Create shortcuts on your Desktop

This is an **encore** Tip of the Week.
Re-sending it because it's potentially so useful to so many.

Brought to you by
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SITUATION:
I want the security of having my stuff on the network drives, but I also want the convenience of easily accessing it from on my Desktop. How can I have the best of both worlds?

SOLUTION:
Continue to have anything important actually be located on a network drive (which are any drives labeled H:drive thru Z:drive) because these are safe and frequently backed up.

But then create a *shortcut* on your Desktop to easily access your often used files or folders. That will make it so that it appears as those these items are on your convenient Desktop, even though they're not.

Watch this 1 minute video of how https://www.youtube.com/watch?v=eySVk1Sr6Yg

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

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