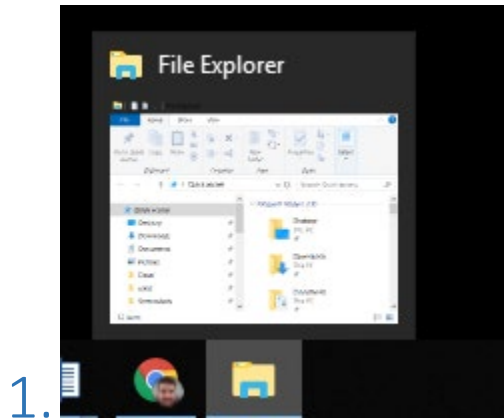
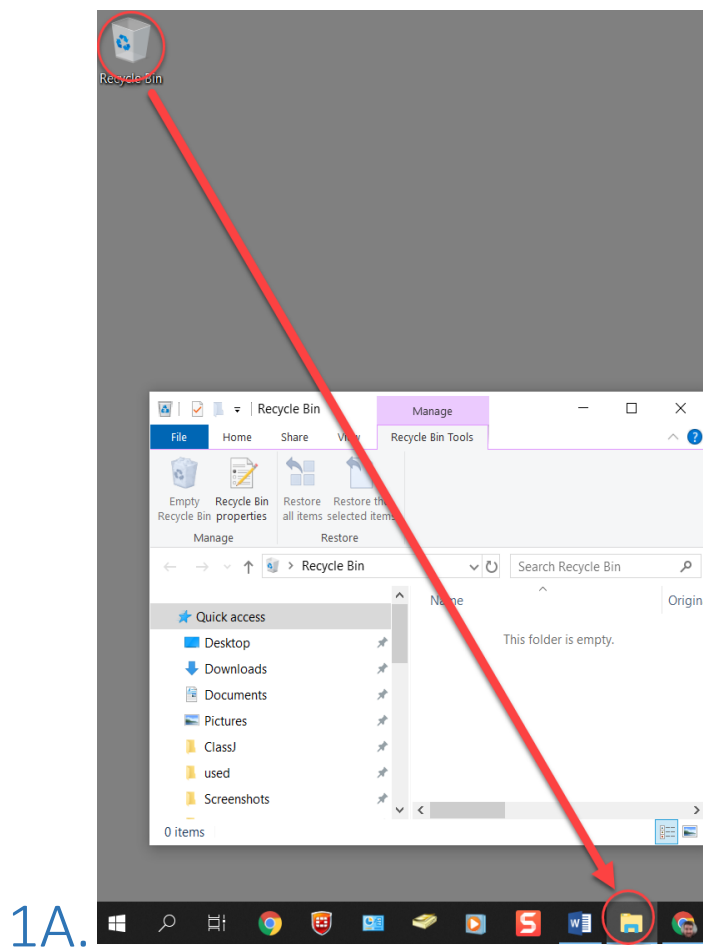


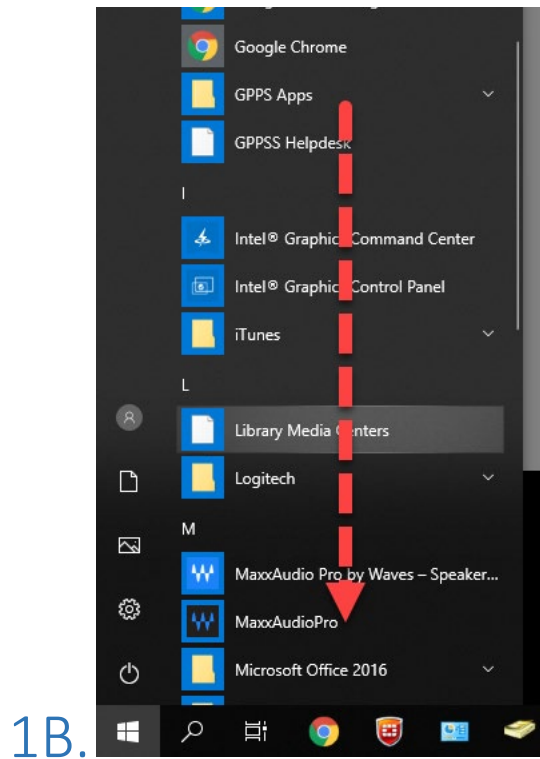
The first time you log in to the laptop you may find the customary folder icon missing from view. This tutorial will show you how to find it again and make it visible on the taskbar from here on out.



