Making Teams or Sharepoint folder shortcuts
To OneDrive or Explorer
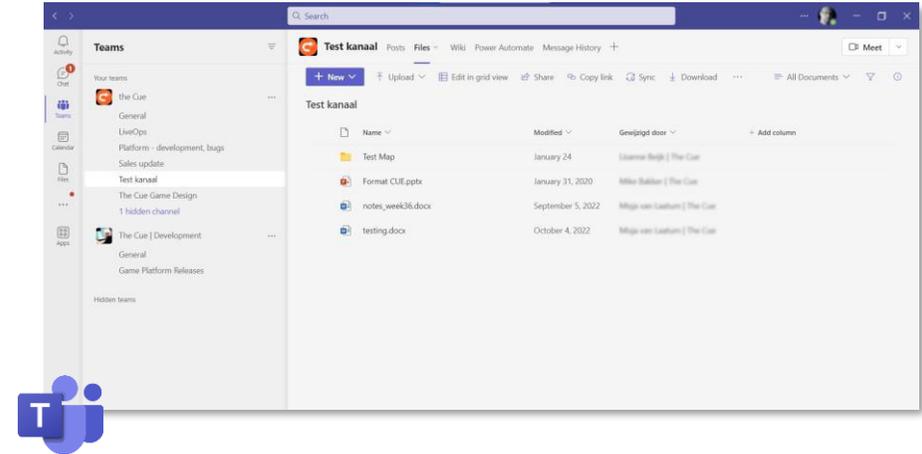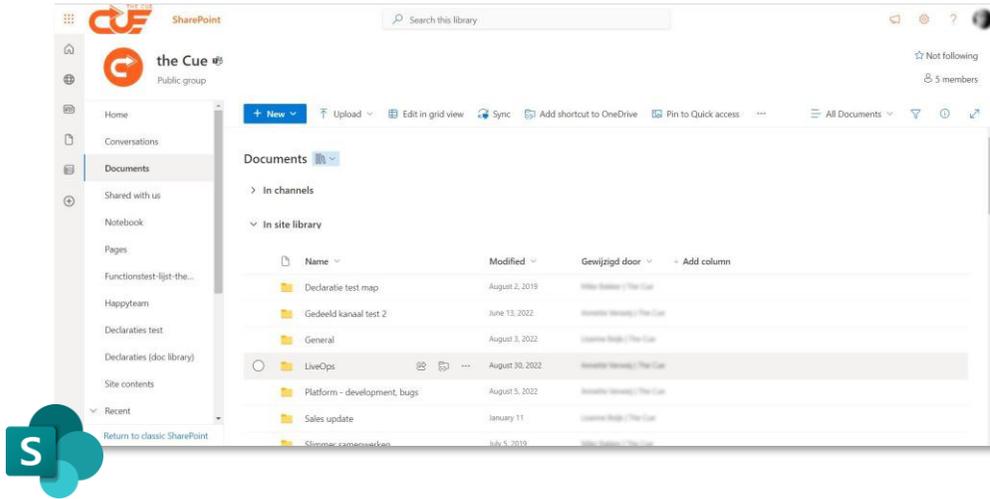
1 Your teams', departments' or organisations' files are most likely stored in SharePoint or on Teams.


2 You can make a *shortcut* to specific folders in your Explorer (through OneDrive).
This means you can find and access these folders quickly from your Explorer – which is nice, because it saves you from having to find them through your Teams page or browser app. On the next page we'll show you how to do this.

💡 **Tip!** Only make shortcuts to folders that you frequently (daily, weekly) access. Your computer needs to work hard to keep everything synced, so try to keep it simple.

3 In Teams or SharePoint, navigate to the map you want to make a shortcut to and open the context menu by clicking the "…" icon. Then select "Add shortcut to OneDrive". You can also use the small icon to the left of the menu.
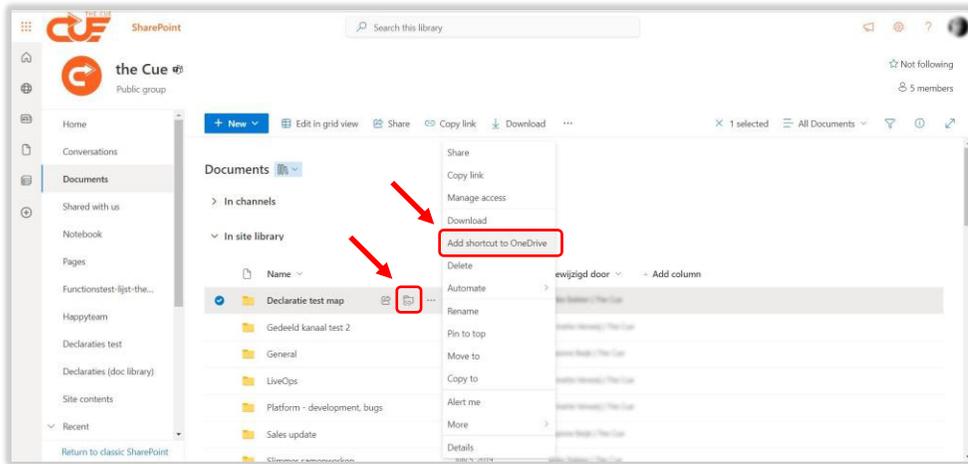

3b

You can also make a shortctut of an *entire* Teams folder or SharePoint page. It is not really advised, because you will create shortcuts to all the folders and files contained within which could result in a lot of data traffic. If it's still necessary, you can go to the folder or page and click "Add shortcut to OneDrive" in the top menu.

4 Now open OneDrive in your Explorer (keyboard shortcut: Windows + e). You will see the shortcuts to the folders you've added.
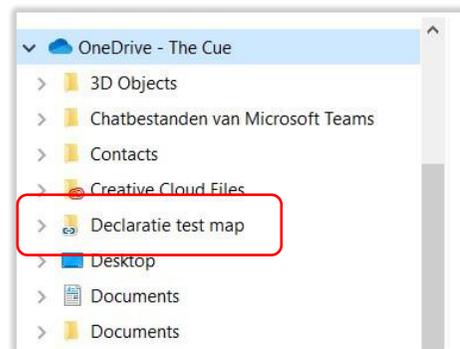
💡 Shortcuts to folders can be recognised by the little *hyperlink icon* 🔗.

4b Want to remove a shortcut? Hover over the map in Explorer, open the context menu and select "Remove shortcut".
This will *only* remove the shortcut – the folder and all files within will still be present on Teams or SharePoint.