

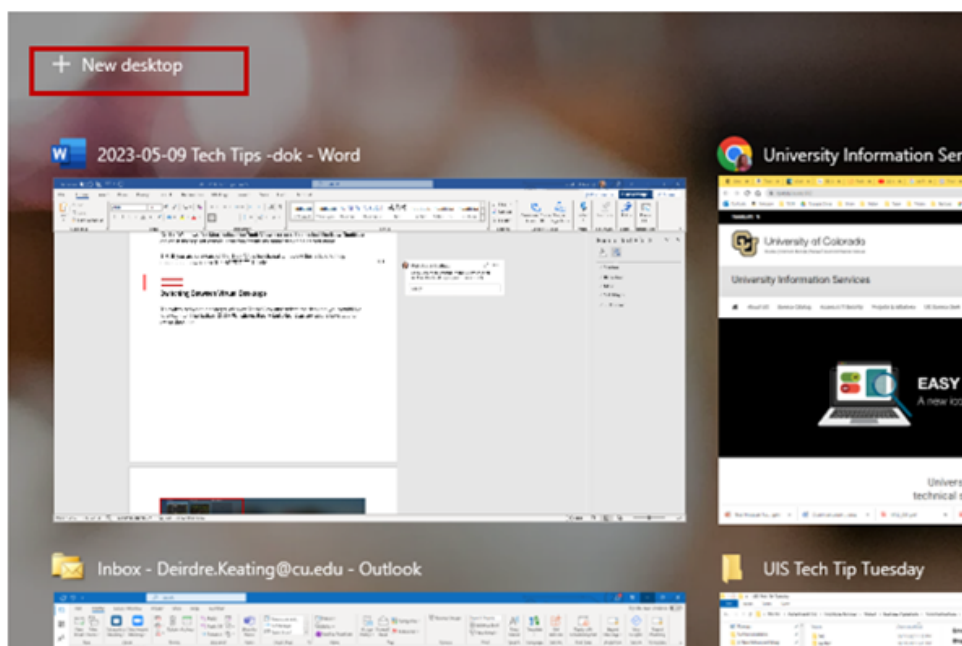
# How to use multiple virtual desktops <sup>[1]</sup>

May 8, 2023 by [ES and UIS Communications](#) <sup>[2]</sup>

Cluttered desktops with too many open windows can become overwhelming and decrease your ease of navigation. Setting up multiple virtual desktops in Windows is a great solution for better organization of your running applications. This feature allows you to create and utilize desktop space beyond the number of physical monitors you have.

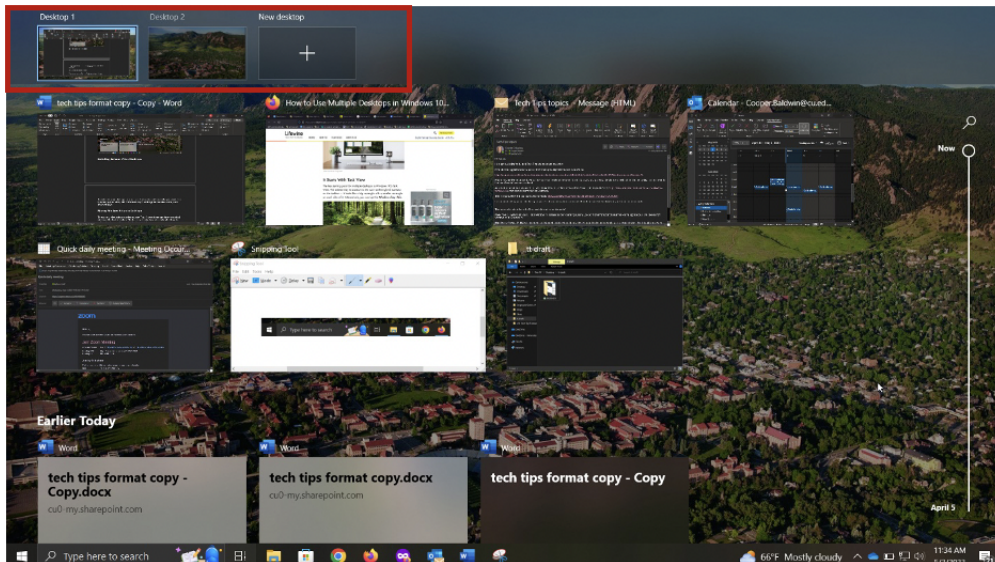
## Creating Multiple Desktops

On the Windows Taskbar, select the **Task View** icon, then select the **New Desktop** option in the top left corner. You can create as many desktops as you need.



