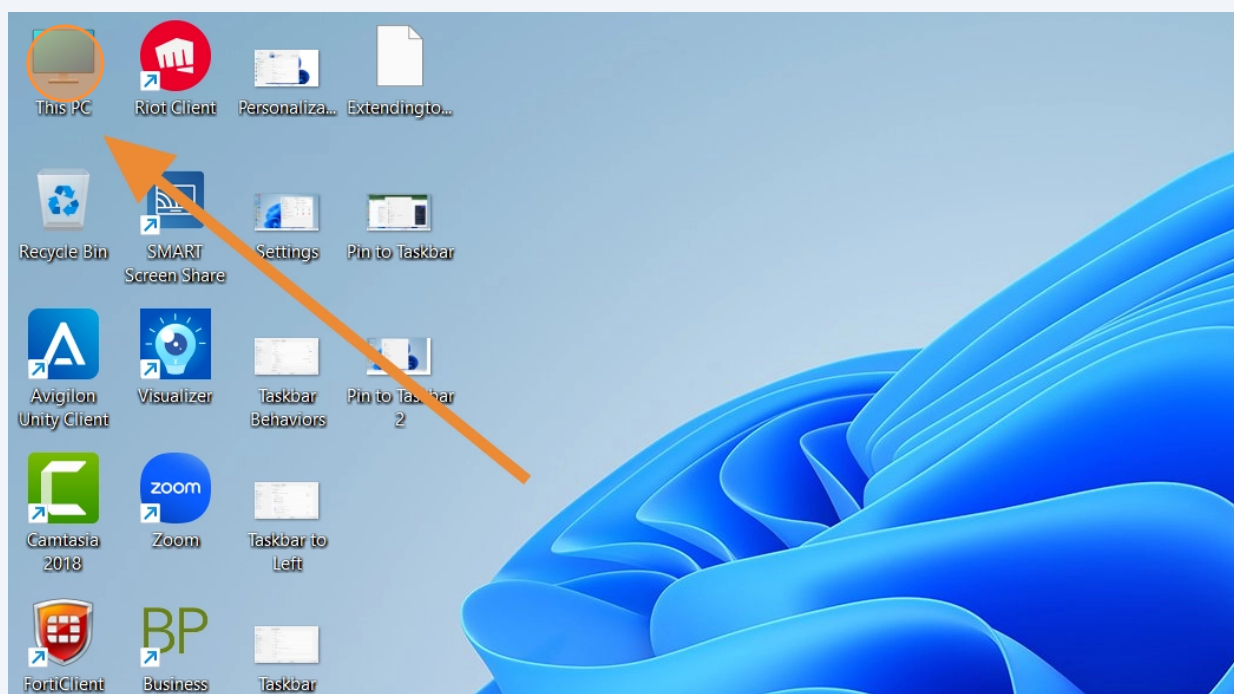


#8: Finding Your Drives in File Explorer

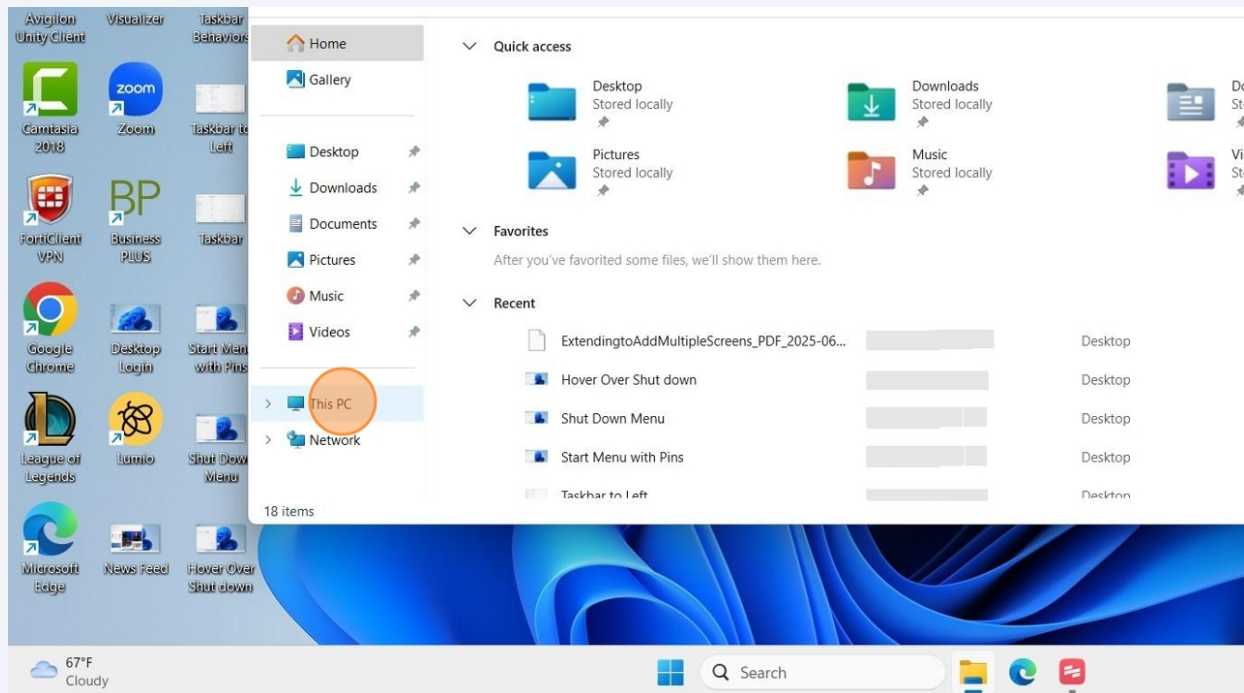
This guide provides straightforward instructions for locating and managing your drives in File Explorer. Additionally, it offers tips on creating a convenient shortcut to access "This PC" directly from your start menu.

