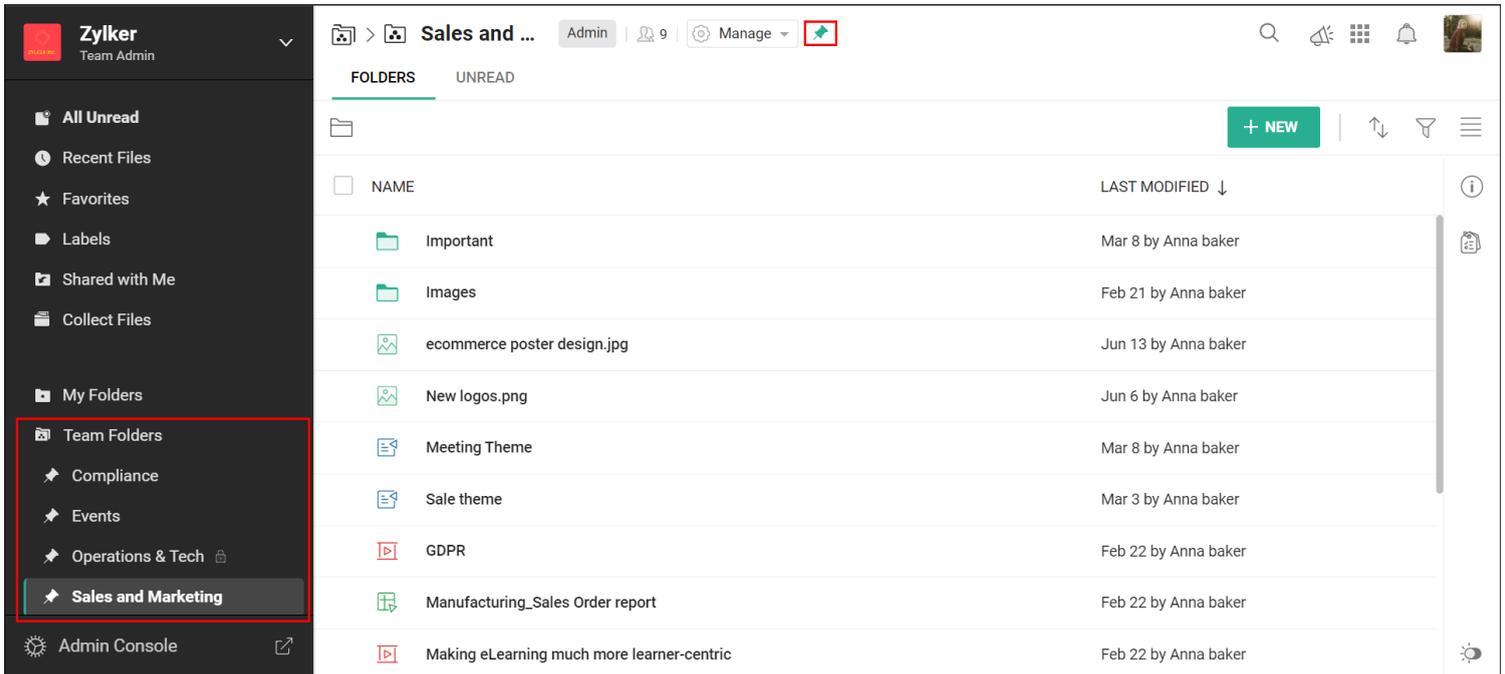




Pin Team Folders

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.



To Pin a Team Folder

1. Select a Team Folder from the list of **TEAM FOLDERS** in the left pane.
2. Click the **Pin** 📌 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 📌.