

## How to add a MyView Shortcut (App) to your Mobile (Android Guidance)

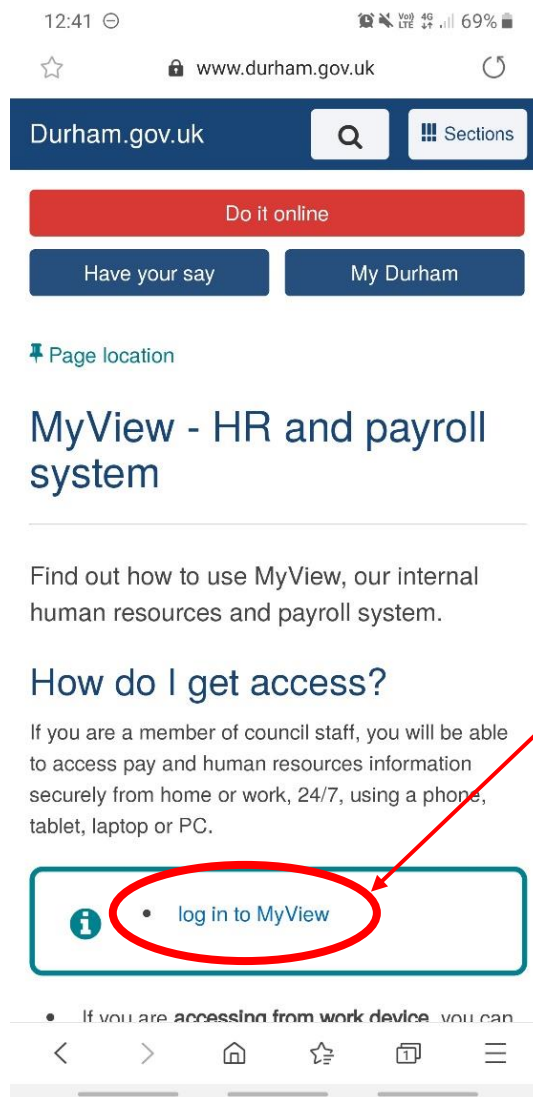
Did you know MyView can be accessed on your mobile device? The below guidance provides instructions on how to add MyView to your mobile home screen as a shortcut which will be similar to an App on your home screen.

The below guidance is for Android Phone Users only. Please note that some icons/screens may differ in display and location depending on which Android device you are using.

Firstly, open your Google Chrome internet browser on your phone. As shown below –

