

## How to UN-install Apps on Windows 10

Apps (or programs) can be installed on your Windows computer in many ways. Sometimes you find that you have apps or programs that you do not want – and you wonder how they got there in the first place. Many times an app (whether free or not) can come with hidden or disguised “free” downloaded apps. You may not even know you have them! So knowing how to safely REMOVE an app you do not want is very helpful. Here are the steps:

1. Find the name of the app you want to remove and **then “Ask Google” about that app.** There are many apps provided free with Windows and you probably should keep them whether you use them or not. Google will give you a good idea if the app you want to remove is really something you want to do. Remember some apps can NOT be removed, they are essential to Windows. It is always a good thing to check with Google if you have any doubts.



Windows START button



Windows SETTINGS icon

2. The easiest way to remove, or UNinstall an app is to left click on the Windows icon “start button” in the lower-left corner of your desktop, find the app you want to remove (they are in alphabetical order). A scrollbar is to the right of the list and will appear when your mouse is moved there if you need it. Now right-click on the app, then left-click on “Uninstall”. Note that some apps may be in a FOLDER (a folder icon symbol) that contains many apps. “Windows Accessories” and “Microsoft Office” are examples of folders that hold many apps.

3. OR you can get to you app list through the “Settings” menu – left click on the Windows start button, left click on the cog/gear wheel to open the “Settings”, then click on “Apps and features”. There are several other ways to get here. Just left click on the app then click on “Uninstall”.

### NOTES and COMMENTS

You may have an app – you know it must be an app – but it does NOT appear in your app list. This is a problem. Try asking Google about that app and how to remove it.

There are many other FREE tools (such as Glary Utilities, Ccleaner, etc.) that will also allow you to remove an app. I have no knowledge if they do a better or worse job than Windows.

If you delete an app and then change your mind, you can always download it again.

If you delete an icon you are NOT deleting the app, only the icon or “shortcut” to using the app. When deleting or removing an app you will see the word “uninstall”.