

Add new 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 in the top left column of File Explorer.

Find the target folder in the right column and drag it to the Quick Access icon in File Explorer's left-hand pane.

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 icon and select *unpin from Quick Access*.