

How to use Storage Sense

Introduction

Storage Sense is a built-in feature in **Windows 10 and Windows 11** that automatically manages disk space. It runs quietly in the background, freeing up space by deleting unnecessary files and optimising storage without constant manual intervention.

How to configure and use:

1. Open Storage Sense Settings

- Press **Windows + I** to open the Settings app.
- Go to **System > Storage**.

2. Enable Storage Sense

- In the Storage section, find **Storage Sense** under "Storage management."
- Toggle the switch to **On**.

3. Configure Storage Sense (Optional but Recommended)

- Click on **Storage Sense** (the text, not just the switch) to open detailed options.
- Here you can:
 - Choose how often Storage Sense runs (every day, week, month, or only when disk space is low).
 - Decide what Storage Sense should clean up:
 - Temporary system and app files
 - Files in the Recycle Bin (choose how long they stay before deletion)
 - Files in your Downloads folder (choose how long unused files stay before deletion)

- Locally available cloud content (e.g., OneDrive files you haven't used recently)

4. Run Storage Sense Manually (Optional)

- In the Storage Sense settings, you can click **Run Storage Sense now** to clean up immediately.

5. Review Cleanup Recommendations (Optional)

- On the main Storage page, scroll down and click **Cleanup recommendations**.
- Windows will suggest files and apps you can safely remove to free up space.

Tips for Safe Use

- Review your Downloads and Recycle Bin settings to avoid losing important files.
- If you're unsure, set Storage Sense to only run during low disk space and avoid automatic deletion of Downloads.

Video Guide

If you prefer a visual walkthrough, here's a short video tutorial: [How to Activate Storage Sense in Windows 11 \(YouTube\)](#). **Click to go to YouTube**