Locating Your Files

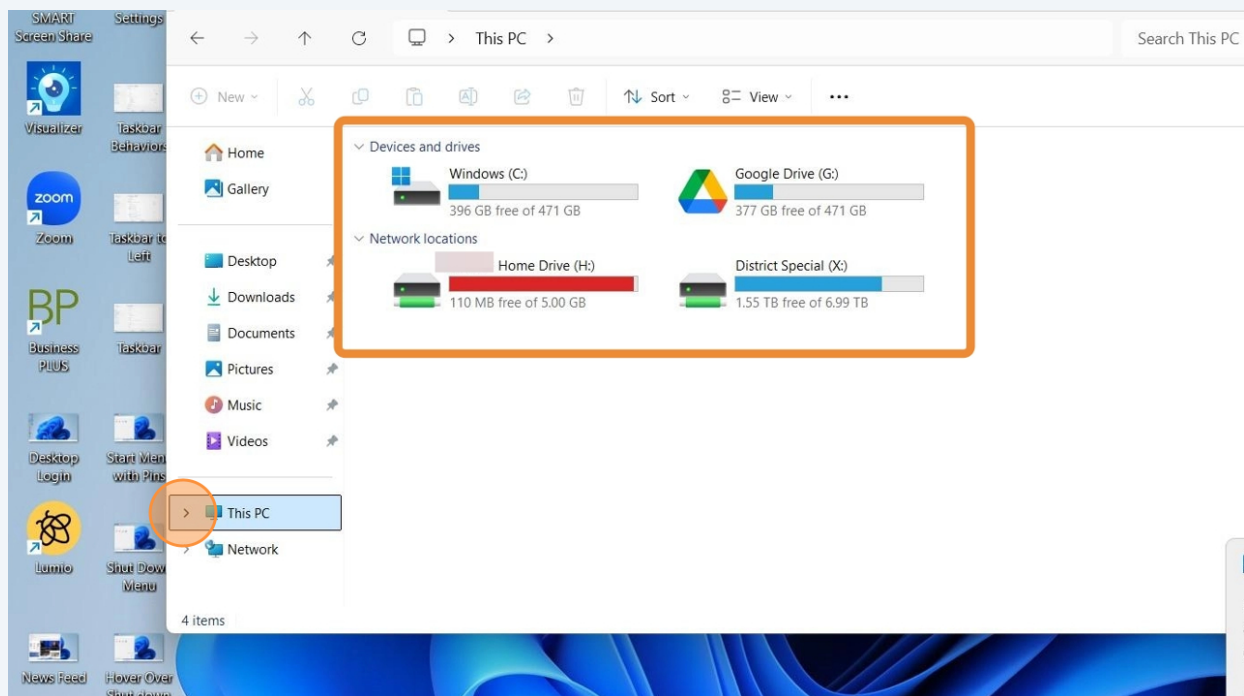
- 1 Click "This PC" on your desktop



2 Click "This PC"



3 All of your available drives should appear



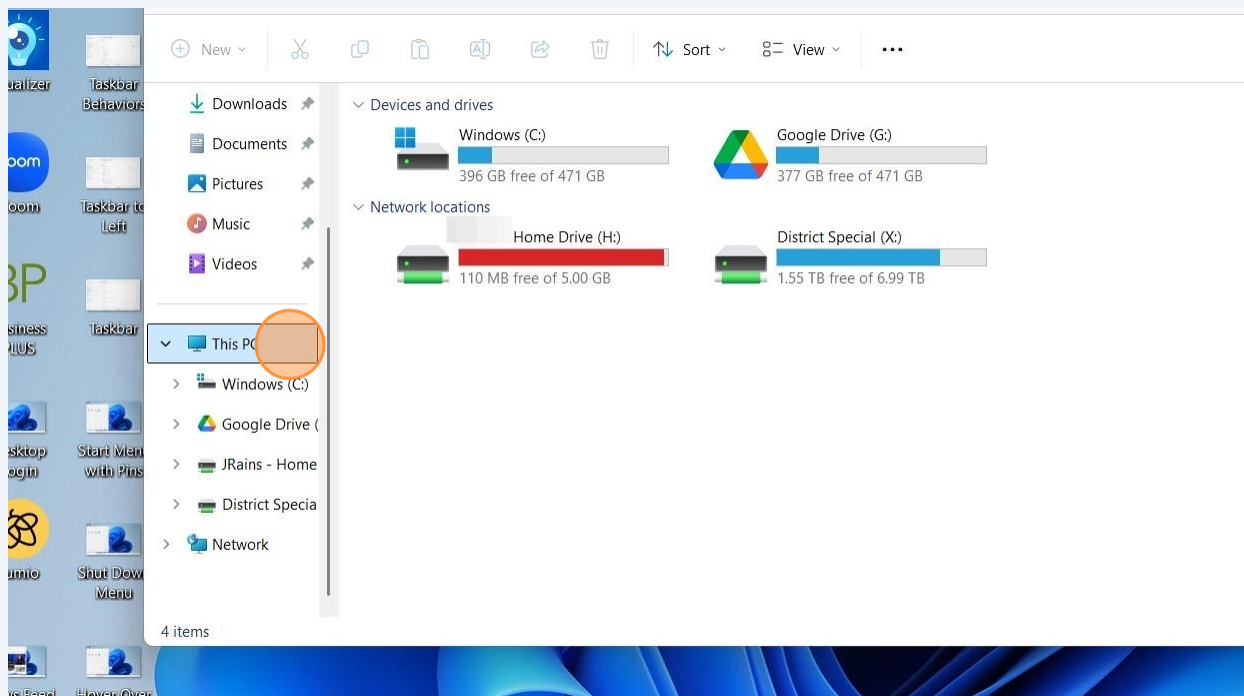


If your G: Drive does not appear, you can follow the step-by-step guidance to sync your Google Drive.

