

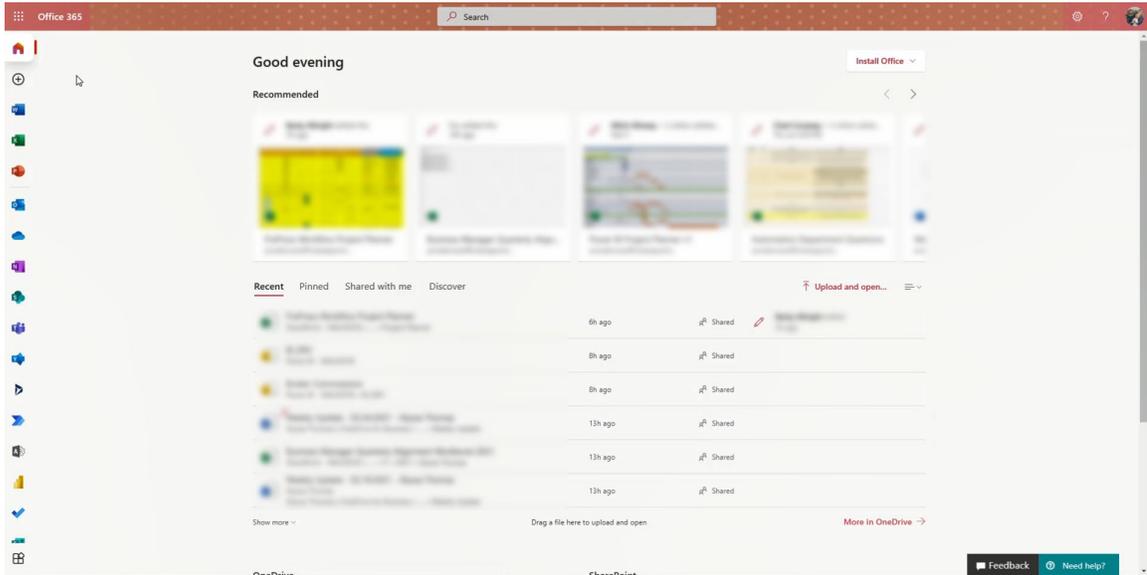
## How to Create a Desktop Shortcut to Sharepoint and OneDrive Folders and Files

### Why:

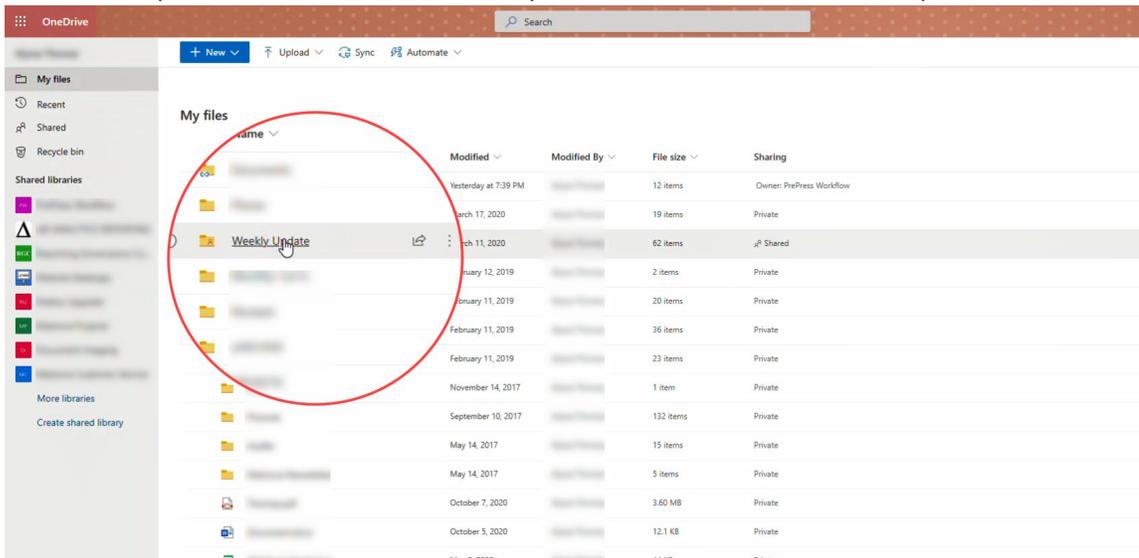
- Help you to easily maintain all files on Sharepoint and OneDrive

