

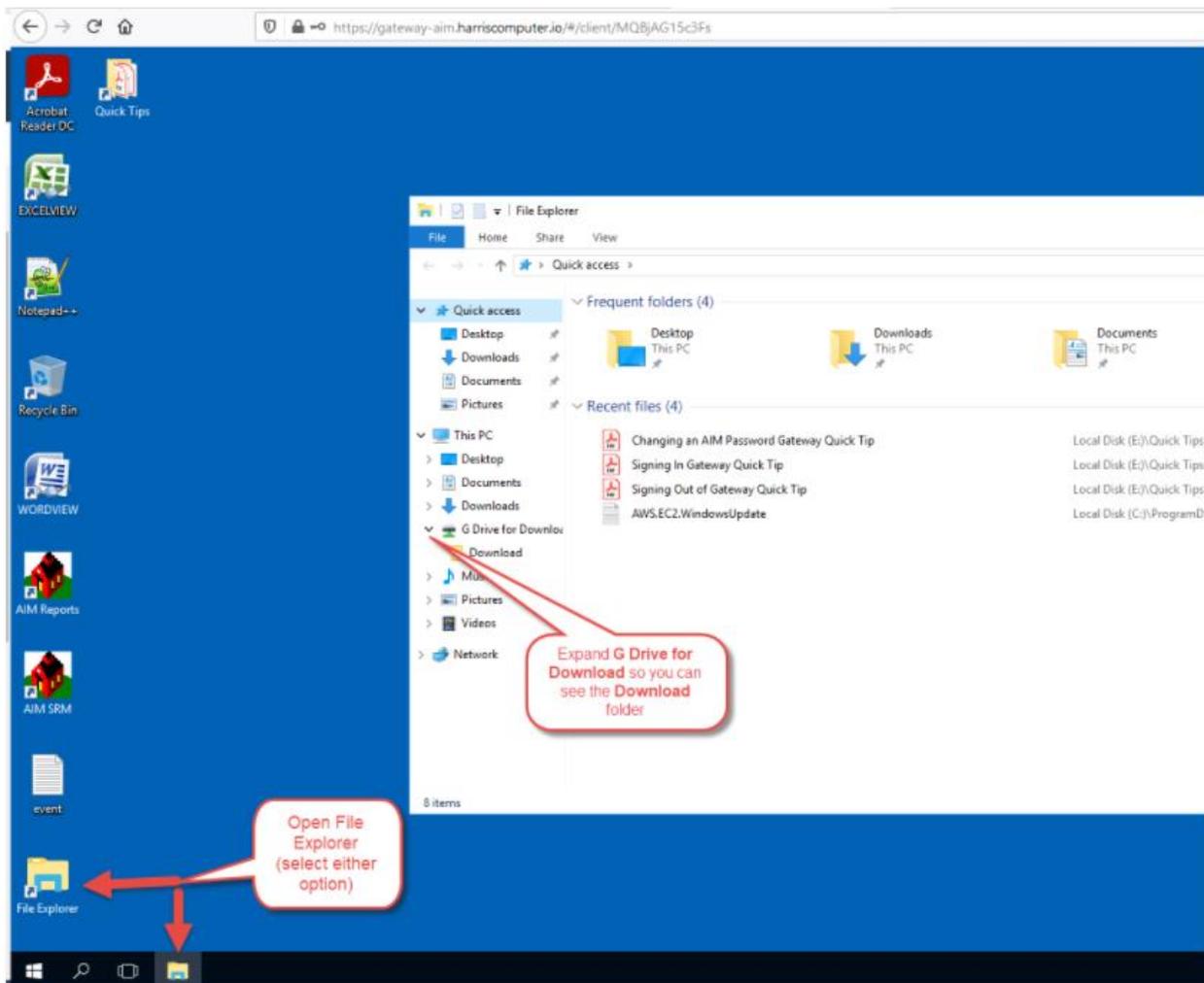
# How to Download Files Using Gateway Desktop

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## Downloading files from AIM to Local Computer

1. Click to open the yellow **File Explorer** folder on either the Desktop or from the Task Bar)
2. Once **File Explorer** is opened > click to expand the **G Drive for Downloads** in the left tree so you can access the **Download** folder (or double click to fully open the **G Drive for Downloads** folder)



3. Once you can see the **Download** folder you can then select to either Copy/Paste or Drag/Drop the file **ONTO** the **Download** folder.

**DO NOT SELECT TO OPEN THE DOWNLOAD FOLDER**

4. This will then display a new Opening event.log box where you can choose **Open with** > click Ok and then you can save the document to your local computer.