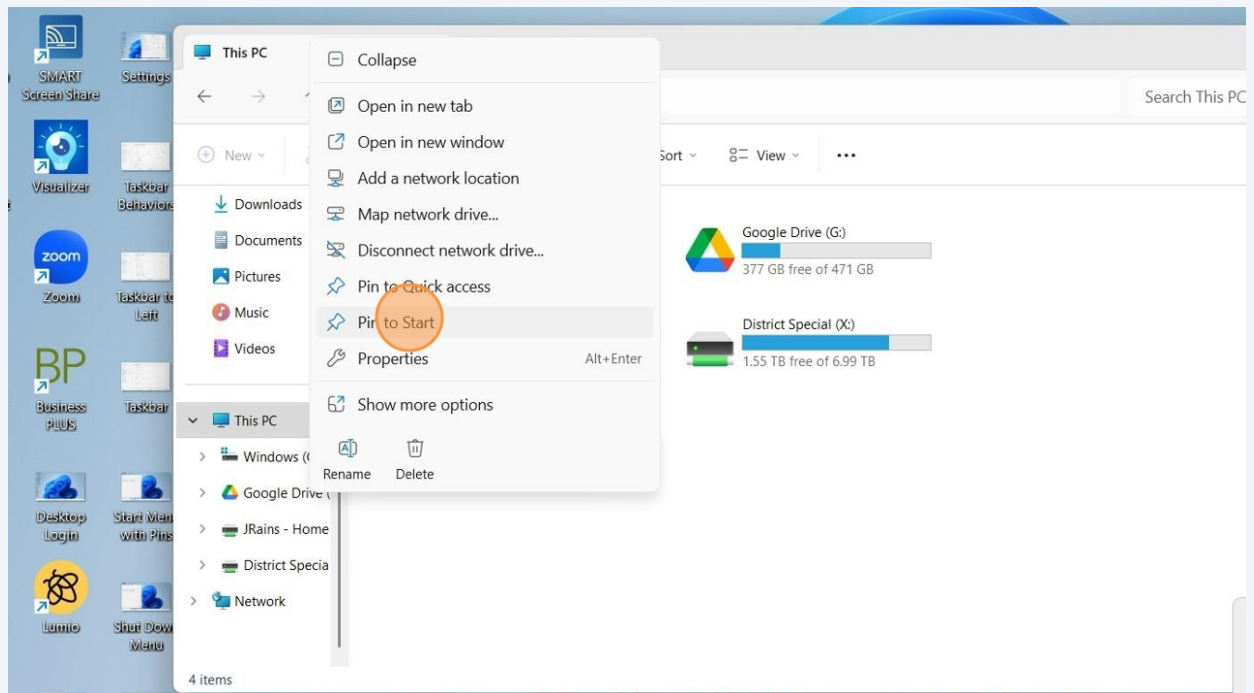
If your H: Drive does not appear, try restarting your computer.

