

Navigating the File Manager

- ⇒ To view personal folders and files, click **My Files**.
- ⇒ To view the contents of a folder in the left frame, click its **Expand** icon. The folder opens, displaying the contents.
- ⇒ To view the contents of a folder in the right frame, click the linked folder name. The folder opens, displaying the contents.
- ⇒ Sort your view of the files by clicking a column title. For instance, sort by **the Last Modified** column to view a chronological listing of when files last changed.