

Create quick access to the files that matter most

The age-old shortcut for accessing File Explorer is Windows key + E. An alternative is to have a **This PC** shortcut posted on your Desktop. Double-click on the icon to open the Explorer.

The Quick access page 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.