

HOW TO CONFIGURE FILE EXPLORER IN WINDOWS 11

While many will find that File Explorer works fine in its default configuration, others may wish to make a few changes based on their needs.

Key among these changes are configuring which view File Explorer displays when first run and determining whether the app displays recently-accessed files and folders. These and other File Explorer features are configured using the *Folder Options* dialog.

To display this dialog:

- a. Open File Explorer (Windows key + E)
- b. select See more (“...”)
- c. then Options.

To configure the default view, select the drop-down next to “Open File Explorer to:”. There are three choices:

1. **Home**. This default view displays your Quick access folders (Desktop, Downloads, Documents, Pictures, Music, and Videos by default, though this can be configured), plus favorite and recently accessed files and folders.
2. **This PC**. This more traditional view displays six key user account folders (Desktop, Downloads, Documents, Music, Pictures, and Videos) and any fixed or removable drives and devices.
3. **OneDrive**. this view displays the root of your OneDrive, which can be synced to your PC for offline use.