### Steps:

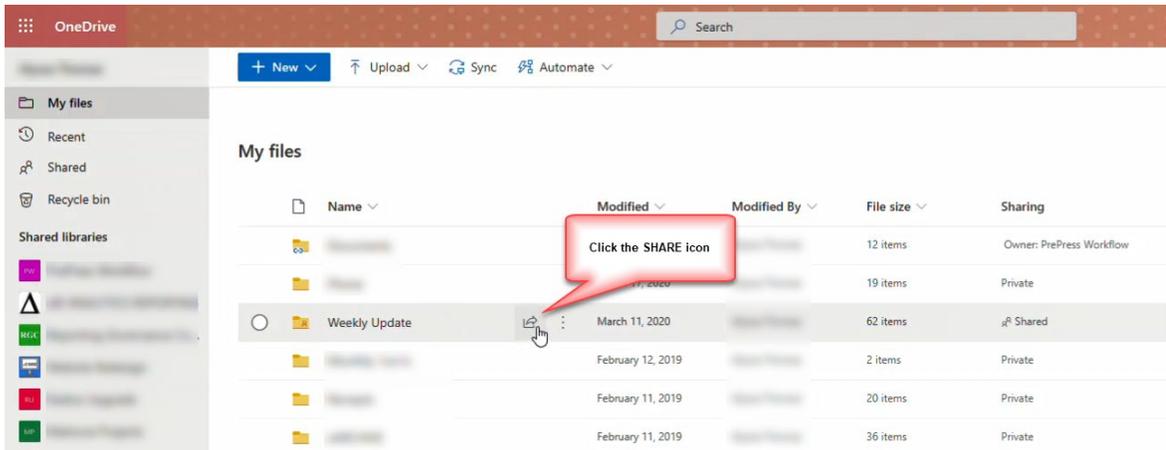
1. Log into Office 365 ([www.office.com](http://www.office.com))



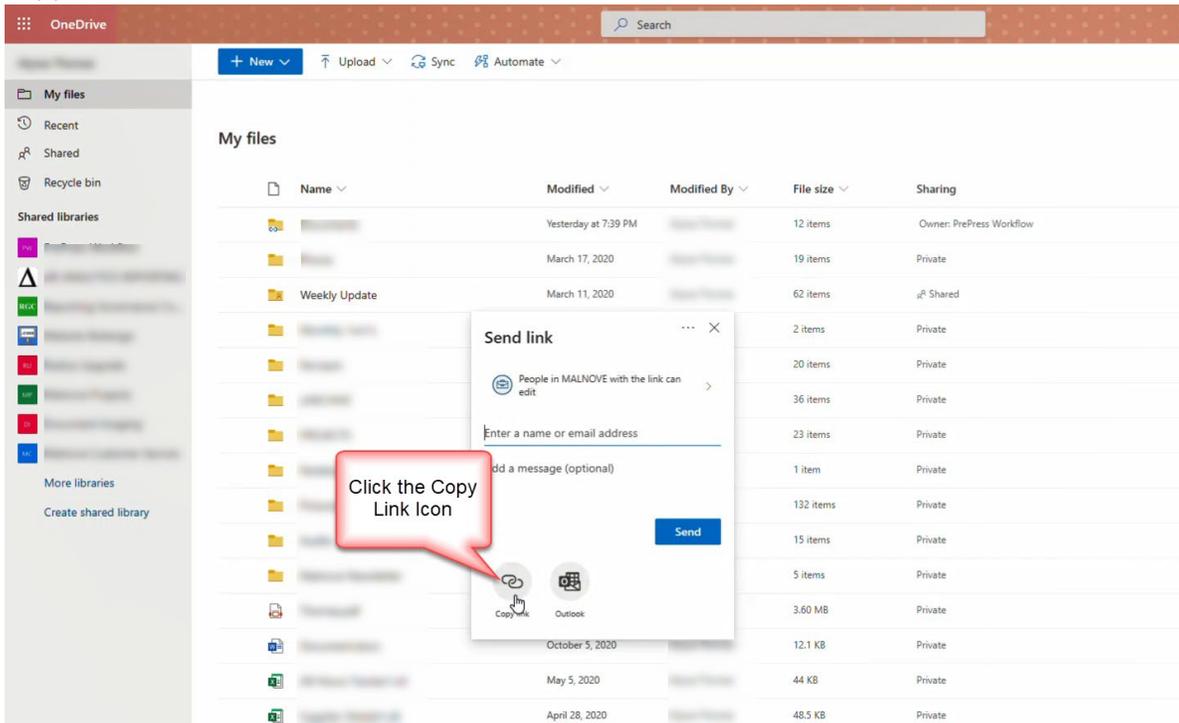
2. Locate Sharepoint or Onedrive folder or file you would like to create a desktop shortcut for



