# Create a File or Folder Shortcut to the Desktop

These directions explain how to create a shortcut to any file or folder onto the desktop.

1. From the Desktop at the bottom of your screen, click on the **File Explorer icon** on the Task Bar.

2. Locate the folder or file you want to create a shortcut on the Desktop.

3. Right-click on the **folder** or file, hover over **Send to**, and click on **Desktop (create shortcut)**.
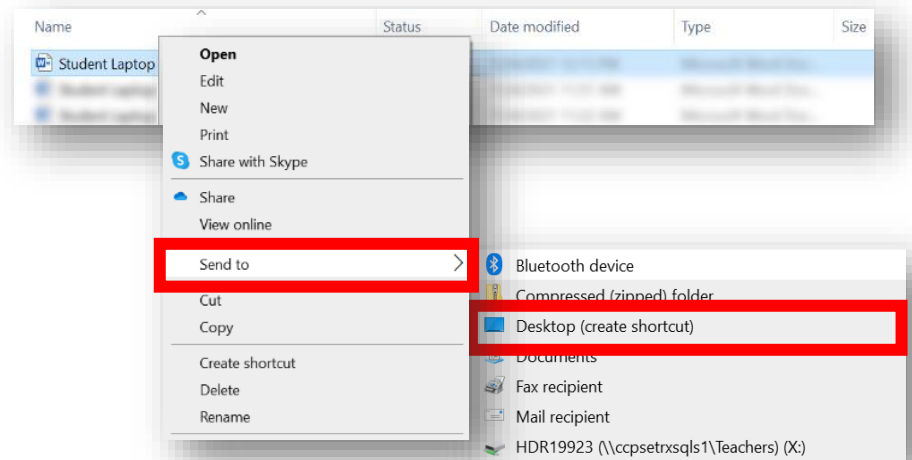
4. The file or folder will now appear on the Desktop.

5. To rename, right-click on the file or folder and select **Rename**.

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