How do I fix a shortcut to a Google Drive shared folder?

Tell Me

1. Right click on the shortcut and select **Properties**
2. Click on the **Shortcut** tab
3. In the **Target** field, change the information in the section after the first \ to **“Shared drives”**

> In this case, capitalization matters so type exactly as you see here - Shared drives

4. Click **OK**

Related FAQs

- Can Google Group members unsubscribe from a group?
- Does Google Workspace keep my data private and secure?
- How do faculty and staff setup an email alias?
- How do I add members to my UNC Charlotte Google Group?
- How do I add external (non-UNCC) members to my Google Group?