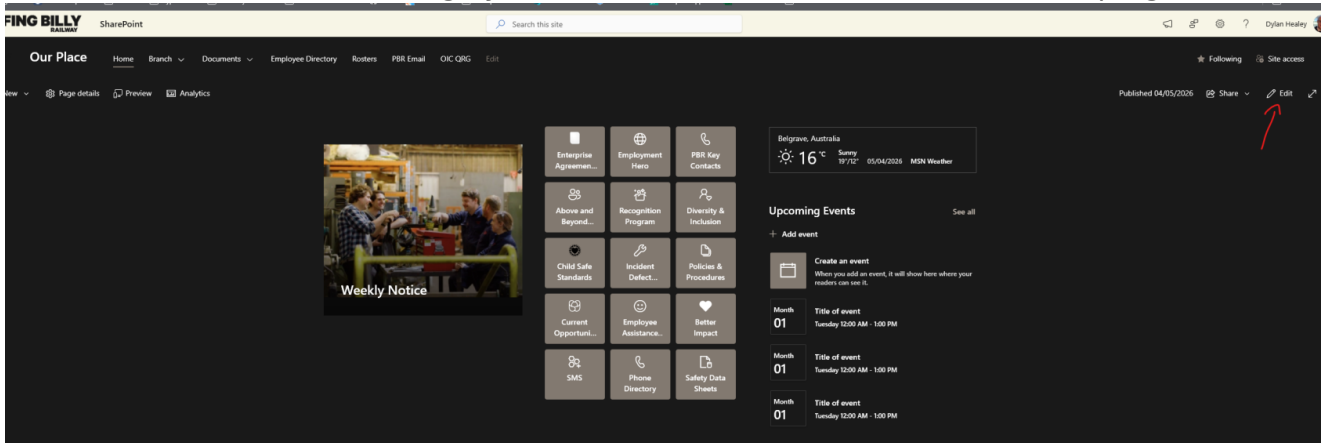
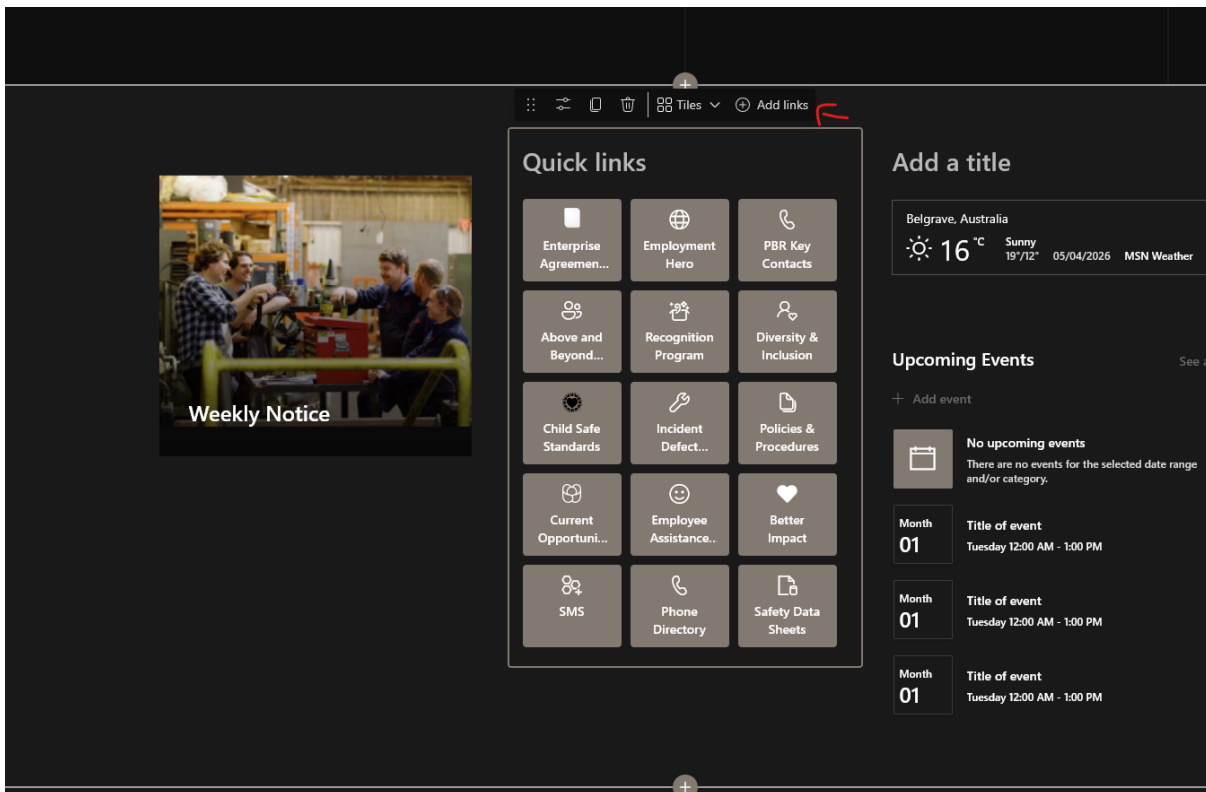