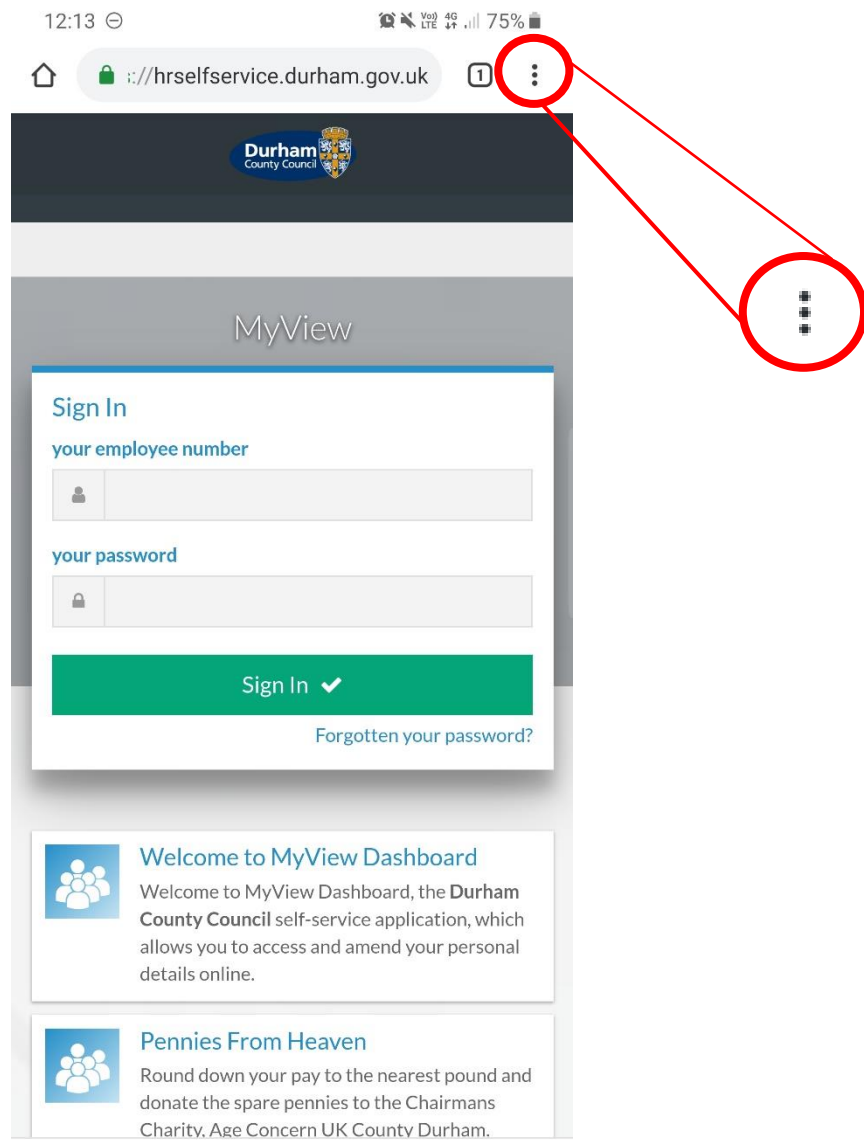


When you are on your internet browser, visit <http://www.durham.gov.uk/MyView>

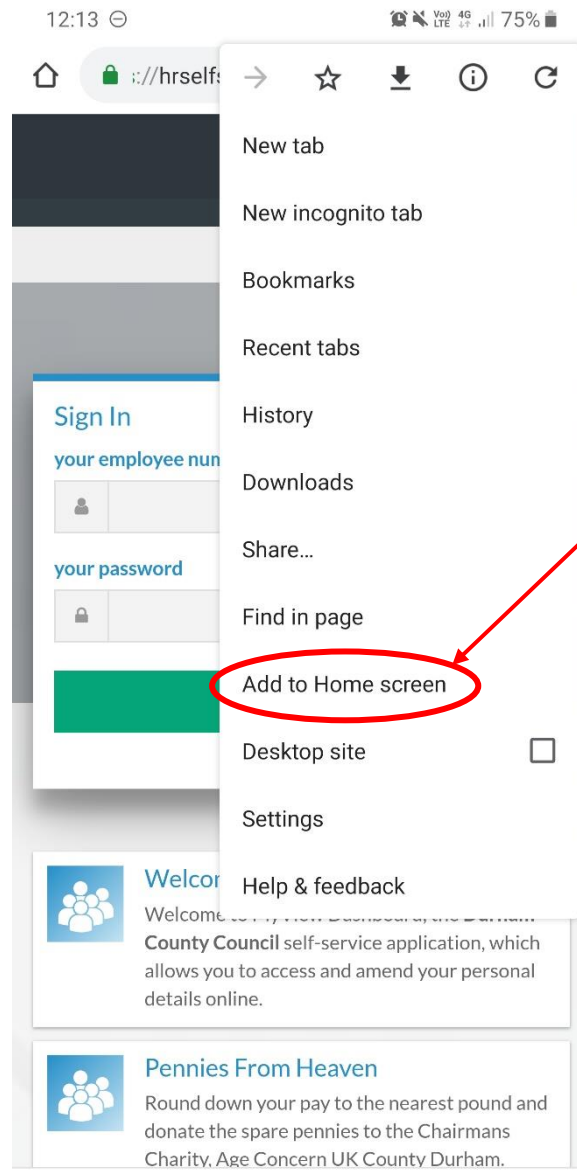


Select the [log in to MyView link] and this will open the MyView log in screen.

