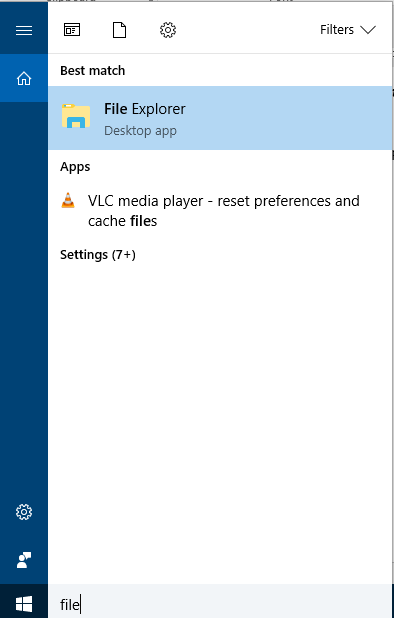
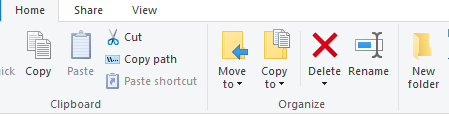
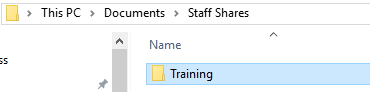
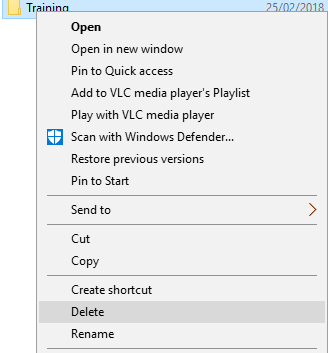
***File Structure Learner Guide***



1. Open File Explorer by typing the name into the Search Windows bar at the bottom of the screen
2. Navigate to where you want the folder structure created, for example, Documents, Staff Shares
3. To create a new folder, click on New Folder from the Home ribbon, alternatively, right click and select New Folder
4. Type the folder name then press Enter



1. To rename or delete folders, right click on the folder to see folder options