

# How to customize the Send to menu in Windows 10

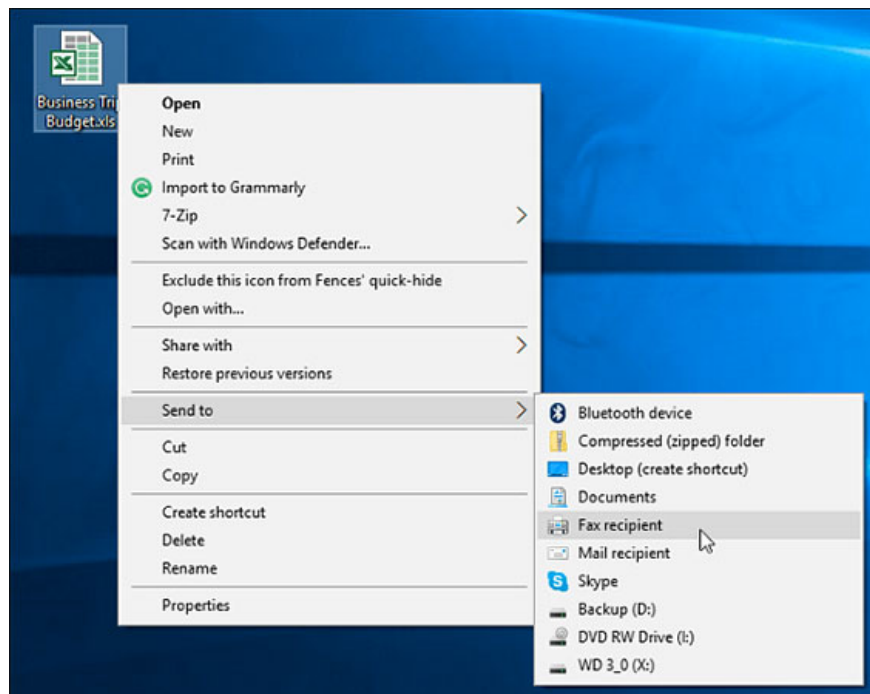
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Windows 10 is a modern operating system and is constantly evolving with new features being updated regularly, but Windows 10 still supports the old features but is still useful, such as menus. **Send To** in Windows 10. Actually this is not a new feature, but on Windows 10 it becomes a lot more friendly. This is the menu that will appear when you right-click on a document, photo, or other item, which gives you options for where to send the items.

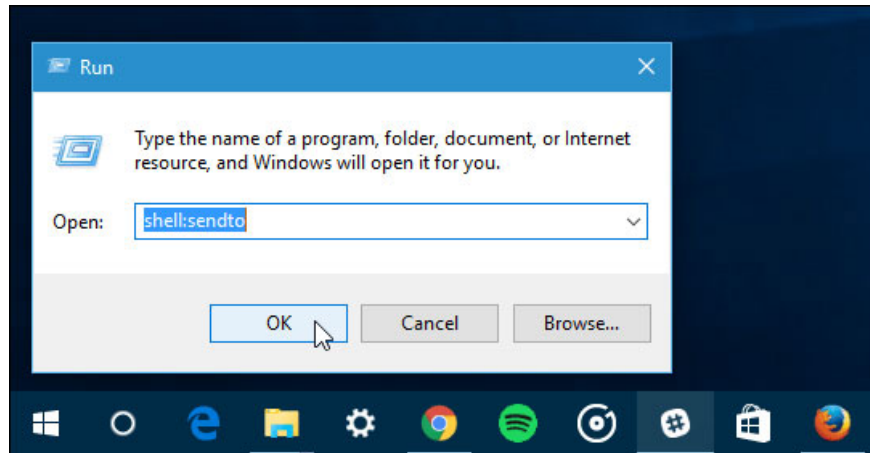
Here's how to customize the **Send to** menu in Windows 10.

