

PRINTABLE GUIDE

How to free up storage on Windows 11

Windows can show what is taking up space and help you choose what to remove.

Windows 11 | 1 min read | 6 steps

Before you start

- ☐ Check personal files before selecting them for deletion.
- ☐ Keep the previous Windows installation if you may need to return to it.

1. Check available space

Open File Explorer and select This PC. Check the free space under your drive.

- ☐ Done this step

2. Open cleanup recommendations

Open Start, Settings, System, Storage, then Cleanup recommendations.

- ☐ Done this step

3. Review the categories

Look through temporary files, large or unused files, files synced to the cloud, and unused apps.

- ☐ Done this step

4. Choose what to remove

Select only items you no longer need. Windows shows how much space your selections could recover.

Deleting the previous Windows installation removes your option to return to that version.

☐ Done this step

5. Run cleanup

Select Clean up for each category you want to clear. Check your free drive space again afterward.

☐ Done this step

6. Review automatic cleanup

For ongoing cleanup, open Storage Sense under Storage. Review its schedule and deletion options before enabling it.

☐ Done this step

Try it for yourself

Try the task with something you are comfortable changing. Stop if a message asks you to erase data or spend money.

☐ I tried the task.

My notes

Does Storage Sense clean every drive?

It works on the system drive, usually C:.

Will it automatically clear Downloads?

Storage Sense does not touch Downloads with its default settings. Review your chosen options.

Official help and the online guide

Microsoft cleanup instructions - <https://support.microsoft.com/en-us/windows/experience/storage-filemanagement/free-up-drive-space-in-windows>

Microsoft Storage Sense settings - <https://support.microsoft.com/en-us/windows/experience/storage-filemanagement/manage-drive-space-with-storage-sense>

Read online: <https://plaintechguides.com/guides/free-space-windows/>