



How to Add or Remove Items in Send To context menu in Windows 7, Windows 8, and Windows 10

You will see the **Send to** context menu when you right click on a file or folder in Windows.

The **Send to** context menu makes it easy for you to quickly send a **copy** of items (ex: files, folders, libraries) to **Bluetooth device**, **Compressed (zipped) folder**, **Desktop (create shortcut)**, **Documents**, **Fax recipient**, **Mail recipient**, and removable and network **drives**.

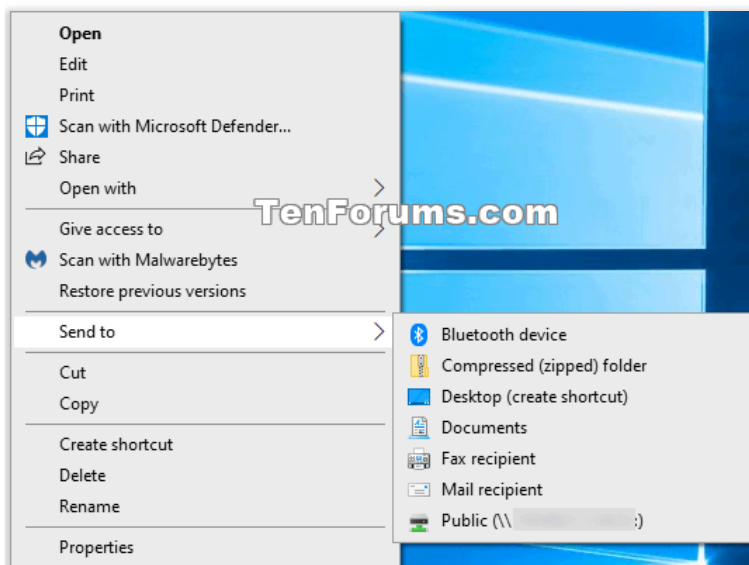
To **move** an item instead of copy and item, you can right click or press and hold on a file or folder, click/tap on **Send to**, press and hold the **Shift** key, and click/tap on a drive or folder in the Send to context menu.

This tutorial will show you how to add and remove items in the **Send To** context menu to customize it in **Windows 7**, **Windows 8**, and **Windows 10**.

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EXAMPLE: Send to context menu




OPTION ONE

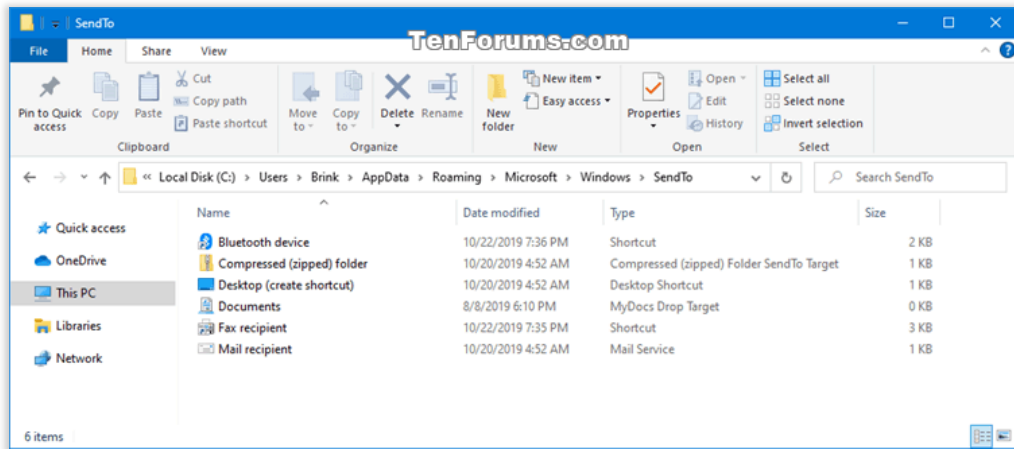
To Add or Remove Items in Send To context menu for Your Account (current user)

- 1 While signed in to your account, open **File Explorer** **Win** + **E** .
- 2 Copy and paste `shell:sendto` into the address bar of File Explorer, and press **Enter**.
- 3 To **remove items** from the "Send to" context menu, right click or press and hold on a shortcut of the item you want to remove in this **SendTo** folder, and click/tap on **Delete**.
- 4 To **add items** to the "Send to" context menu, **create a shortcut** of the location (ex: folder, drive, network location, etc...) you want

to add in this **SendTo** folder.


