

## **Pin a Favorite File Folder to Your Desktop for Quick Access**

If you have a file folder that you go to frequently (for example, your Pictures folder), you may want to pin it to the Desktop for quick access.

1. Access the target folder from the File Explorer (Windows + E)
2. Find and right-click on the target folder and then *send to: desktop (shortcut)*. This action will place a shortcut to the target folder on your Desktop.
3. Changes, including additions and deletions, made within the new shortcut folder will also be made in the original folder.