

ADD NEW FOLDERS TO FILE EXPLORER'S QUICK ACCESS

A way to quickly access and open favored (frequently used) folders is by adding them to the Quick Access section in the top left column of File Explorer.

Right-click on the target folder in the right column and select *pin to Quick Access*. This action will cause the target folder to appear at the top of the Navigator (left) column where it will be easy to find.

Dropping common folders into Quick Access is especially handy when it comes time to save files. If you wind up filling a Quick Access folder with too much stuff, or you no longer need to have quick access to one of your folders, just right-click the target folder in Quick Access and select *unpin from Quick Access*.