 You can use any name and **icon** you want for this shortcut.

5 When finished adding and removing shortcuts in the **SendTo** folder, you can close this File Explorer window if you like.




OPTION TWO

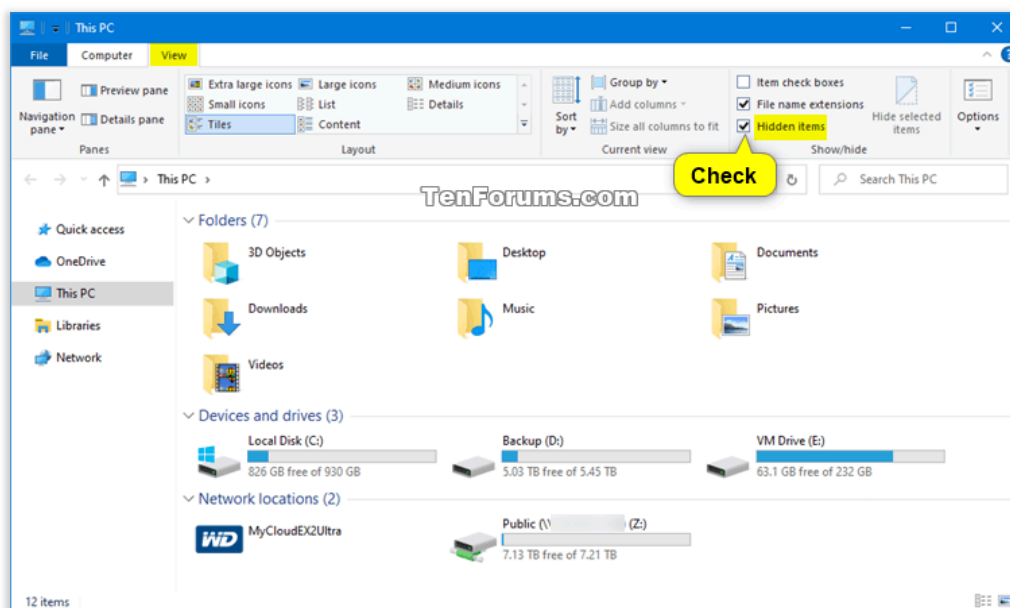
To Add or Remove Items in Send To context menu for Specific User

 You must be signed in as an **administrator** to add and remove items in the Send To context menu for other user accounts.

1 Open **File Explorer**  + .

2 In File Explorer, click/tap on the **View** tab, and check the **Hidden items** box to show hidden files. (see screenshot below)

 You can uncheck the **Hidden items** again if wanted when finished adding and removing items in the **SendTo** folder in step 3 below.



3 Navigate to the hidden **SendTo** folder at the path below in File Explorer. (see screenshot below step 6)

→ C:\Users**<username>**\AppData\Roaming\Microsoft\Windows\SendTo

✍ Substitute **<username>** in the folder path above with the name of the profile folder (ex: "Brink") of the user account you want to customize the "Send to" context menu for.

