

Notes on Meeting, 22/10/2021

Last meeting: We reviewed the (voluminous) [notes from last meeting](#) - there were no particular matters arising (I've now deleted the files mentioned from Dropbox)

Since the last meeting, we'd had an interesting exchange on [our forum page](#) about Gmail and problems with attachments.

New items:

1) In preparation for the meeting one of our members had raised a question about storage folders, how to organise and use them to the best advantage.

- We used 'Windows Explorer' (or File Explorer as it is now called) to delve into this.
- Having shown that pressing the Windows key +E opens a fresh window, we looked at how to reveal the 'Navigation Pane'. This is the most important route to see what is where on your machine,
- Were able to explore all the viewing options and see how easy it was to move files and folders around and hence copy/paste/drag to move to get files into the appropriate folders.
- The basic steps are illustrated in the attached PDF.

2) Windows 11

- We had a discussion about the recently launched Windows 11
- Microsoft's requirements for Windows 11 mean that unless you have a very recent PC or laptop, you won't be able to upgrade.
- You can check for compatibility - just search on line for the 'Windows Health Check' app and run the downloaded msi file.
- You may not even have to do that as Microsoft has 'forced' the app with recent Windows 10 updates, so you may see it appear unbidden.
- Either way, you are almost certain to be told that your machine is not compatible and the reasons why.
- Those present saw no need to upgrade any time soon.

Next Meeting.

Agreed, Friday 17th December, 3 pm

Peter