

## **View and Extract the Contents of a ZIP File**

When you receive an archive in the .zip format, you can view its contents and extract it in File Explorer. Here's how:

1. Open File Explorer.
2. Go to the location of the archive file.
3. Double-click the file to view its contents.
4. Click the Extract tab on the File Explorer Ribbon. The Extract tab is displayed.
5. Click the Extract All button. A wizard appears asking you to select where to extract the files.
6. Click Browse.
7. Select where you want to extract the files.
8. Click Select Folder.
9. Click Extract. The files are extracted. File Explorer opens the folder that you specified, where you can view all the files and folders that were in the archive.
10. Close File Explorer and the archive you just extracted. The Extract tab on the File Explorer Ribbon also gives you options for extracting individual files to standard user folders like Documents, Pictures, and Downloads.