How to: Add a folder to a quick link button

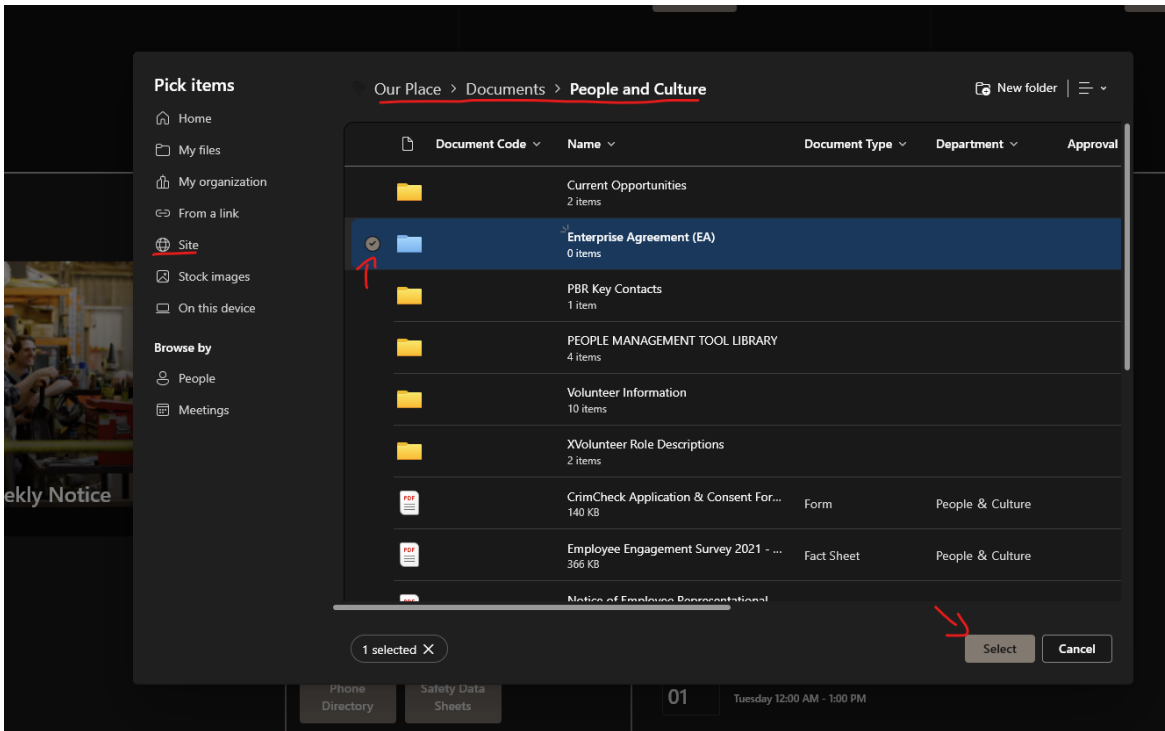
1. Go to the SharePoint Site or Page you wish to add a link to, click edit in the top right.



