

How to add Recycle Bin to Windows 11 system tray

Although the default desktop shortcut is a useful tool, Windows 11 does not allow you to add the Recycle Bin icon to the system tray.

Recycle Bin stores all the files you have deleted in Windows. And while the default desktop shortcut is a useful tool, Windows 11 doesn't allow you to add the Recycle Bin icon to the system tray.

However, if you really want to do this, you won't be disappointed. By downloading and installing a third-party program, you can add the Recycle Bin to your system tray for easy access no matter how many windows you have open. Here's how to add the Recycle Bin icon to the Windows 11 system tray using TrayBin and MiniBin.

How to add the Recycle Bin icon to the system tray with TrayBin

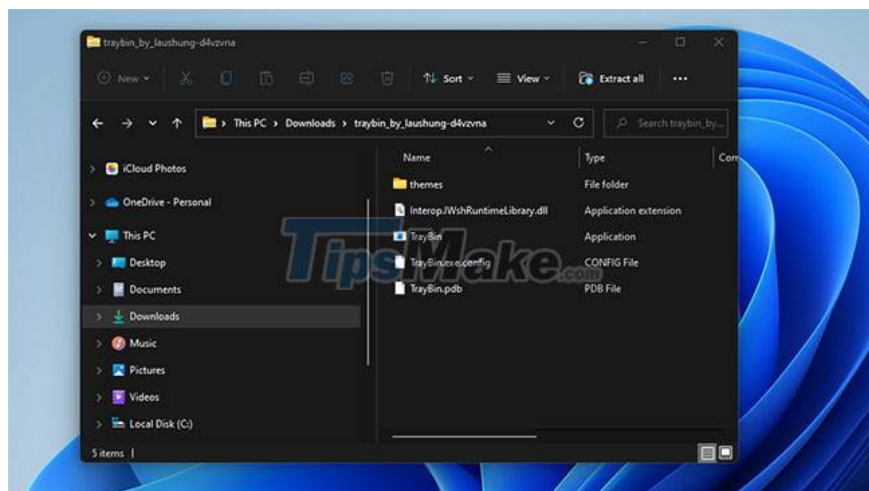
TrayBin is a freeware program that you can use on Windows 11/10/8/7. The good thing about TrayBin is that it includes many theme options for the Recycle Bin system tray icon. To add the Recycle Bin icon in the system tray using the TrayBin program, you will need to download and extract its ZIP archive as follows.

Step 1. Open TrayBin's Softpedia page in a browser window.

Step 2. Click the Download Now button on this page to save the TrayBin ZIP archive to a folder.

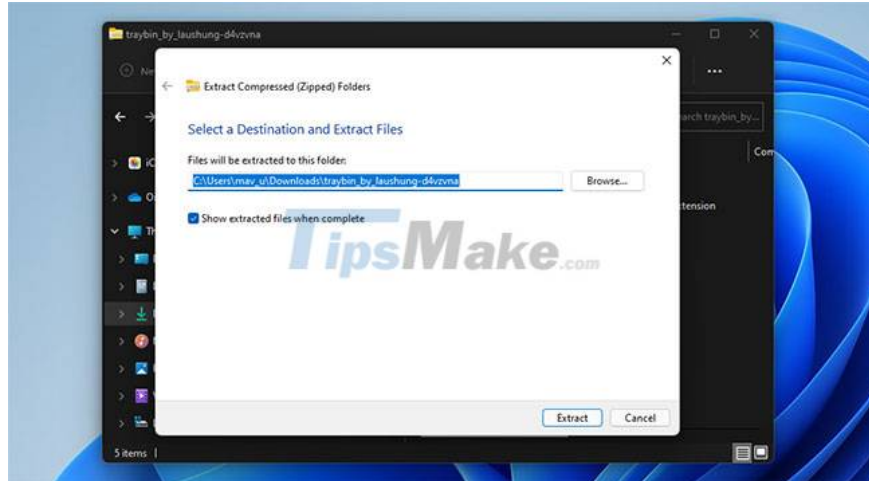
Step 3. Double-click the TrayBin ZIP file to open it in File Explorer.

Step 4. Click Extract all on the command bar.



Step 5. Select Browse to select the decompression path for the ZIP archive.

