

Don't blow up your computer!



Do you know where your stuff is?

What if you lose a shortcut on your desktop (it happens) or you want to know where you are archiving your email could you find the folder without the shortcut. What if you get a new work station and you have to find a network folder. Could you do that?

Here's my thought. It is **your** stuff, important stuff, you need to know this. How can we do that?

One way is to go to file explorer and look at how your files are set up.



Here is an example... I can see where my user folder is...how I know that. Look at the pinned folder that has [\\v-tc-tra-](#) etc. in the name. The fact it has two back slashes tells me it is a server, tc means tribal center and then down the line is Users. There's my stuff.

It shows up in my frequent folders and I have some of them pinned so they are even easier to access. The important thing is if I lose a shortcut on my desktop I can go to my stuff.

If you want to learn about this and more, like where is my email getting archived to give me a call and we can talk about this.

I think knowing where your stuff is actually an essential computer skill to be able to do your job effectively.

It is like having this great file cabinet filled with essential documents but not even knowing where the cabinet is located....and don't get me started on Back up, Back up, Back up.

