Windows 10: PIN a specific folder to Windows 10 File Explorer
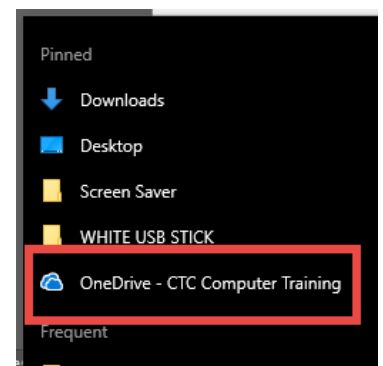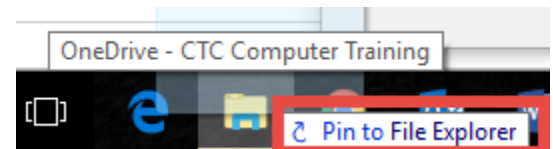
I use my CTC OneDrive (for Business) folder more than any other on my computer. So, when I open the File Explorer, 99% of the time it's because I want to access that particular folder.

But the File Explorer opens to your Quick Access list, by default. What to do?

It's too many steps to create a custom Windows 10 shortcut that automatically opens to that folder. Besides…sometimes you might want to open File Explorer to a different folder.

So, I say…PIN your favourite folder to the File Explorer icon located down on your taskbar at the bottom of the screen:

1. Open File Explorer.
2. Navigate to the folder (that you want as the default). Make sure it is selected.
3. Point your mouse at that folder (icon).
4. Hold down your RIGHT mouse button.
5. Right-drag the folder to your File Explorer icon down on the taskbar.
6. You'll see the little pop-up PIN TO FILE EXPLORER appear to indicate that you are truly pointing at the File Explorer.

7. Release your mouse button.
8. Done. To prove it: RIGHT-CLICK the File Explorer icon (on the taskbar) and you'll see that favourite folder listed under PINNED.
9. The next time you want to open the File Explorer to that particular folder – instead of clicking the File Explorer icon: RIGHT-CLICK it and choose that folder. Yet, you can always open the File Explorer to the original default (Quick Access) location – by just doing a regular click on the File Explorer icon.

Note to Onedrive for Business (ODFB) Users: Only those who sync between the cloud and their computer can do this. And, if you pin your ODFB folder to the File Explorer list – it will be the *computer-based* (C: drive) ODFB folder that is pinned. You can't pin a web-based folder.