

Pin Team Folders

With the Pin feature, you can quickly access important Team Folders from a long list. When a Team Folder is pinned, it will appear at the top of the list.

Note: If there are multiple pinned Team Folders, it will get sorted in alphabetical order.

Zylker v Team Admin	► Sales and Admin D 9 ⊘ Manage ▼ ►	Q 🕼 🏭 🗘 🎆
💕 All Unread		+ NEW ↑↓ ♂ 🗮
Recent Files		
★ Favorites	NAME	LAST MODIFIED ↓ (i)
Labels	important	Mar 8 by Anna baker
Shared with Me	Images	Feb 21 by Anna baker
Collect Files	🔊 ecommerce poster design.jpg	Jun 13 by Anna baker
My Folders	🔊 New logos.png	Jun 6 by Anna baker
Team Folders	E Meeting Theme	Mar 8 by Anna baker
⋆ Compliance⋆ Events	E [≤] Sale theme	Mar 3 by Anna baker
🖈 Operations & Tech 🗄	▶ GDPR	Feb 22 by Anna baker
★ Sales and Marketing	H Manufacturing_Sales Order report	Feb 22 by Anna baker
🔅 Admin Console 🛛 🖄	Making eLearning much more learner-centric	Feb 22 by Anna baker 🔅

To Pin a Team Folder

- 1. Select a Team Folder from the list of **TEAM FOLDERS** in the left pane.
- 2. Click the **Pin** $\stackrel{\land}{\sim}$ icon at the top.
- 3. Once the Team Folder is pinned, the icon color will change to green *.

To Unpin a Team Folder

1. Select a pinned Team Folder from the list of **TEAM FOLDERS** in the left pane.

Note: Pinned Team Folders will be available at the top of the TEAM FOLDERS list with a pin indication.

- 2. Click the **Pin** *** icon at the top.
- 3. Once the Team Folder is unpinned, the icon will change back to the default color $\stackrel{>}{\sim}$.