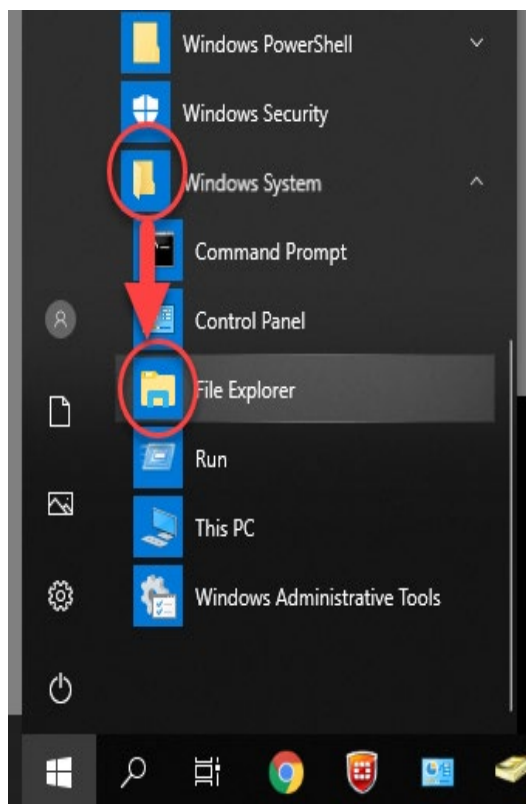
First you must find the “windows file explorer” icon (aka: folders). To make it appear on your task bar you can use any of these 3 methods:



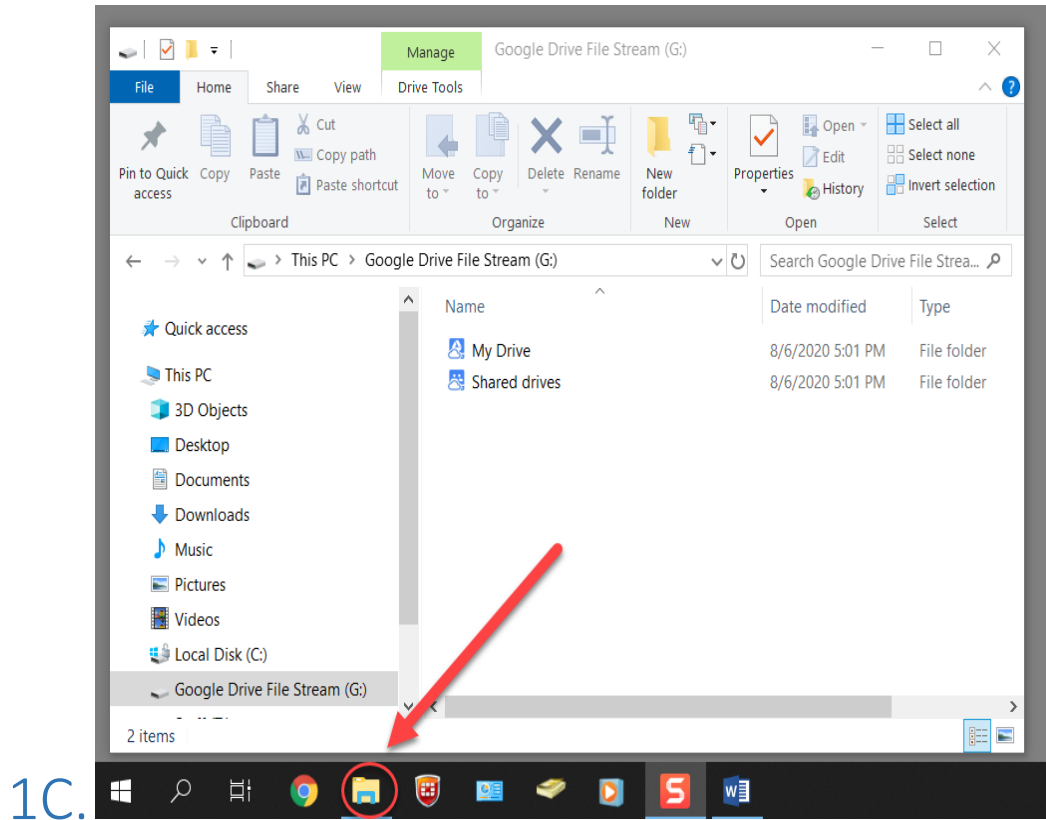
Go to the desktop and open the “Recycle Bin”.



