

## **Create quick access to the files that matter most at any given time.**

From within File Explorer (Windows key plus E), the Quick access section is the shortest route to files you've been working on and folders you often use.

To make sure an important folder shows up in Quick access, right-click the target folder and then select **Pin to Quick access**. A pin icon shows you which folders you've pinned, so it's easy to tell them apart from the rest. They will be prominently clustered at the top of the navigation (left) column.

Note that a folder that you have pinned to Quick Access is an exact image of a folder that may be buried farther down in the navigation pane. Make an addition, correction, or deletion within any file that is housed in Quick Access and that modification will be reflected in the original.