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”

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

4. Click OK

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