

PIN FILE EXPLORER TO THE TASKBAR

File Explorer is one of the most important locations within Windows 10. It is there that you will locate all your drives, folders, and files. It is there that you will determine where your folders and files are stored.

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 as a manila folder.
5. Now you can access the file explorer whenever you want without having to remember the Windows + E shortcut!
6. You may wish to reposition the File Explorer icon so that it is in close proximity to the Edge browser. (Any Taskbar icon can be dragged and dropped to another position on the Taskbar.)
7. If you ever want to get rid of it, just right-click and select “Unpin from taskbar”.