

FAMILIARISE YOURSELF WITH ... File Explorer

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If you've created files, downloaded them, or need to find them again later, File Explorer can help you to locate them on your device.

Find and open File Explorer



Microsoft has an article about how to use and open File Explorer [here](#).

File Explorer is often pinned into your toolbar by the Start/Windows icon.

It also explains how to use Quick Access to help you pin regular or needed folders to help you navigate to them quicker.

It often will have Documents, Downloads (linked to your web browser/email software) and Pictures.