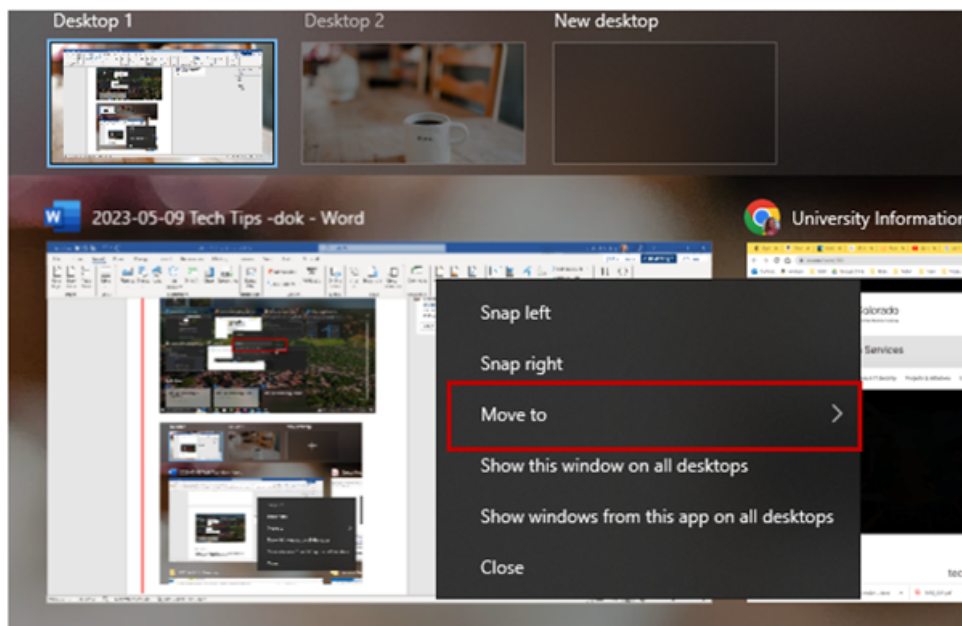
## Switching Between Virtual Desktops

To switch between desktops, click on **Task View** and select the desktop you would like to switch to. The hotkey **Ctrl + Windows Key + Left/Right arrow** also allows you to swap desktops.



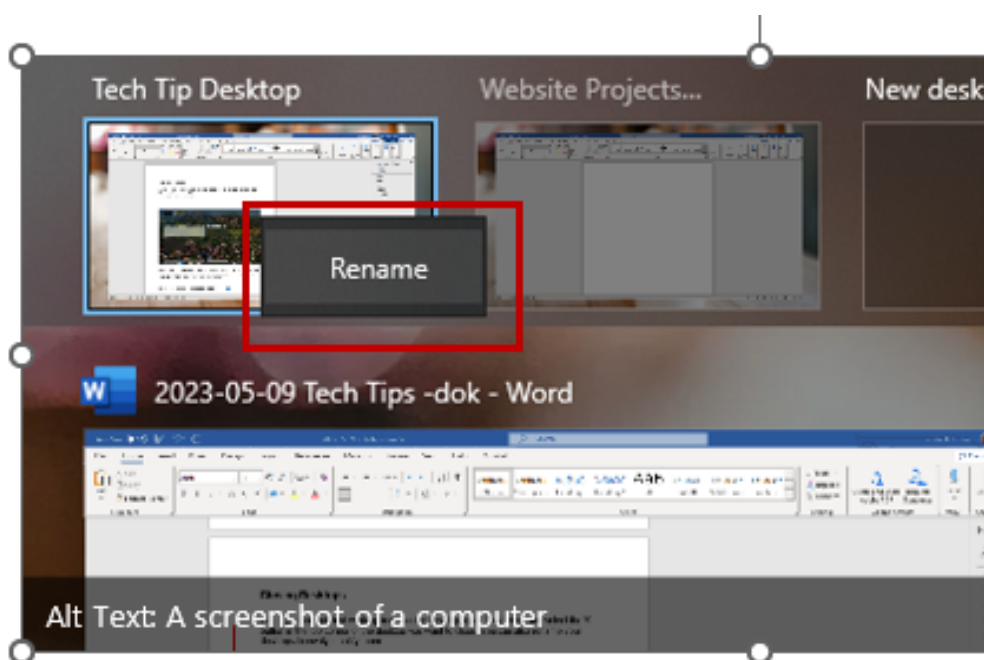
## Moving Windows Between Desktops

To swap a window between desktops, open **Task View** and drag and drop the desired window to the desired desktop. Right clicking the window and selecting the **Move to** option also allows you to move it to the desired desktop.



## Naming and Closing Desktops

You can rename your desktops to easily identify them by right clicking on the desktop. When you are finished working in a specific desktop, open **Task View** and select the **X** button in the top corner of the desktop you want to close.



Windows <sup>[3]</sup>

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