

THE TIMELINE FEATURE

The Timeline feature keeps track of every file you open and every web page you've visited (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.

We already have access to the Task View feature where we can check all the currently running apps and open files. Now with the Timeline, you can check the apps and web pages you were working on in the past. All your activities are listed by day and hour, and you can scroll down to check all your earlier activities.

If you select a specific day, you can then check the activities by the hour. You can also clear all your activity logs from a specific day or hour. This feature may quickly become your go-to method for opening files you were previously working on or sites in Edge you previously visited.

How to access the Timeline

The timeline feature is accessible via the keyboard combination of Windows key plus Tab. In addition, you can access the feature via the Task View icon on the Taskbar. Once enabled, this feature will keep track of what you had been doing on your computer, the files you access, browsers (Edge only), folders, apps and so on. The Timeline has your browser's history which keeps track of where you have been, and you can jump back immediately to that particular app or file from there.

Do you need to install it?

The Timeline should be enabled by default. However, if it is not, Open **Settings** (Windows + I), go to **Privacy** and then select **Activity History** on the left side of the window. To be able to use the *Timeline* feature and everything it has to offer, you have to check the box that says "*Store my activity history on this device.*" Also, you must 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.

How to use the Timeline feature

You can open the Timeline feature simply by clicking on the Task View icon from the Taskbar, which will be positioned to the immediate right of the search box. As mentioned earlier, you can use the keyboard shortcut *Windows + Tab* keys simultaneously to access the Timeline feature. If the Task View is turned off on your Taskbar, right-click on any blank space on the Taskbar and place a checkmark beside *show the task view button*.

You'll see your current activities in large snapshots across the top rows and then your previous activities in smaller snapshots below.

Scroll up and down to move through your Timeline or drag the selector on the right-hand side to open the view and see all of a day's activities by the hour.

There's also a way to see all the activities that happened in a single day. You need to click the *See all* link next to the date header. Your activities will be organized into groups by the hour to help you find tasks you worked on earlier in the day.

If you can't find the activity you're looking for in the default view, search for it. There is a search icon/box in the upper-right corner of Timeline if you can't easily locate the task you wish to restore.

Remove items from Timeline

The Timeline allows you to remove whatever you don't want it to remember. For individual files, you will have to right-click and choose to remove. If you want to remove a particular file listing particularly from a day, you can choose the option "clear from Earlier today" or "clear from yesterday" or "clear from a specific date.

You might want to remove a particular activity or even a whole group of activities from your *Timeline*. If you want to remove only one activity from your *Timeline*, you can right-click and then choose *Remove* in the contextual menu.

Similarly, if you want to remove a whole group of activities from your *Timeline*, navigate to that group, right-click and hold on any of the activities in the group, and then click on the option that says "*Clear all from [group name]*." For instance, if you want to remove all the activities in your *Timeline* today, you should click "*Clear all from Earlier Today.*"

Disable Timeline Feature

If you would prefer not to have your recent activity show up on the Timeline, go to Settings > Privacy > Activity history and turn the toggle switch off for your account under Show activities from accounts.

The timeline works better with Microsoft products or apps from the store. If you use Firefox or Chrome as your default browser, Timeline may not accurately track it. It will be the same with PDF readers or another category of software. Windows Store apps, however, are tracked properly.