

PIN FILE EXPLORER TO THE TASKBAR

File Explorer is one of the most important locations within Windows 10. It is within File Explorer that you can locate all your drives, folders, and files. It is within File Explorer that you will determine where your folders and files are stored. You will want to pin this important icon to your Taskbar for easy access.

To pin the File Explorer icon to the Taskbar:

1. From the Search bar, type *file explorer*.
2. Right-click on the *file explorer* icon that appears at the top of the column.
3. Select **Pin to Taskbar**.
4. The file explorer icon will appear on the Taskbar.
5. Now you can access the file explorer whenever you want without having to remember the Windows + E shortcut!
6. If you ever want to get rid of it, just right-click and select “Unpin from taskbar”.