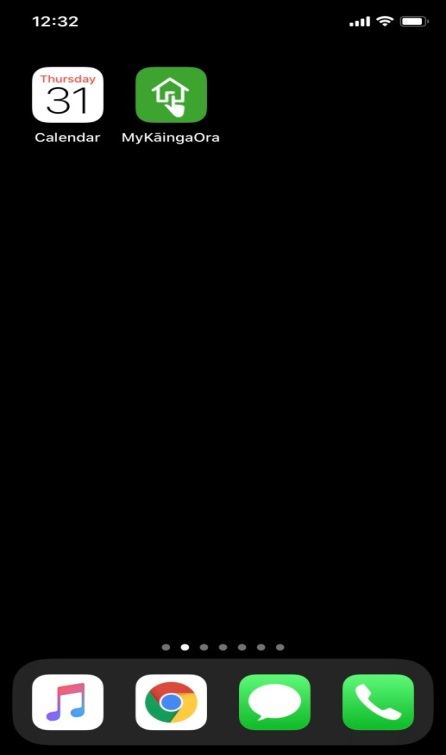
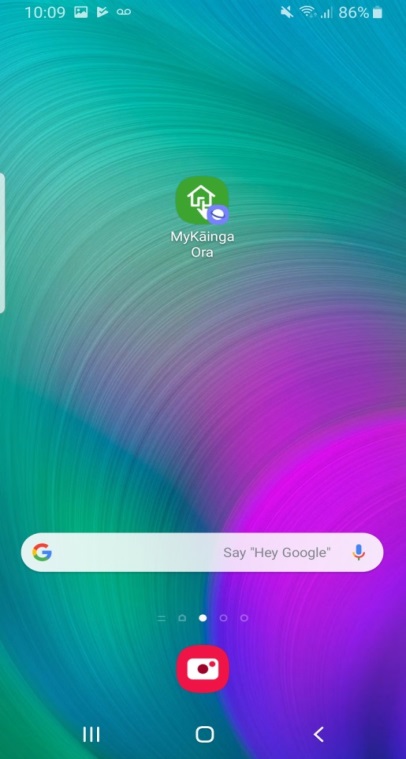
Save MyKāingaOra to your home screen

This is how you add MyKāingaOra to the home screen of your phone or other device.

**

It’s easier to open MyKāingaOra from the home screen of your phone or other device, instead of typing the web address into an internet browser all the time.

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## iPhone, iPad, iPod Touch

| Step | Action |
| --- | --- |
| 1 | Open Safari and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Tap the ‘Share’ icon  on the browser’s toolbar.   * On an iPad, it’s on the bar at the top of the screen * On an iPhone or iPod Touch, it's on the bar at the bottom of the screen.   C:\Users\leonli\Desktop\4.jpg |
| 3 | Tap the  icon  C:\Users\leonli\Desktop\3.jpg |
| 4 | The name of the weblink will auto generate leave it to MyKāingaOra  Tap on  C:\Users\leonli\Desktop\2.jpg |
|  | Well done! MyKāingaOra is now saved on your home screen.  C:\Users\leonli\Desktop\1.jpg |

## Android

*If you use an Android device, there are several popular browsers that will let you save websites to your home screen. The two most common are Google Chrome and Firefox.*

*If you have Google Chrome:*

| Step | Action |
| --- | --- |
| 1 | Open Google Chrome and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Tap the menu button  then Tap    C:\Users\leonli\Desktop\Screenshot_20191101-100723_Samsung Internet.jpg |
| 3 | Tap  C:\Users\leonli\Desktop\Screenshot_20191101-100906_One UI Home.jpg  MyKāingaOra will now be added to your phone home screen.  C:\Users\leonli\Desktop\Screenshot_20191101-100958_One UI Home.jpg |

***If you have Firefox:***

| Step | Action |
| --- | --- |
| 1 | Open Firefox and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/)  Tap the menu button.  Tap the ‘Page’ option.  Tap ‘Add to Home Screen’ |

## Windows 8, 8.1 and RT

***If you use one of these devices, you can pin websites to your:***

* ***‘Start’ screen (usually if you’re using a tablet)***
* ***Taskbar, desktop or Start menu (usually if you’re using a desktop PC).***

| Step | Action |
| --- | --- |
| 1 | Open Internet Explorer and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Pull up the app bar — you can do this by right-clicking or swiping up from the bottom of your screen. |
| 3 | Tap the star icon |
| 4 | Tap the pin icon |
| 5 | Enter a name for the website. |
| 6 | Select ‘Pin to Start’.  The website will appear as a tile on your Start screen. |

***To pin to your Taskbar, desktop or Start menu:***

***If you have the Google Chrome browser:***

| Step | Action |
| --- | --- |
| 1 | Open Google Chrome and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Click the menu button. |
| 3 | Select ‘Tools’. |
| 4 | Select ‘Create application shortcut’. |
| 5 | Tick either:   * 'Desktop' * 'Start menu' * 'Pin to Taskbar'. |
| 6 | Select 'Create'. |

***If you have the Internet Explorer browser:***

| Step | Action |
| --- | --- |
| 1 | Open Internet Explorer and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Drag and drop the favicon (the icon to the left of the address in the address bar) to your taskbar. |

## Windows Phone

***If you have a windows phone, you can save websites to your start screen.***

| Step | Action |
| --- | --- |
| 1 | Open Internet Explorer and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Tap the ‘More’ button. |
| 3 | Tap ‘Pin to start’. |

## Instructions for another device

***If you have another type of device, you should be able to save websites to your home screen in a similar way.***

| Step | Action |
| --- | --- |
| 1 | Open the browser you have on your device and go to [https://my.kaingaora.govt.nz](https://my.kaingaora.govt.nz/) |
| 2 | Tap the menu button. |
| 3 | Look for an option called something like ‘Add to home screen’ or ‘Pin to home screen.’ |

## Instructions removing a website from your home screen

***You can easily remove any website from your home screen.***

| Step | Action |
| --- | --- |
| 1 | Press the website icon and hold it down until a cross appears in the top corner. |
| 2 | Tap the menu button. |
| 3 | Tap the cross to delete the icon. |