

## Windows 10's File History APP

The APP automatically takes snapshots of versions of your files and stores them on an **external hard drive**.

You can access previous versions of a file

In Windows 10 to access this APP, open Settings and go to *Update & Security > Backup*.



Windows Update

Windows Defender

Backup

Recovery

Activation

For developers

## Back up using File History

Back up your files to another drive and restore them if the originals are lost, damaged, or deleted.

[Add a drive](#)[More options](#)

## Looking for an older backup?

If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.

[Go to Backup and Restore \(Windows 7\)](#)

Plug in your **external hard drive** and then in the Settings APP click the "+" next to *Add a drive*.

Choose the drive you want, and that's it.

An **on/off button** will now appear under a new heading called "Automatically back up my files."

**File History is now archiving your data.**



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Automatically back up my files



On

[More options](#)

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Click on *More options* to change File History's defaults.

By default, Windows 10's File History will back-up all the folders in your **User folder**.

To add other folders to File History, or to remove some, click on *More options* under the on/off slider and scroll down to "Back up these folders." From here, you can add a folder by clicking the "+" at the top of the list.

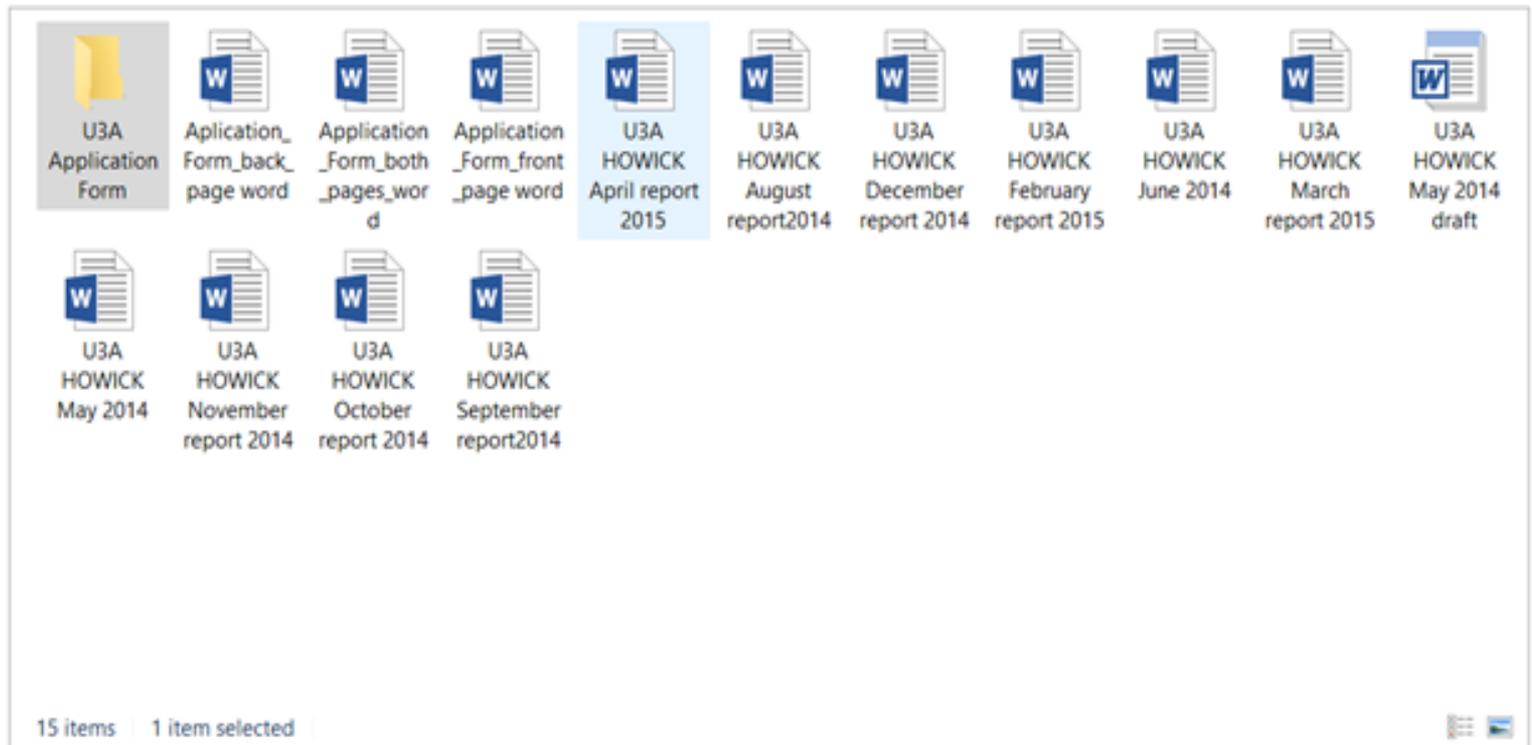
To remove a folder scroll down to find it, click on it to highlight, and then click the *Remove* button.

