

## **Add folders to File Explorer's Quick Access**

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

Press Windows + E to get to File Explorer. If the Quick Access folder is not in view, click on *View*, then *Option* on the Menu bar. Finally click on the *Change folder and search options* and make sure that File Explorer opens at Quick Access. Finally, click OK.

Find the target folder in the right column, right-click on it, and then click on *pin to Quick Access*.

With a little practice, you will find Quick Access to be a great tool when you are sorting or organizing your data files.