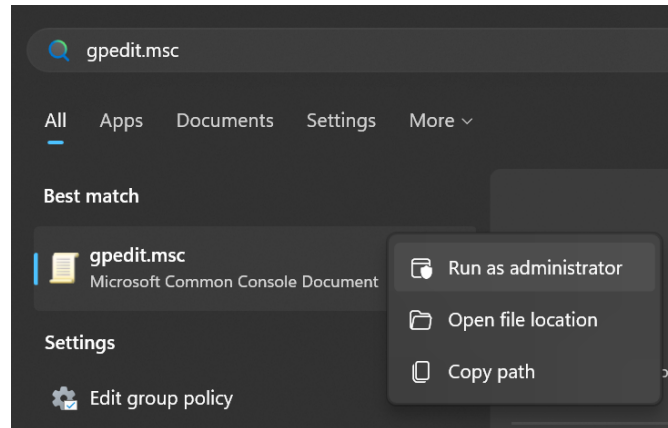
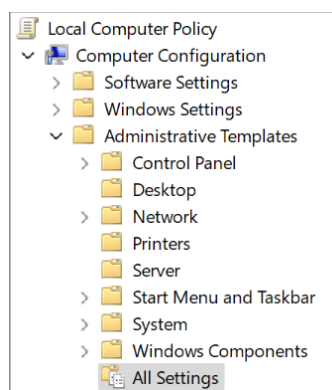


# Enabling "Recent Docs" in File Explorer, Start Menu and Microsoft 365 Apps for Enterprise

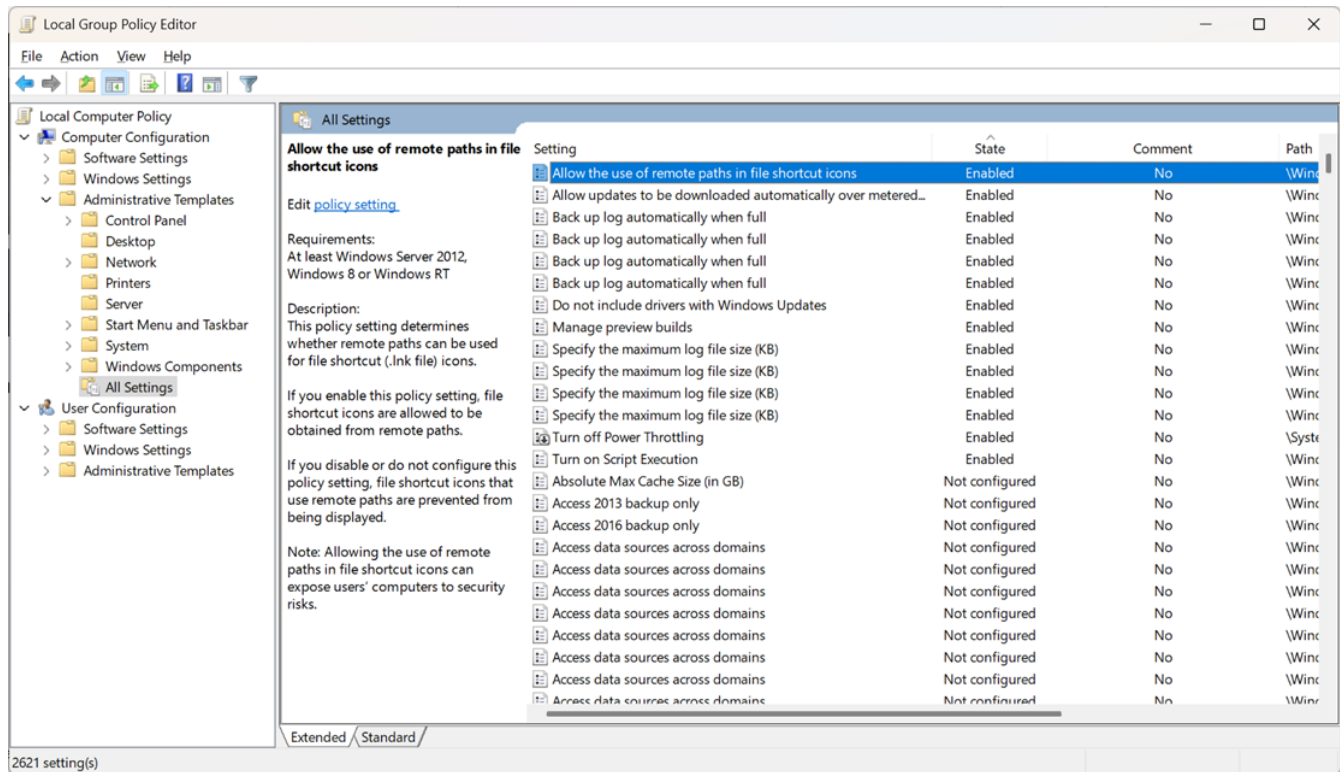
Open the Start Menu and, in the Search Box, type, "gpedit.msc" (without quotes) then right-click on the result and hit, "Run as Administrator." See the screenshot below:



