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 (<u>www.office.com</u>)

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

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3. Click the "Share" icon

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4. Copy folder or file URL link

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		April 28, 2020	48.5 KB	Private

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



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



Paste, copied Sharepoint/OneDrive URL link	Create Shortout What item would you like to create a shortout for? This wicard helps you to create shortouts to local or network programs, files, folders, computers, or Internet addresses. Type the location of the item: te, complight/dgHOoZGis=82207/dqYBfgZmDw854LBJqwY7x68gA7e=mmeltz] Browse Click Next to continue.	Type Shortcut Name the shortcut vame type a name for this shortcut: Type Shortcut is to create the shortcut. Click Finish to create the shortcut.
	Then, click Next	Then, click Finish Cancel

8. Done



Optional, Change Icon image.

9. Right click the icon and select "Properties"



10. Click the "change icon" button

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	OK Cancel Apply

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





13. Done

