

CHECK HOW YOUR STORAGE SPACE IS USED

Windows 10 includes a feature called Storage. You can use it to find how storage space is used on your computer. This information is useful because you know how the storage space is used and understand what you can delete to save some space. When displaying how your storage space is used, Storage splits things into the following categories:

- **System and Reserved:** This space is for files that Windows requires in order to run. Never delete system files even if you're running out of space.
- **Apps and Games:** These are the apps and games that are installed on your computer.
- **Pictures, Music, and Videos:** This is the space occupied by the files in your Pictures, Music, and Videos user folders and libraries.
- **Mail:** This is the space occupied by the Mail app for storing your email messages.
- **Maps:** This is the space occupied by the maps that you have downloaded.
- **Documents:** This is the space occupied by the files in your Documents user folder and library.
- **OneDrive:** This is the space occupied by the OneDrive folder and the files that you're synchronizing to the cloud.
- **Other Users:** This is the space used by other user accounts on your computer or device.
- **Temporary Files:** Includes temporary files that are generated by Windows or the apps that you're using.
- **Other:** These are unrecognized files and folders that can't be classified by Windows 10.

Their order isn't the same as the order of the preceding list. Windows 10 automatically sorts all these categories by the amount of storage space they take. Therefore, these categories are in a different order on your computer. When you open any of the preceding items, Windows 10 offers you different options for creating storage space in the item's category.

To find how the storage space is used on your computer, follow these steps:

1. Open Settings.
2. Click System. Your system settings are shown.
3. Click Storage. Now you can see the total storage space that's used on your computer.
4. Click This PC. Windows 10 takes a few seconds to analyze how your storage space is used.
5. Check each category and find how much storage space it uses.
6. When done, close Settings.