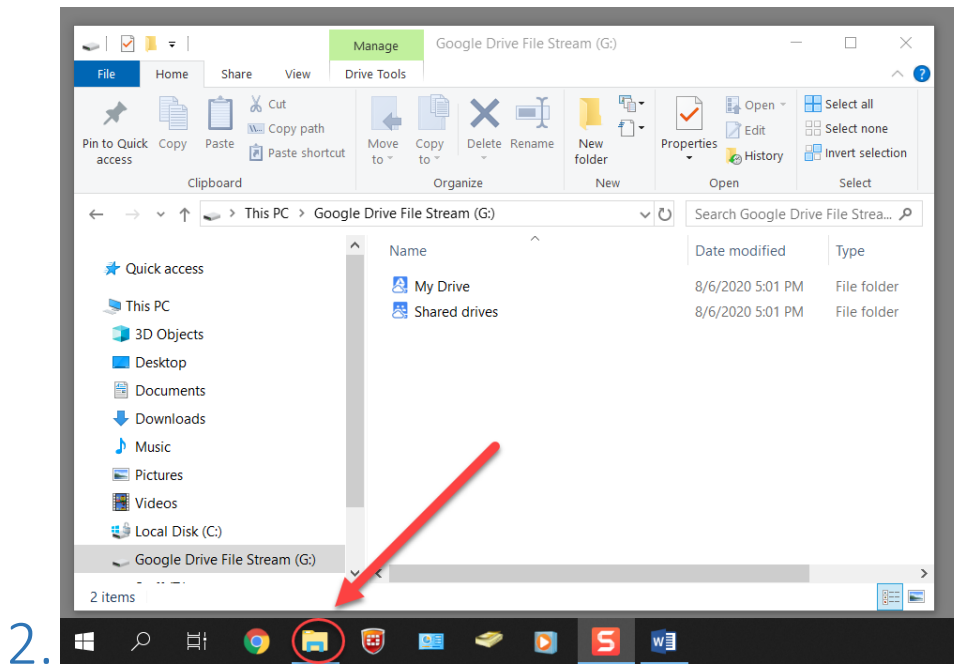
Open the Start Menu, Scroll down



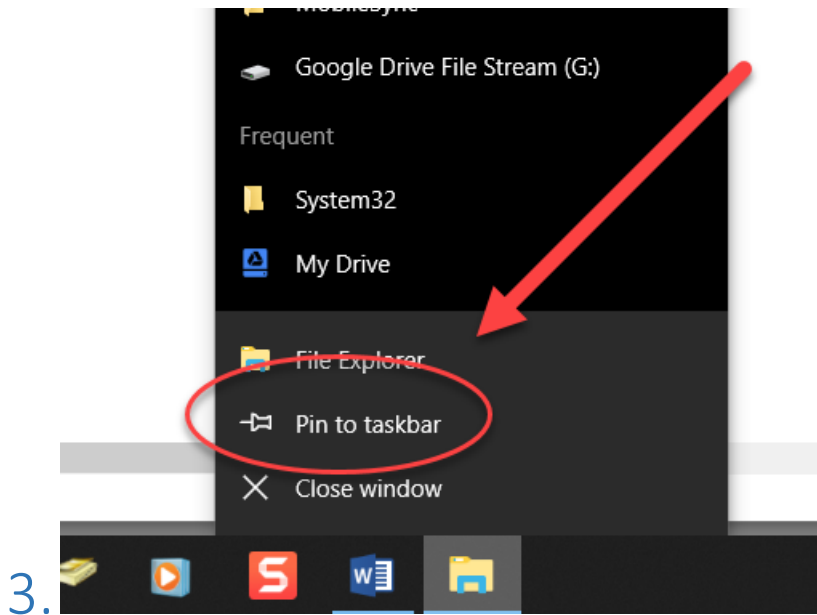
Open the “Windows System” folder then click on “file explorer”.