You can also select how often File History backs up your files—the default is **every hour— but can be as short as 10 minutes**.

You can set how long Windows stores previous versions.

Open File History – **Recover My Files** if you need to get to an older version use Recover Files

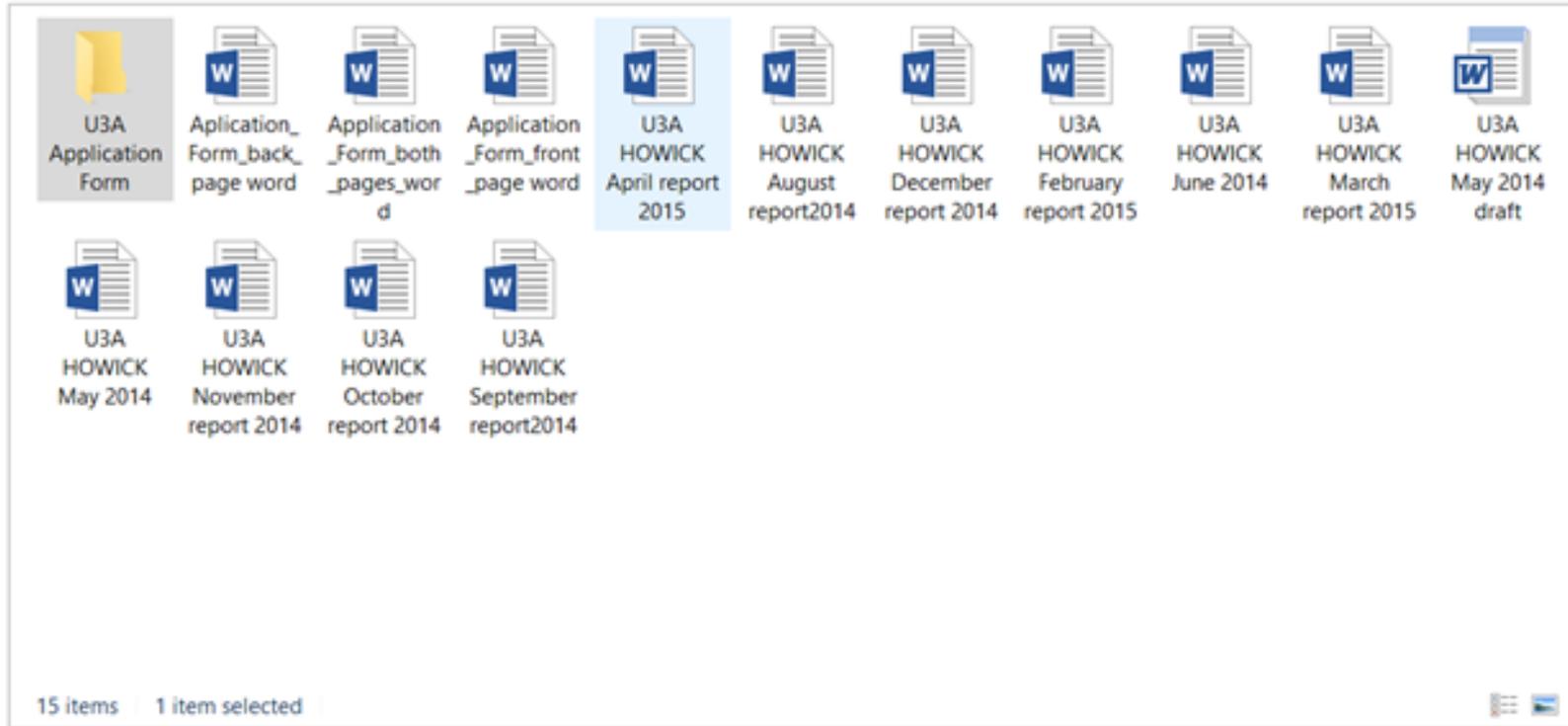
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Use the back / forward arrow near the green button to move to a version.

Then double click to open it.

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a neat new trick to access older versions of a file is to right-click the current version in **File Explorer**.

Select **Properties**. In the new window that opens

Select the **Previous Versions** tab for quick access to older versions of your file.