Pinning "This PC" Shortcut to Your Start Menu

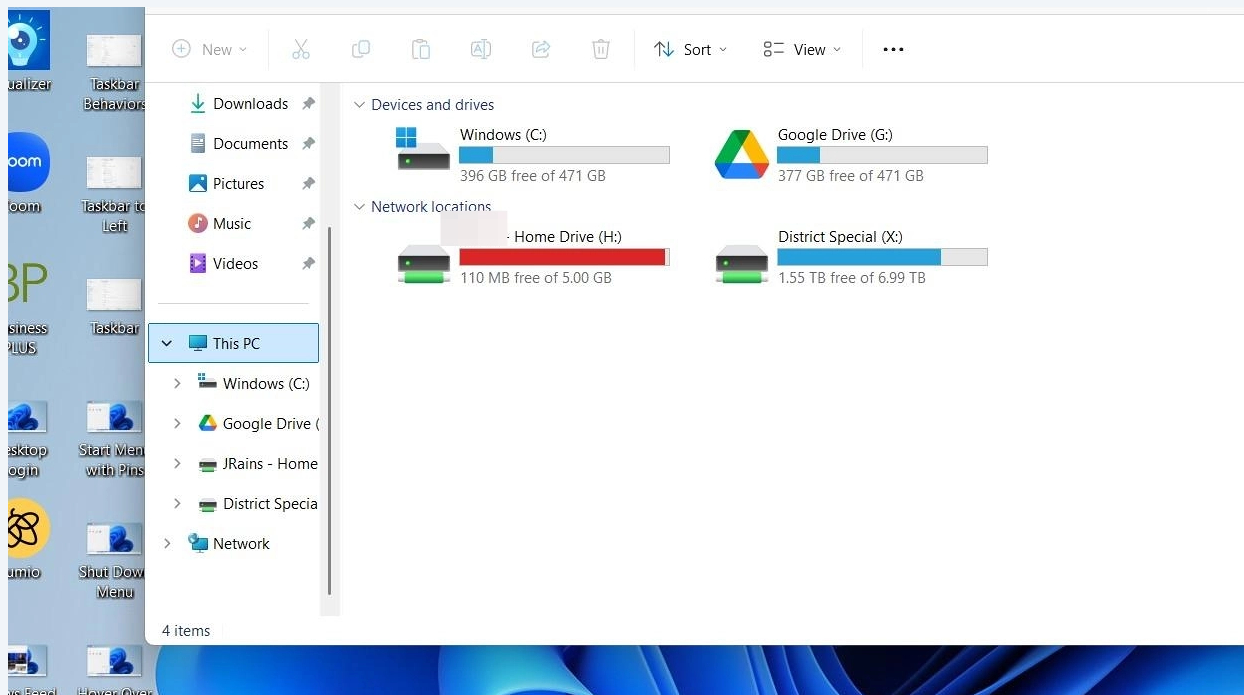
4 To pin this as a shortcut, right click "This PC"



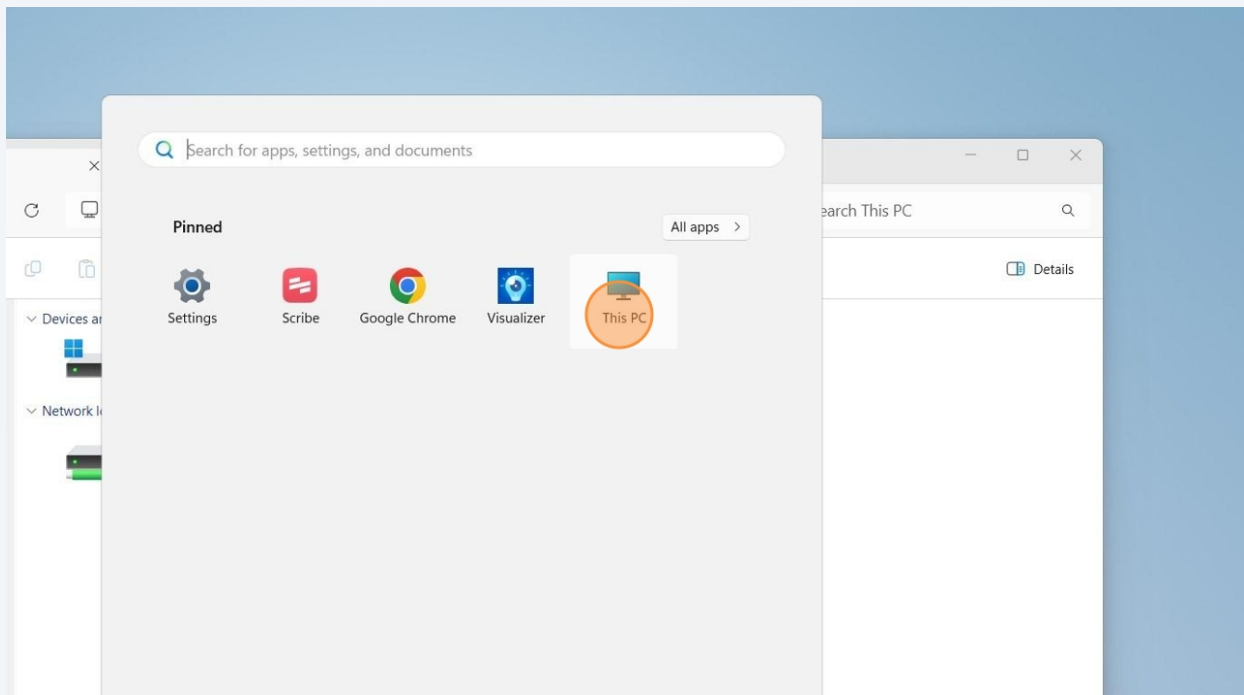
5 Click "Pin to Start"



