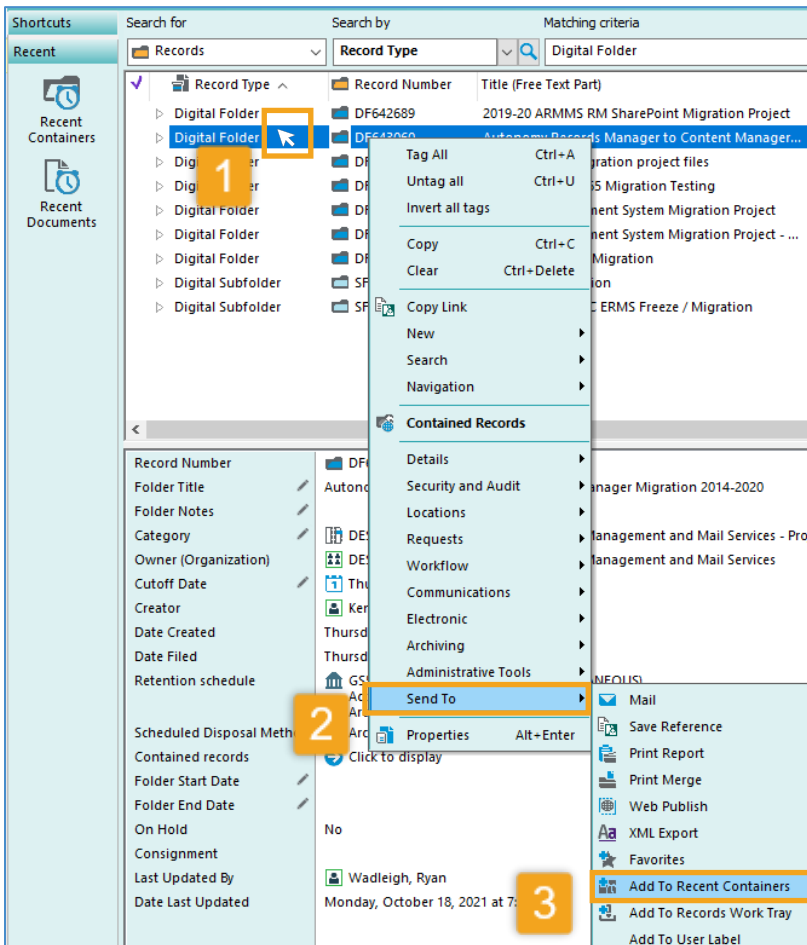# Content Manager Guidance

Managing Dropzone

This is guidance for how to add folders to or remove folders from Recent Containers in Content Manager. The containers in Recent Containers are those that appear in **Dropzone** as options to file to.

To **Add** to **Recent Containers:**

1. **Right click** on the folder title
   Refer to separate guidance on how to search for folders

2. Select **Send To**

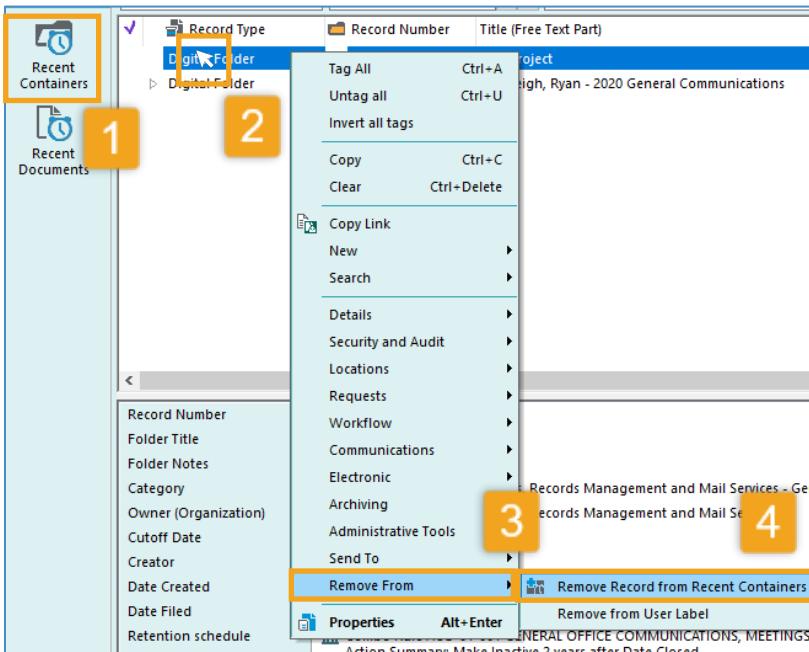3. Select **Add To Recent Containers**

[see next page]

Content Manager Guidance
Managing Dropzone

To **Remove** from **Recent Containers**:

1. Click on **Containers** under Recent tab on far-left column
   this will display all containers in Recent Containers

2. **Right click** on the title of a folder to remove

3. Select **Remove From**

4. Select **Remove Record from Recent Containers**