PIN A FILE FOLDER TO THE DESKTOP

If you have a file folder that you go to frequently, you may wish to pin it to the Desktop for quick access.

You can right-click on any folder (generally accessed via File Explorer), and then *send to: desktop (shortcut).* This action will place a *shortcut* to the target folder on your Desktop. Any changes that you make in the contents of the shortcut folder will be made in the original folder.