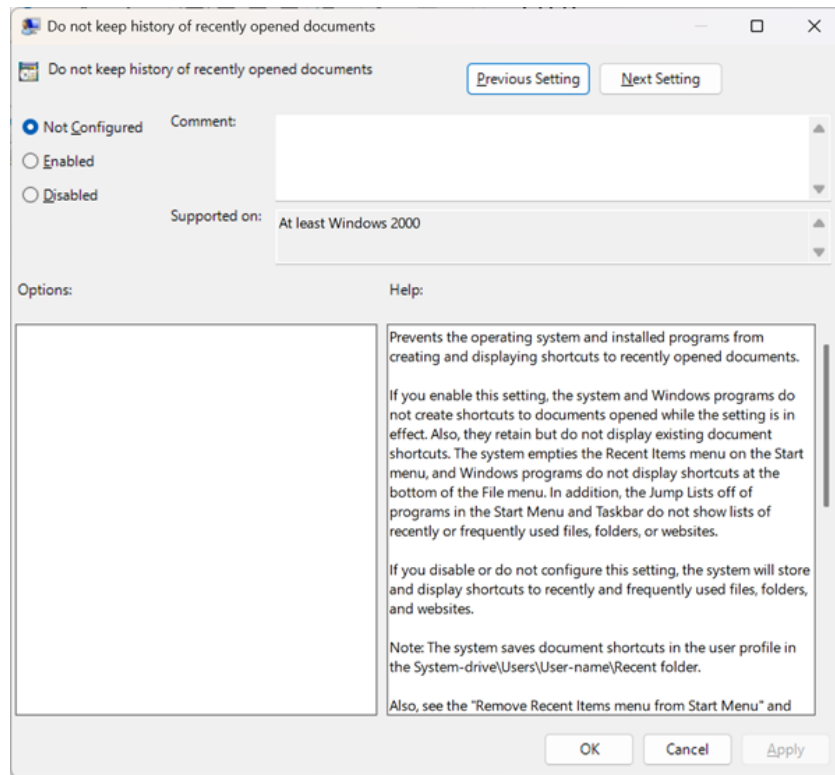
With the Group Policy Editor open, expand "Computer Configuration," then expand, "Administrative Templates," and select, "All Settings." See the screenshot below:



Once you've clicked on, "All Settings," and they've loaded on the right-hand side, click the column header titled, "State," so that all Local Group Policy Objects (GPOs) that are enabled/disabled are shown at the top. This simply sorts the list so that you don't have to scroll through all the GPOs to find the ones you need to edit. See the screenshot below:



Find the GPO titled, “Do not keep history of recently opened documents” and double-click on it. At the top-left, change it to “Not Configured,” then hit “Apply” (at the bottom-right of the pop-up window) and then press “OK” to close it. See the screenshot below:



You will need to repeat this step for all of the following settings:

- **Computer Configuration** →
  - **Administrative Templates** →
    - **All Settings** →
      - Do not keep history of recently opened documents
      - Remove Recently Added list from Start Menu
      - Remove frequent programs list from the Start Menu
      - Start Layout
- **User Configuration** →
  - **Administrative Templates** →
    - **All Settings** →
      - Clear history of recently opened documents on exit
      - Clear the recent programs list for new users
      - Do not keep history of recently opened documents
      - Remove "Recently Added" list from Start Menu
      - Start Layout

**PLEASE NOTE:** The first FOUR changes will be under the "Computer Configuration" on the left-hand navigation pane of the Group Policy Editor. Once those four have been changed, you will need to look on the left-hand side of the Group Policy Editor again and, this time, expand, "User Configuration," then expand, "Administrative Templates," and finally, click, "All Settings" again. Once they load, you'll then

need to sort the GPOs again by clicking the column header titled, "State," so that you can easily see which GPOs are enabled/disabled as opposed to "Not Configured."

After **ALL NINE (9)** GPOs have been **changed to "Not Configured,"** then you can close the Group Policy Editor and **you will need to reboot the PC** for the changes to take effect.