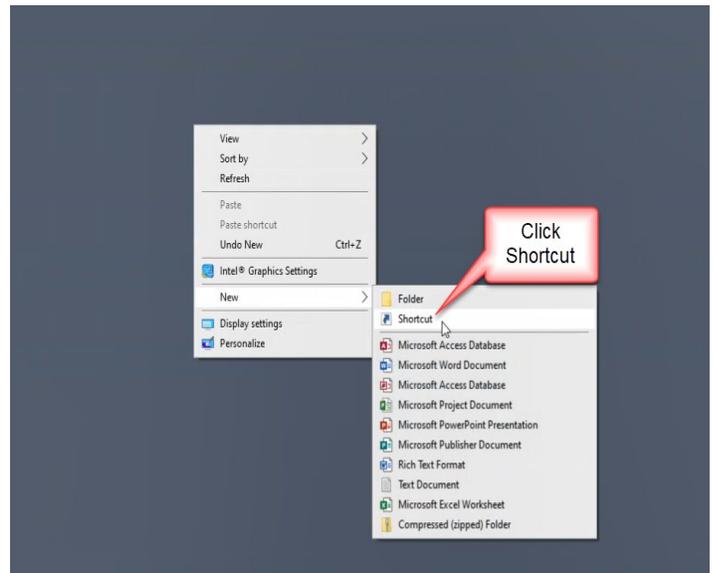
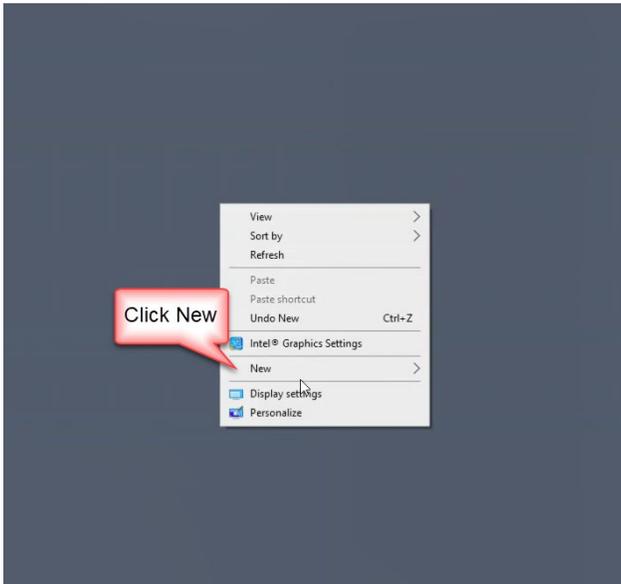
3. Click the "Share" icon



4. Copy folder or file URL link

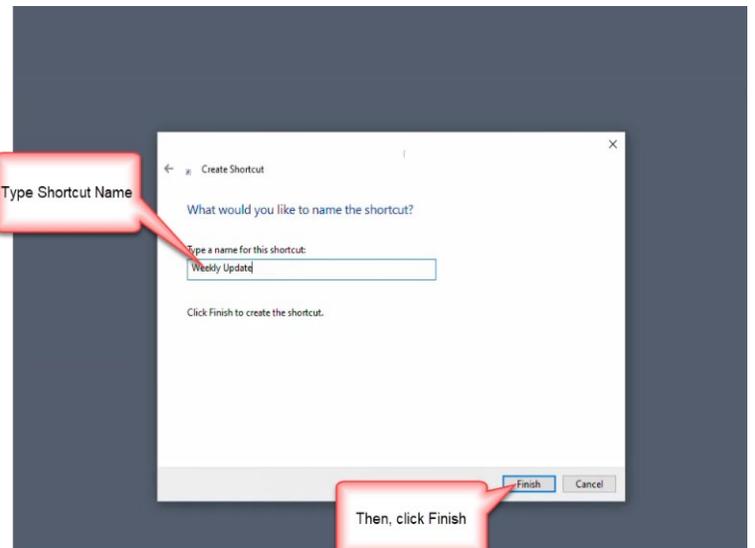
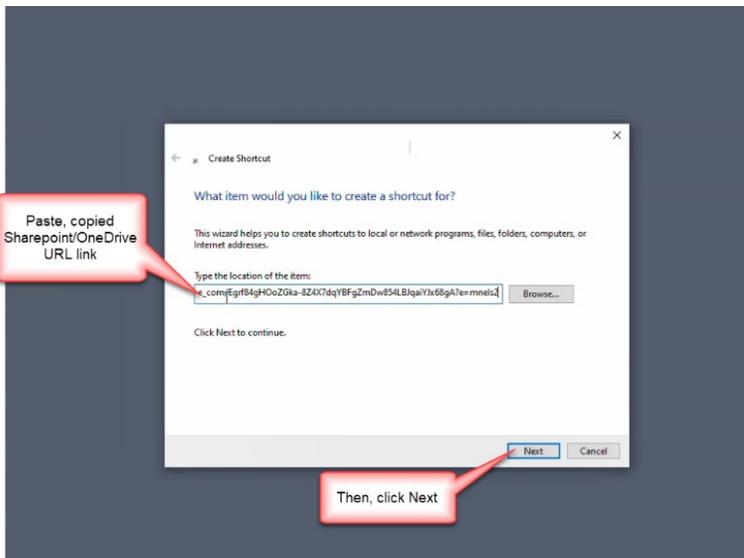