## Delete or add the location to send

As mentioned in the introduction, Windows 10 is Microsoft's most modern operating system, but it still supports some of the old features that have become a part of Windows for years. For example: When you right-click on the document and you will find some old items in the Send To list. Fax Recipient is one of the most obvious examples. Of course fax is still used somewhere in businesses and agencies. But for individual users, this type of document submission is almost 'extinct'.

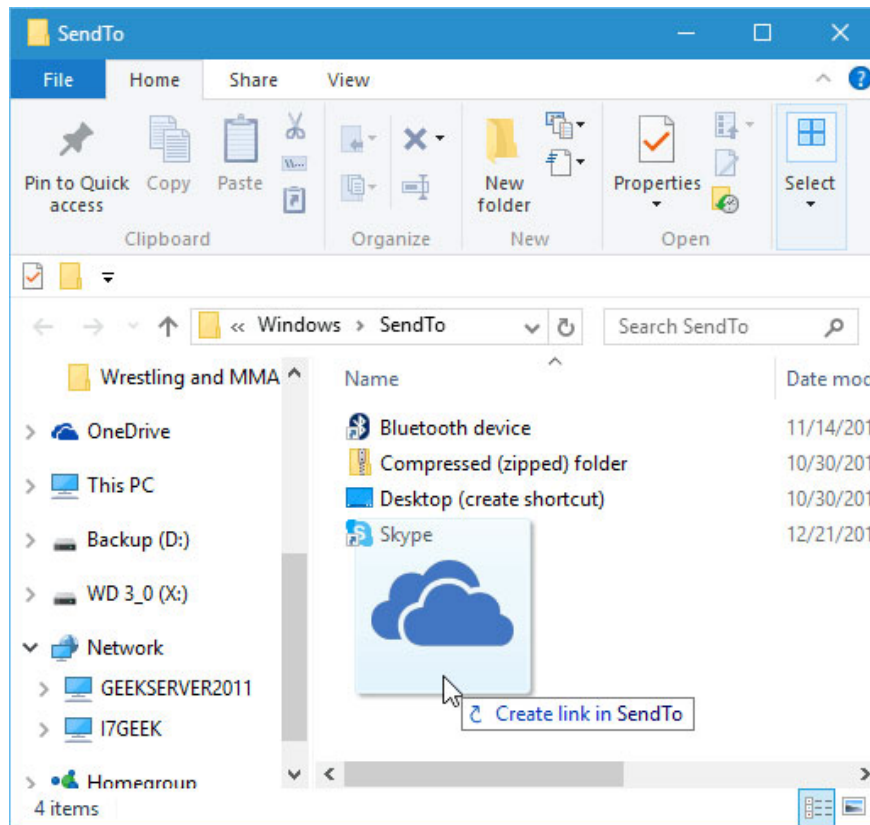


To delete or add the location to send, press the **Windows + R** key combination and type: *shell:sendto* , then press Enter.