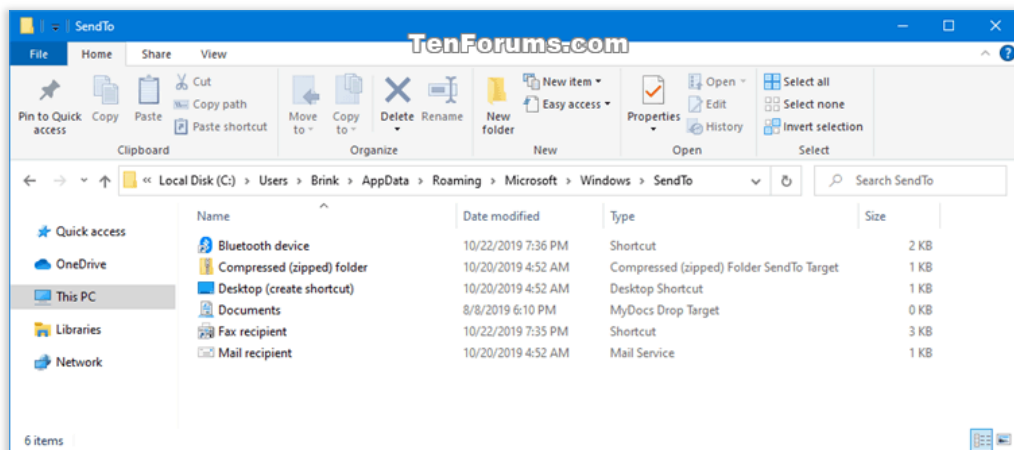
For example: **C:\Users\Brink\AppData\Roaming\Microsoft\Windows\SendTo**

4 To **remove items** from the "Send to" context menu, right click or press and hold on a shortcut of the item you want to remove in this **SendTo** folder, and click/tap on **Delete**.

5 To **add items** to the "Send to" context menu, **create a shortcut** of the location (ex: folder, drive, network location, etc...) you want to add in this **SendTo** folder.

✍ You can use any name and **icon** you want for this shortcut.

6 When finished adding and removing shortcuts in the **SendTo** folder, you can , and close this File Explorer window if you like.



OPTION THREE

To Add or Remove Items in Send To context menu for New Users

✍ You must be signed in as an **administrator** to add and remove items in the Send To context menu for new users.

This option will only affect new user accounts **added** to the computer after adding and removing items to the default SendTo folder.

1 Open **File Explorer** **Win** + **E** .

2 Copy and paste **C:\Users\Default\AppData\Roaming\Microsoft\Windows\SendTo** into the address bar of File Explorer, and press **Enter**.

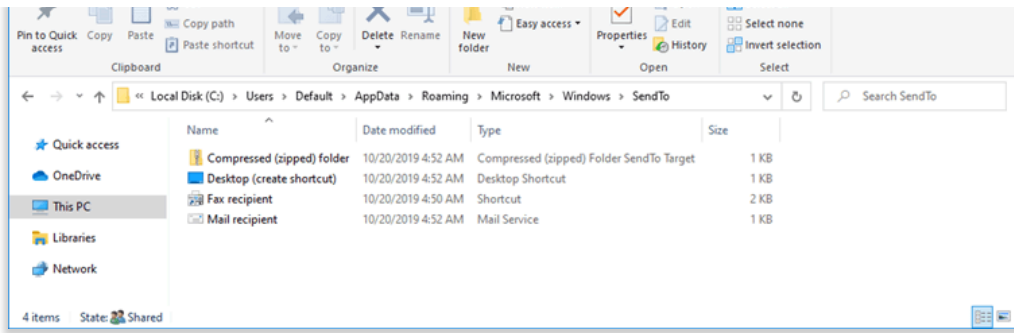
3 To **remove items** from the "Send to" context menu, right click or press and hold on a shortcut of the item you want to remove in this **SendTo** folder, and click/tap on **Delete**.

4 To **add items** to the "Send to" context menu, **create a shortcut** of the location (ex: folder, drive, network location, etc...) you want to add in this **SendTo** folder.

✍ You can use any name and **icon** you want for this shortcut.

5 When finished adding and removing shortcuts in the **SendTo** folder, you can close this File Explorer window if you like.





That's it,
Shawn