

**IF YOU HAVE A FILE FOLDER THAT YOU GO TO FREQUENTLY,
YOU MAY WISH TO PIN IT TO YOUR DESKTOP FOR QUICK ACCESS.**

From within File Explorer, right-click on the target folder, then left-click on *send to: desktop (shortcut)*. This action will place the folder on your Desktop.

Since the new Desktop folder is a shortcut, any additions, deletions, or modifications made to its contents will be made in the actual folder housed out of view in File Explorer.