

TAKE ADVANTAGE OF THE TIMELINE FEATURE

The **Timeline feature** keeps track of every file you open and every web page you visit (while in Edge browser only). You still manage your current tasks and desktops as before, but now you can also access previous tasks up to 30 days later.

The Timeline should be enabled by default. However, if it is not:

1. Open Settings (Windows + I)

- *Privacy*

- *Activity History* on the left side of the window.

2. Then, look at the middle column of the *Activity History* window.
3. To be able to use the *Timeline* feature and everything it has to offer, you have to check the box that says “***Send my activity history to Microsoft.***”

Also, you have to select at least one user account to use with the *Timeline*. The *Timeline* will then record and show the activities that you performed while connected to that user account.

Although the Timeline feature is associated with Task View, it is not necessary to have the Task View on the Taskbar. Use the keyboard shortcut **Windows key + Tab** to activate the feature.