

## **CLEAR FILE EXPLORER'S HISTORY OF RECENTLY USED FILES AND FOLDERS**

By default, File Explorer remembers all the files and folders that you've accessed and displays them in different places, like in Quick Access. If you want to clear your history of accessed files and folders, open File Explorer (Windows +E) and follow these steps:

1. Click File. The File menu appears.
2. Click *Change Folder and Search Options*. The Folder Options window appears.
3. In the third panel from the top (Privacy), click on the *Clear* button.
4. Click OK.