5. Go to desktop & right click, select "New" then, shortcut

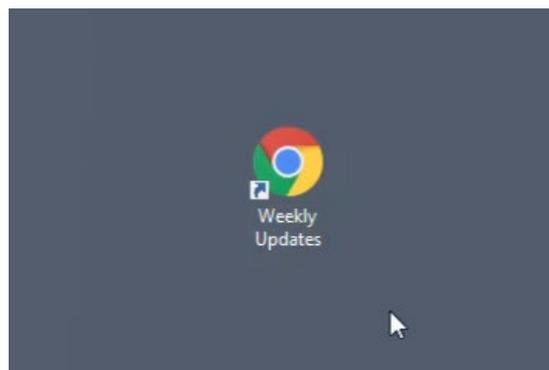


6. Paste folder or file URL link in designated location, click okay

7. Type in short cut name & click okay

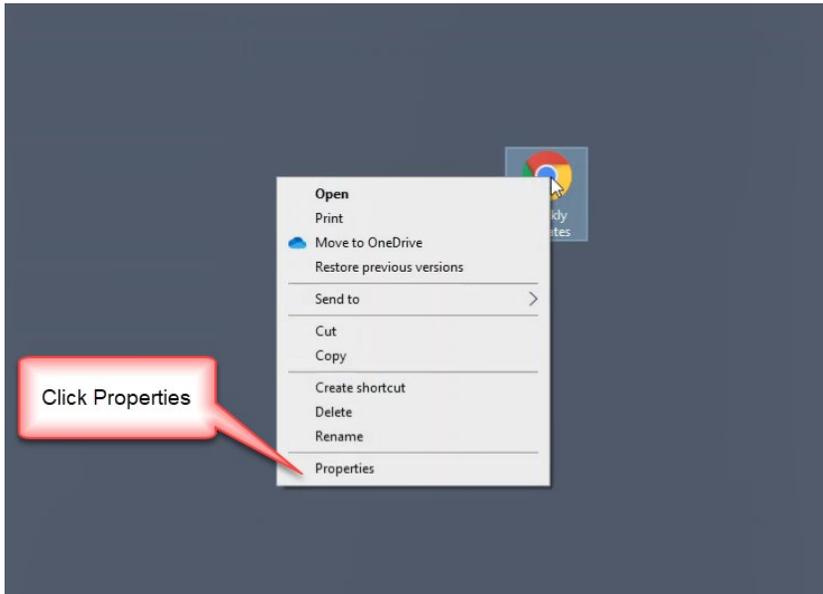


8. Done

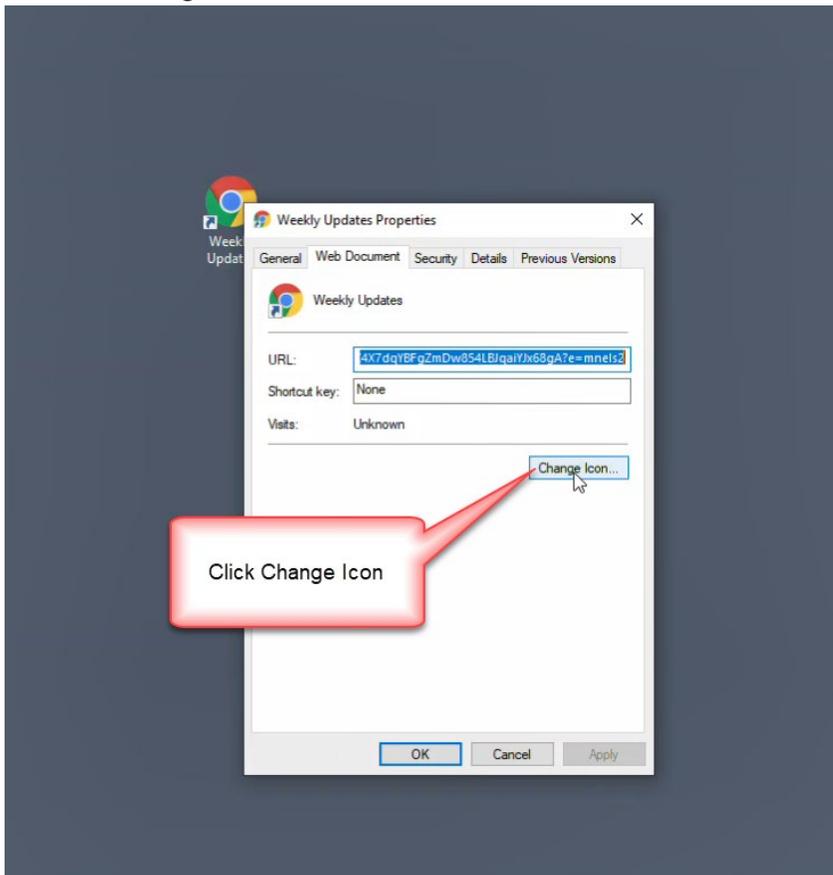