2. Click Add Links

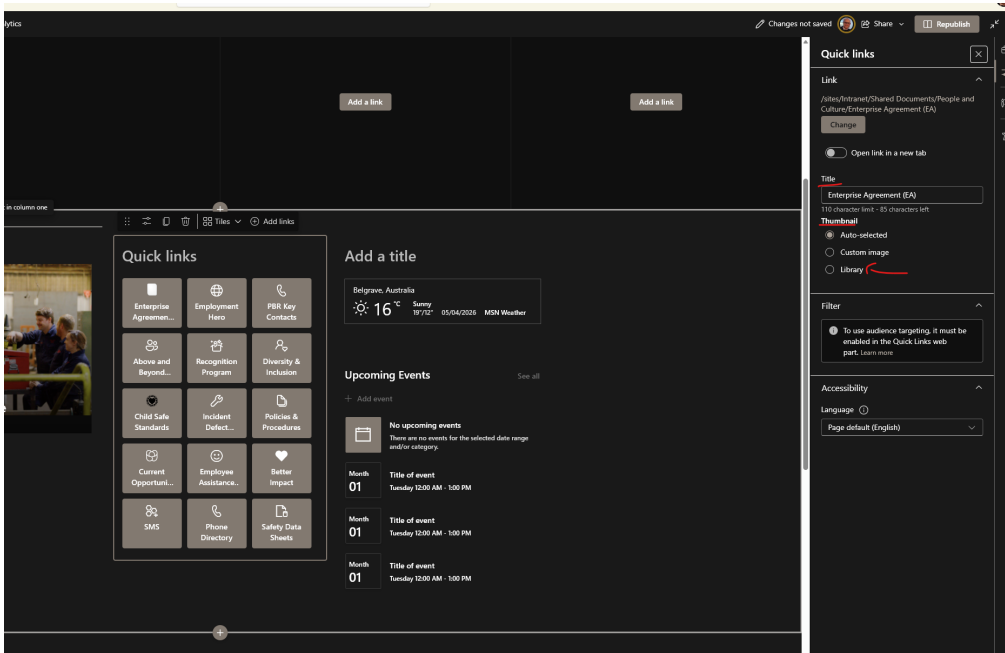


3. Navigate to the folder you wish to add, in this cate its under **Site > Documents > People and Culture**. Click the Folder you wish to add on the left. Then click **Select**.

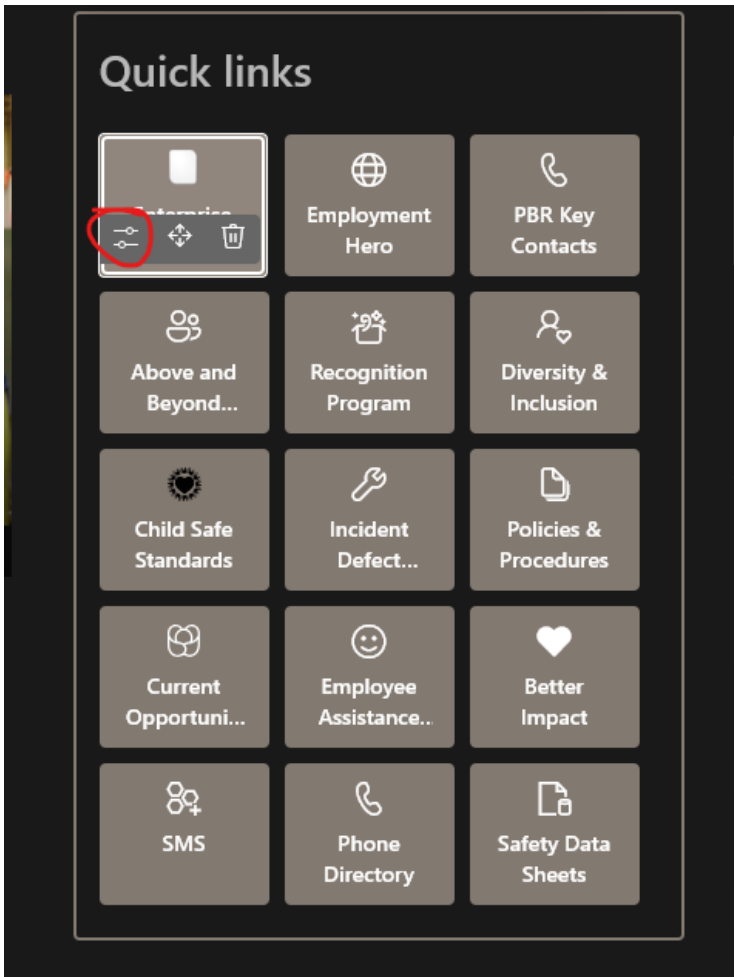


4. It should automatically open the Buttons settings & Options on the right side. Here you can edit the Buttons name, Thumbnail (Icon) and link.

And Icon can give the button some quick relevancy when looking around.



5. If this option doesn't show, you can click the Quick Link button while in edit mode, and click the **Edit** option.



6. When done click Republish & test the link.