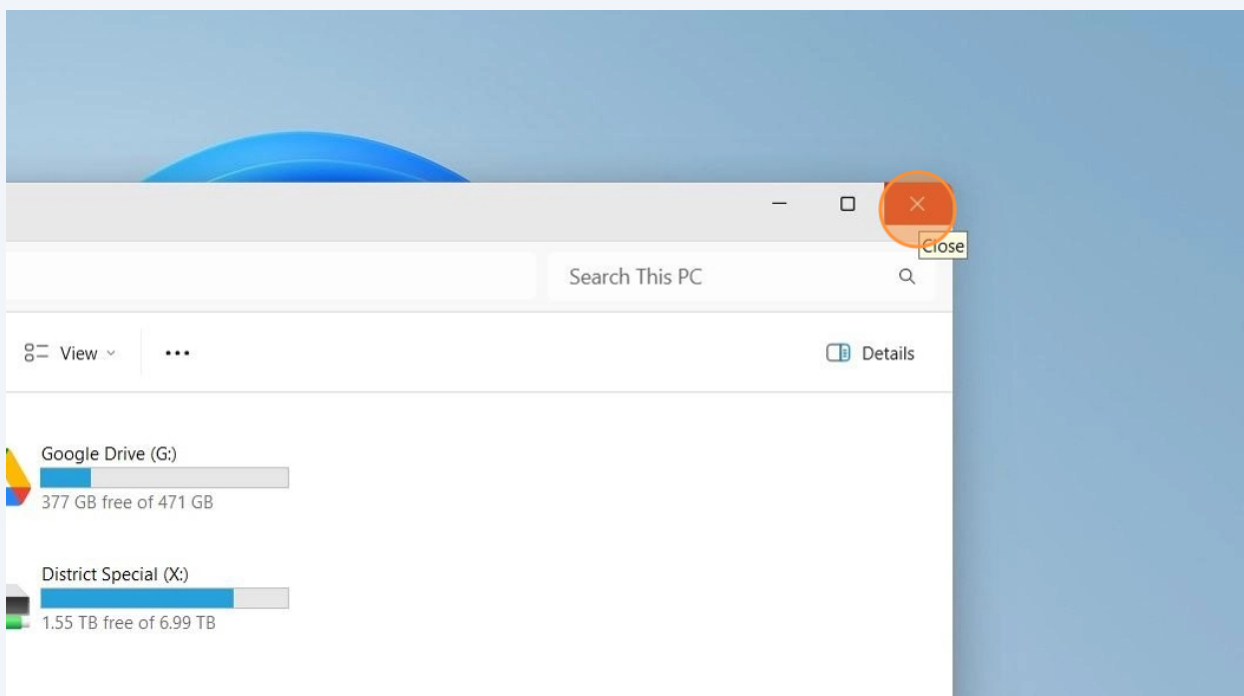
6 To check and make sure your shortcut pinned, click on the Windows icon



7 "This PC" should now be available in your start menu



8 Click "Close"



9

If you experience any issues, please fill out a tech ticket at <https://rochester.incidentiq.com/> and someone from our Tech Team will get back to you as soon as we are able.