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

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On June 19, 2019, Google changed the name of Team Drives to shared folders. Desktop shortcuts on Windows machines to these drives may need to be updated.

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”**

   ![Screenshot of shortcut properties window]

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

4. Click **OK**

**Related FAQs**

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