Create a desktop shortcut

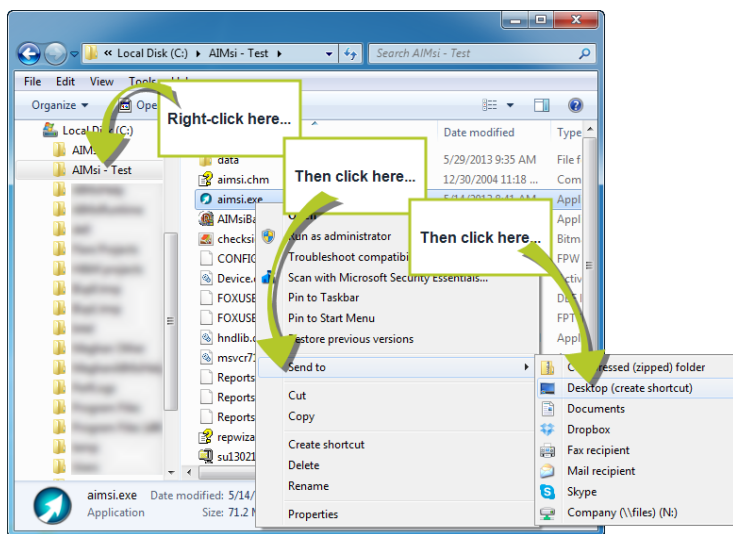*This topic is under construction. It may be incomplete and is subject to change.*

When to use this procedure

Follow the steps below to add a shortcut to AIMsi on your AIMsi desktop. You can do this for your live and test environments, but make sure you give the shortcut a meaningful name so they are not confused later.

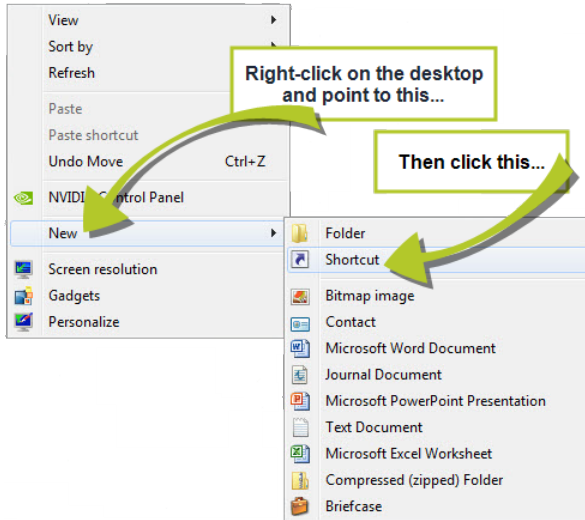## Steps to complete

Create a shortcut from Windows Explorer

1. In Windows Explorer, navigate to the location where you installed AIMsi and right-click the aimsi.exe file.
2. Point to **Send to** then click **Desktop (create shortcut)**.
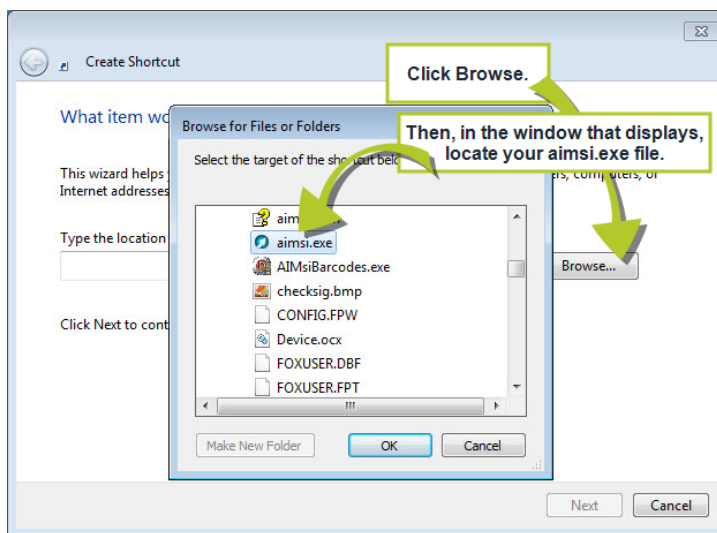

3. On your desktop, right-click your new shortcut and click **Rename**.
4. Enter a new, meaningful name for the shortcut, such as **AIMsi - Test** (this will help distinguish it from other AIMsi shortcuts you might have on your desktop).

Create a shortcut from your computer desktop

1. Right-click on your computer desktop, point to **New**, and click **Shortcut**.

2. On the **Create Shortcut** window, click **Browse**.
3. Navigate to the location where you installed AIMsi in Install the server copy of AIMsi (the default location is C:\AIMsi).
4. Select aimsi.exe and click **OK**.

5. Click **Next**.
6. Enter a name for the shortcut and click **Finish**. The AIMsi shortcut is added to your desktop.