## Optional, Change Icon image.

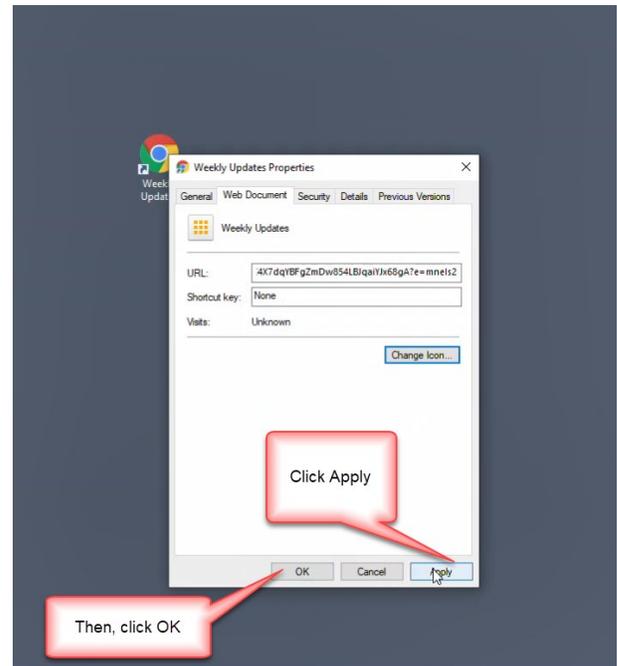
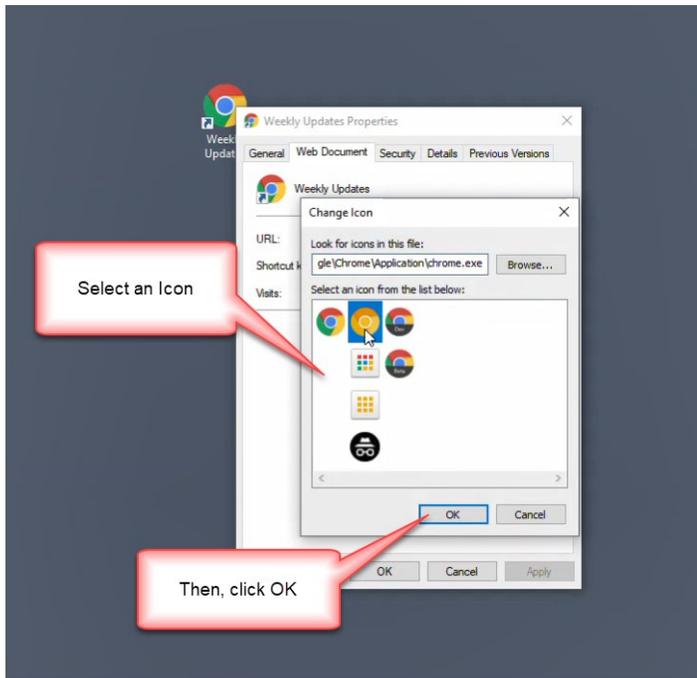
9. Right click the icon and select "Properties"



10. Click the "change icon" button



11. Select new icon, click okay, click apply
12. Click Apply, then click OK



13. Done

