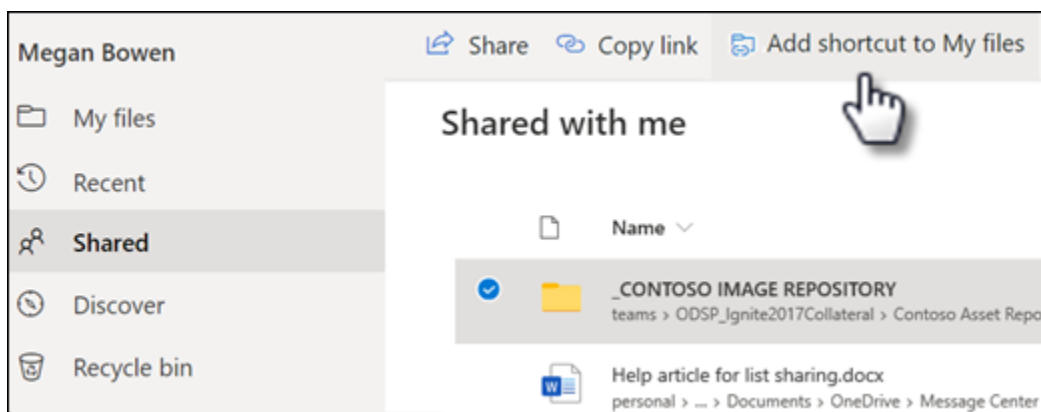


## To View Folders Shared with You in the OneDrive Folder on your Computer:

When someone shares a folder in Microsoft OneDrive, SharePoint, or Teams, you can add a shortcut to the shared folder in your OneDrive to easily find and work with the files. ***These shortcuts appear in OneDrive on the web, Windows File Explorer, Mac Finder, Teams, and in the OneDrive mobile apps.***

**Note:** "Add shortcut to My files" is gradually rolling out as a Public Preview in July and will be available worldwide by the end of September 2020.

1. In OneDrive, in the navigation pane, select **Shared > Shared with me**.
2. Find the folder you want to add, and click the circle in the folder's tile to select it.
3. Select **Add shortcut to My files**.



4. Or you can right-click the folder, and then select **Add shortcut to My files**.

