How to Create a Shortcut to Network Files

1. Navigate to the folder that you want to create a shortcut for.

2. Right Click on the folder and click on Create Shortcut

3. Windows will create a shortcut in the folder that you are currently in, locate the shortcut.

4. Click, Hold, and Drag the shortcut to your desktop

5. Windows will show a warning: These files might be harmful to your computer

6. Click OK