Step 6. Check the checkbox Show extracted files when complete.



Step 7. Select Extract to extract the files of the archive.

Step 8. Then click on TrayBin in the extracted folder to add the Recycle Bin system tray icon shown directly below.



You now have a handy Recycle Bin icon in the system tray.

How to add Recycle Bin icon to system tray with MiniBin

MiniBin is a program very similar to TrayBin, it also adds the Recycle Bin icon to the system tray area in a similar way. Like TrayBin, this is a freely available app. You can download and install MiniBin as follows.

Step 1. Open the Softpedia page for MiniBin.

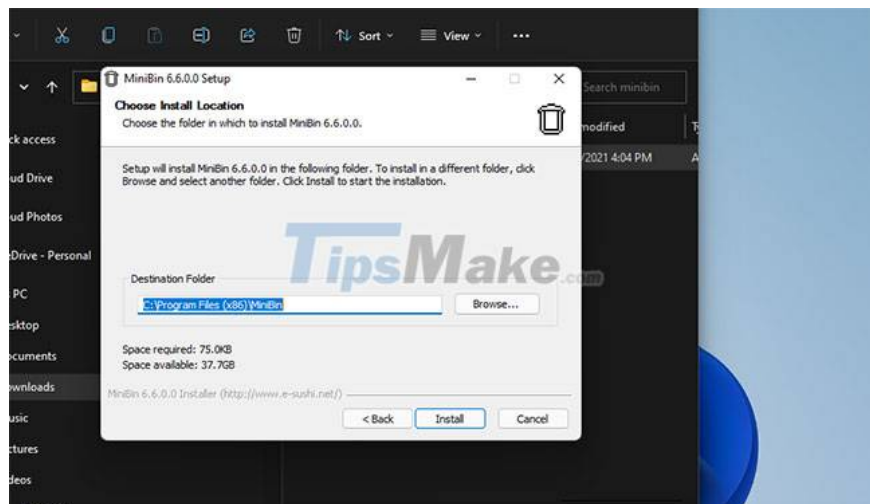
Step 2. Select the Download Now option there to save the MiniBin to a folder.

Step 3. Then extract the MiniBin ZIP archive as outlined in steps 3 to 8 in the TrayBin tutorial above.

Step 4. Double-click MiniBin-6.6.0.0-Setup in the extracted folder and click Yes on the UAC prompt.

Step 5. Then select the Next and I Agree options.

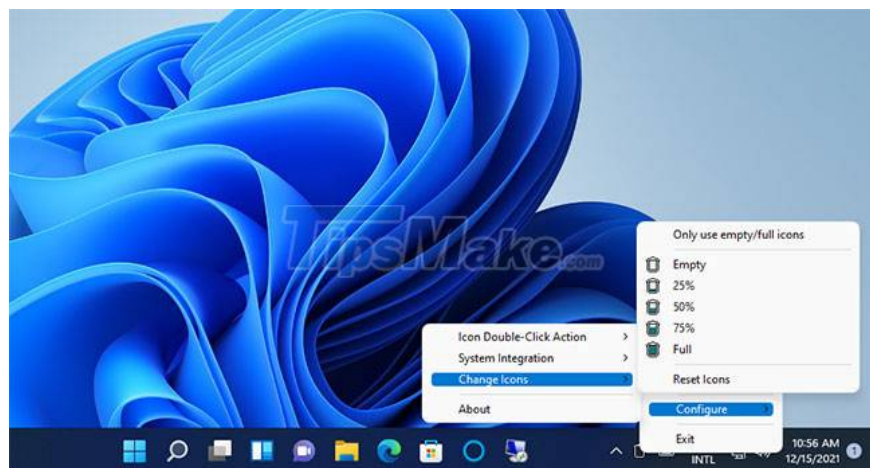
Step 6. Click Next again to access the installation location options.



Step 7. Select Browse to select the installation directory.

Step 8. Click the Install button.

Step 9. Once done, you will see the Recycle Bin icon on your taskbar. That icon changes when the trash is full (customizable for empty, 100%, 25%, 50%, and 75% full).



With MiniBin or TrayBin, you no longer need the trash can icon on the Windows 11 desktop. Whenever you need to check on deleted items, you can quickly open it no matter how many windows are open on the screen.

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