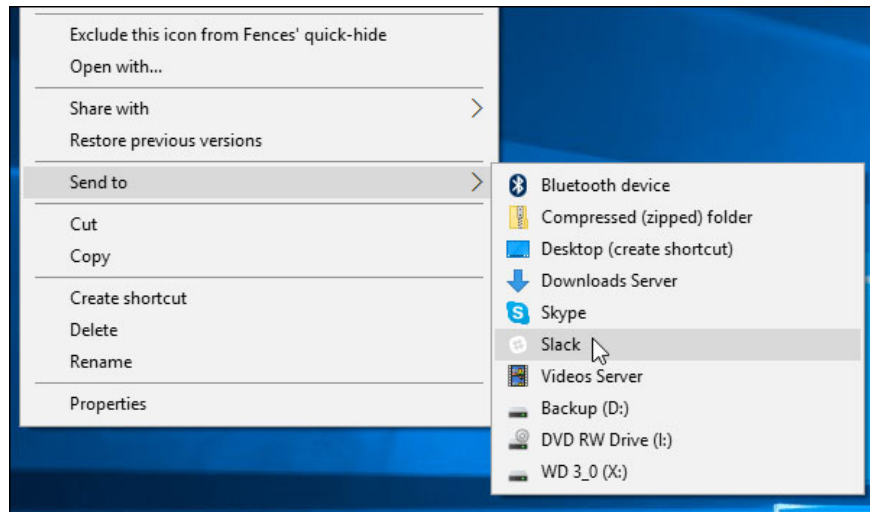


The **SendTo** folder will be opened and from here you can delete locations that you will never use, as well as add other modern locations. To delete a location, just right-click and press Delete.

To add a location, simply drag its shortcut to the **SendTo** folder. In the screenshot below, a OneDrive shortcut is being dragged to SendTo.

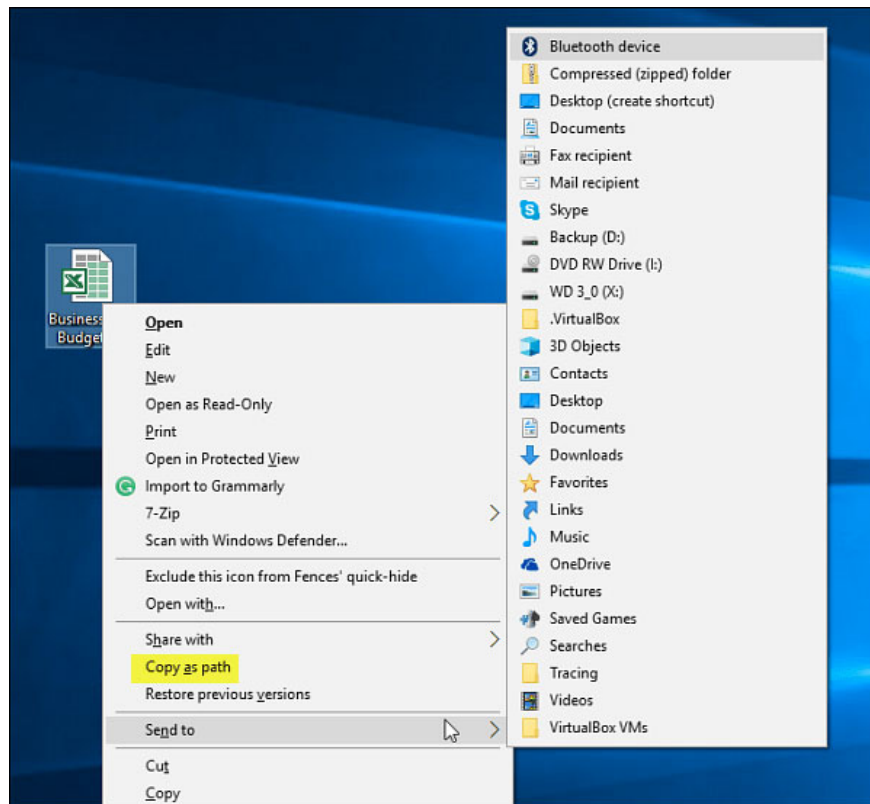


In the example below, Fax Recipient, Mail Recipient, and Documents have been deleted. While OneDrive, Slack, and several other network folders have been added.



## View the Send menu to expand

Here is another good tip to see the Send to expand menu. You hold down Shift and right-click on a document or a file and select **Sent to**. This time, you will see more locations, perhaps including locations in Windows 10 that you do not know about their existence. This feature helps to add some default items from the user folder (Users folder) to your system drive.



Also, you will see the **Copy as path option** on the context menu, located directly above the Send to item. That's another good tip to help copy the file or folder path to a temporary table in Windows.

## summary

Like the Windows UI features (Windows UI), the **Send To** menu's customization ability is nothing new, you can do the same in previous versions of Windows 10. Wish you all public!

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