

## Network Folders: Cross-site folders

As the integration continues, there has been more instances of cross-site work and demand for shared and collaborative tools

The IT department is working on creating **cross-site shared network folders**

The cross-site folders will only be accessible using a direct link

<\\fileshare.unity.local\Teams>

- No permissions at the subfolder level
- Can provide either read only, or read and write permissions
- Tip: Password-protect confidential documents

This guide will walk through how to

- [Add folders to favourites](#)
- [Create desktop shortcuts](#)

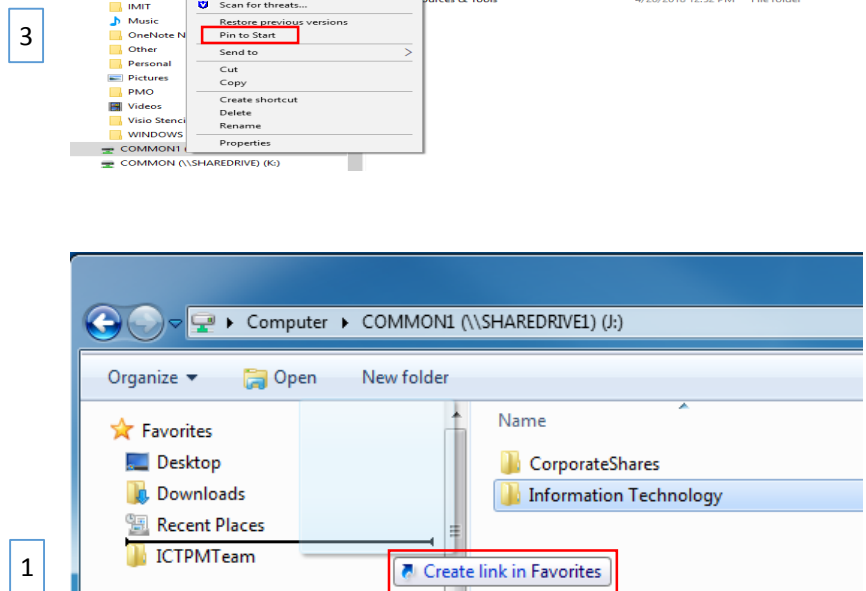
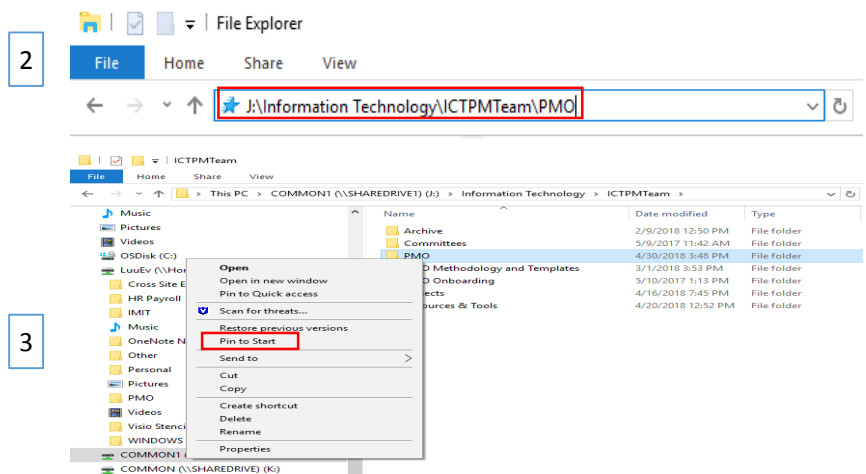
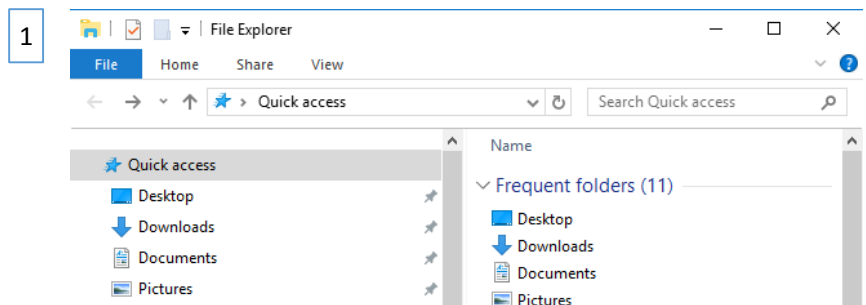


## Network Folders: Pin/Add to favourites

How to Pin a folder to the side bar (Window 10 devices)  
or how to Add a folder to favourites side bar (Windows 7 devices)

### Windows 10

1. Open a new folder window
2. Paste the link into the folder bar
3. Right click the folder you want to pin and select "Pin to quick access"
4. The folder will now show up on your quick access bar (sidebar)



### Windows 7

1. Click and drag the folder to the sidebar to Create a link in favourites

## Network Folders: Pin/Add to favourites

How to create a desktop short-cut:

1. Open a new folder window
2. Paste the link into the folder bar
3. Right click the folder you want a short-cut for and "create shortcut"
4. Click and drag the new shortcut created to your desktop