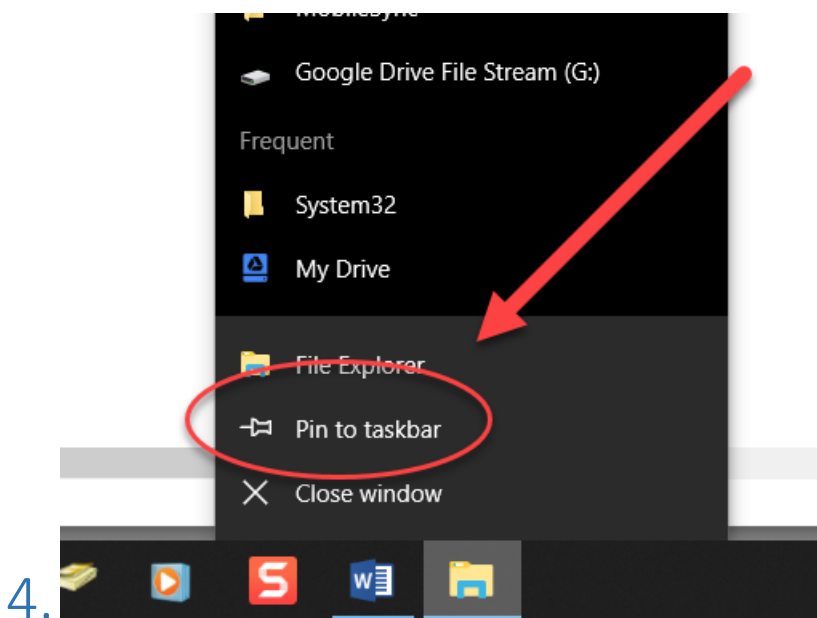
Keep the "File stream" window open when you've finished signing in



Now you pin the icon to the taskbar. Find the "file explorer" icon on the bottom of the screen.

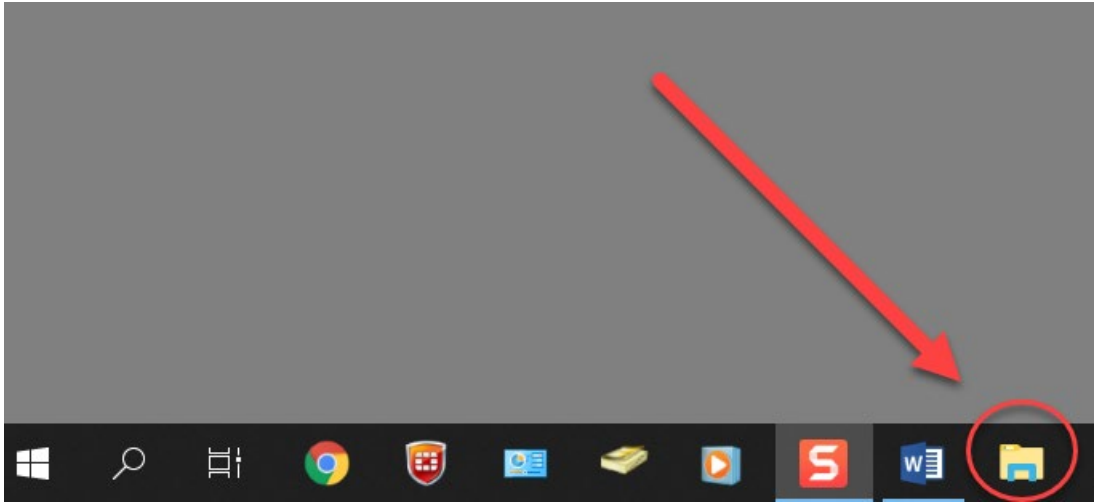


Right click the icon and see a pop up menu appear.



Left click the option to "pin to taskbar"

5.



Now the “file explorer” icon will always appear on the bottom of your screen.