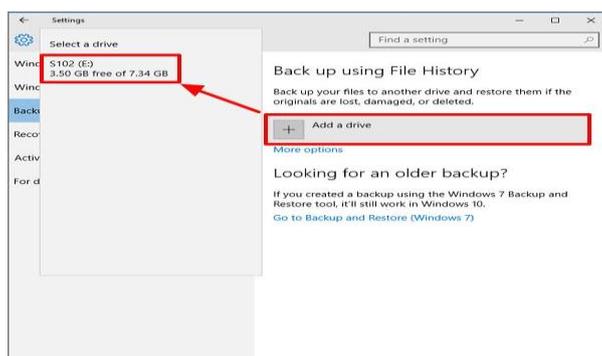
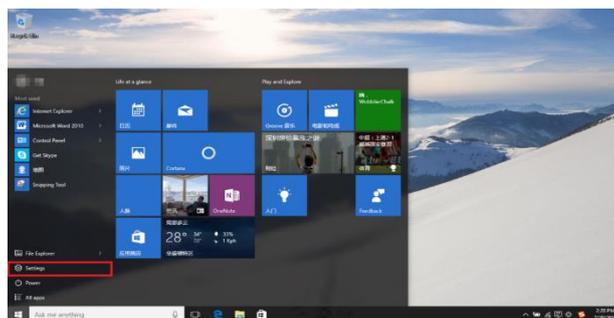


# How to Configure File History.

## To Configuring file history

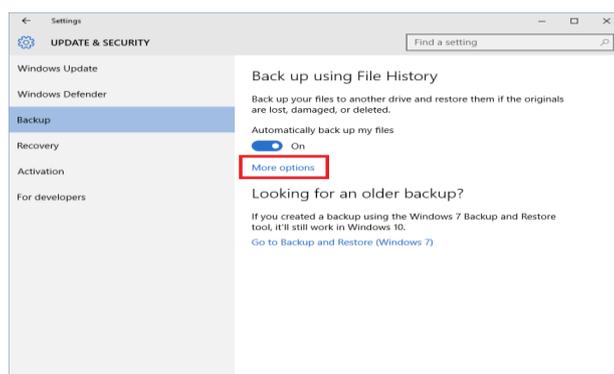
1. Select the **Start**  button, select **Settings**  > **Update & security** .



2. Select **"Add a drive"** button, then select the USB device.

3. Select **"More options"** to configure how frequently File History backs up, how long it keeps those backup copies, and (most importantly) which files it backs up.

File History automatically backs up your files every hour by default. But, you can select a different time here. You can choose once every 10 minutes, 15 minutes, 20 minutes, 30 minutes, 1 hour, 3 hours, 6 hours, 12 hours, or once per day.

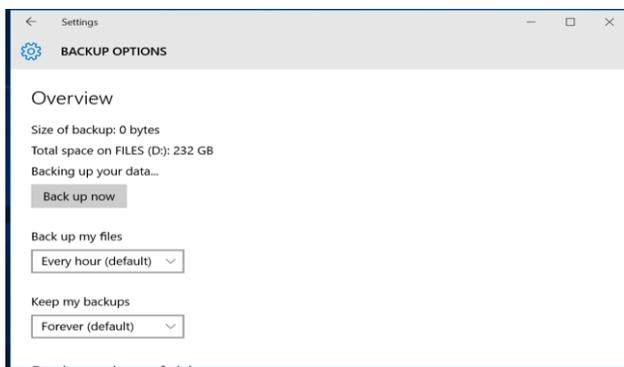
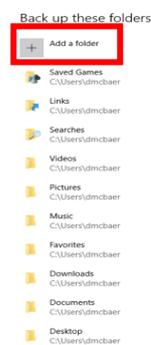


It will normally keep your backups forever, but you can have it delete them when they become one month, 3 months, 6 months, 9 months, 1 year, or 2 years old. You can also have File History automatically delete backups as necessary to make space on your File History drive.

By default, File History will back up important files and folders in your user account's home folder. This includes the **Desktop, Documents, Downloads, Music, Pictures, Videos** folders.

You can check the full list of folders in this window, and add more folders.

4. Select **"Add a folder"** and you'll be able to choose any folder on your computer to back up. You can also select a folder here and use the **"Remove"** button to prevent Windows from backing it up.



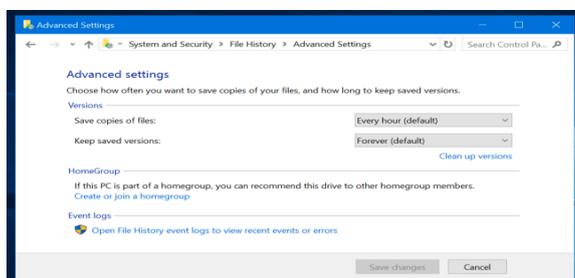
You'll also find an **"Exclude these folders"** section that allows you to exclude specific subfolders from being backed up. For example, you could have Windows automatically back up every folder in your Documents folder, but ignore one particular folder. In Windows 8, you'll find

this on the left-hand side of the File History window.

To start backing up to a different drive:

5. Select **“Stop using drive”** button. This allows you to stop backing up to your current drive and start backing up to a new one. The backups won't be deleted, but Windows can only be configured to back up to one drive at once.

The **“See advanced settings”** link here takes you to the Control Panel, which offers another interface you can use to configure File History.



6. Select **“Advanced Settings”** here and you'll find a few more options, including the ability to view recent errors in the **Event Viewer** and clean up old versions of files.