

GET QUICK ACCESS TO YOUR FILES THAT MATTER MOST

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

To make sure a 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.

Unpin a folder from quick access when you are done with it to avoid clutter.

To unpin a folder from the Quick Access section, Open File Explorer and follow these steps:

1. Click the Quick Access section.
2. Right-click the folder that you want to unpin.
3. Click *Unpin from Quick Access*. The selected folder is no longer listed in Quick Access. However, it will safely return to its original location.