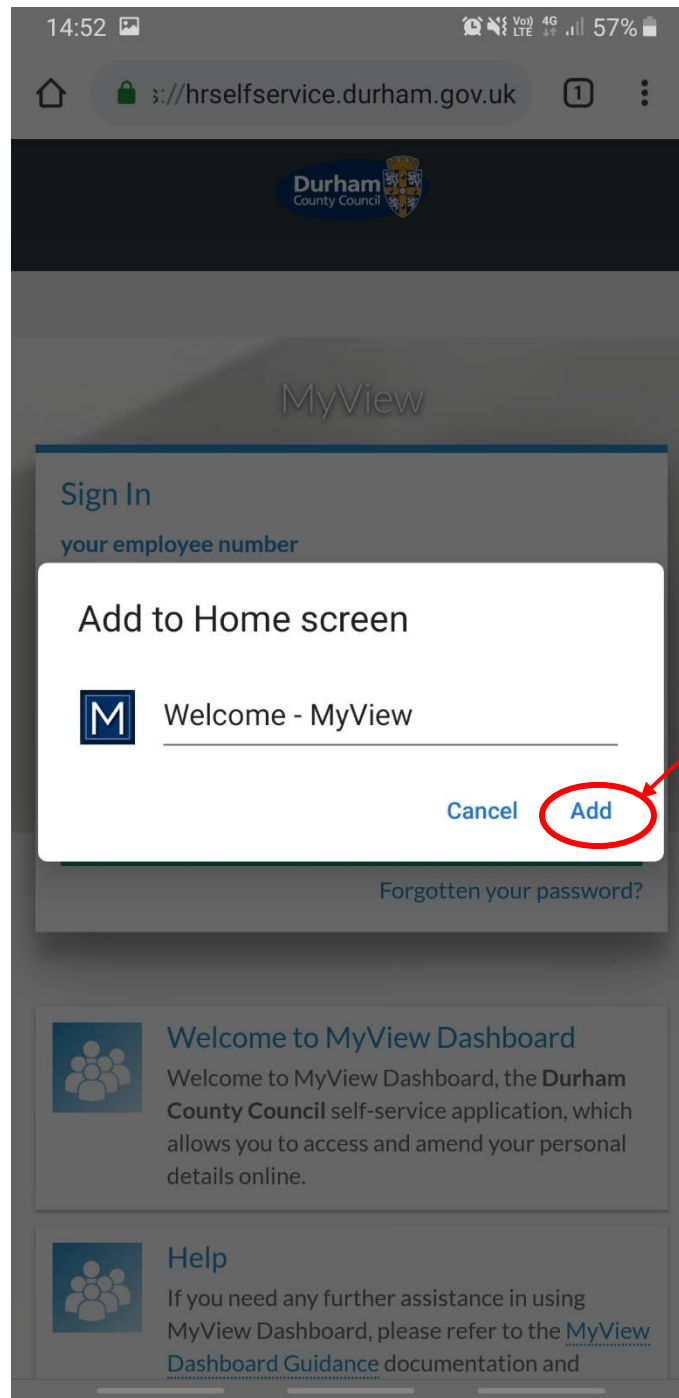
When you are on the login screen (as below) select the browser menu icon (the icon may differ in its display and location depending on which Android device you are using).



This will then display several phone options. Locate the 'Add to Home Screen' option, as shown below (the option may differ from the below screenshot in its name and location depending on which Android device you are using). Select [Add to Home Screen]

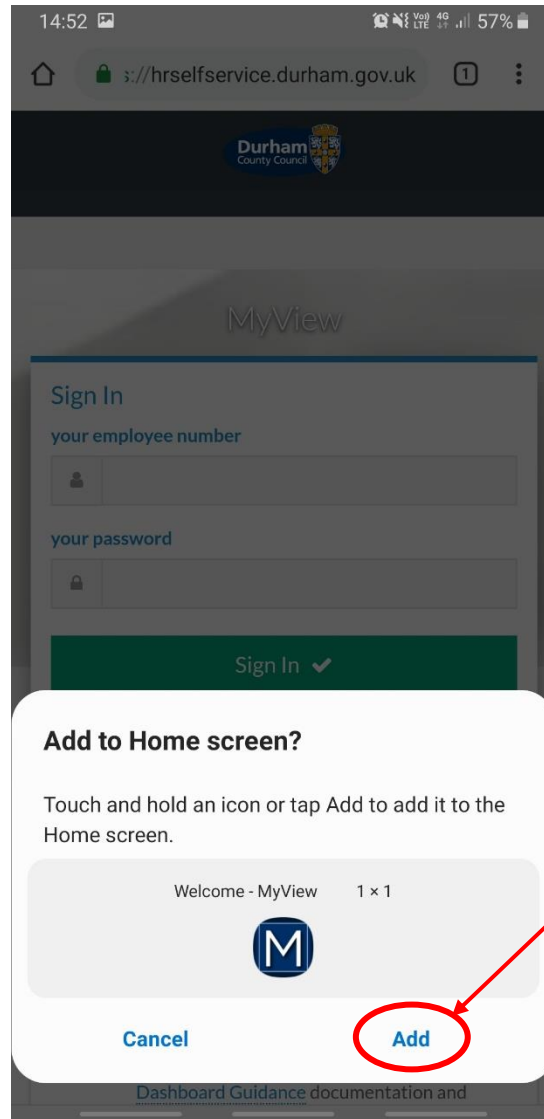


You will then be presented with a pop up titled [Add to Home Screen], as shown below.



The shortcut will automatically be titled [Welcome – MyView], but you are able to rename it to something else if you wish. Click [Add] as shown below.

You will then be presented with another pop up titled [Add to Home Screen?] to verify the shortcut that is being added to the home screen. Click [Add] again to verify you want the shortcut adding to your home screen.



If you return to your home screen, you will note the MyView log-in page has now been added as a shortcut (App).



Select the MyView shortcut and this will direct you straight to the MyView log in screen.

If you require any further support, please do not hesitate to contact the MyView Team on **03000 269919**. Alternatively, you can e-mail us on [MyView@durham.gov.uk](mailto:MyView@durham.gov.uk)