

Windows laptops & PCs | Easy | 2 min read

How to uninstall programs you do not need

Removing programs you no longer use frees up space and can make your laptop run better. Windows has a safe built-in way to do it.

Quick fixes to try first

- Close the program first and save any work.
- Decide whether you really want it gone. Some programs, such as security software or things from the laptop maker, may be needed. If unsure, leave it.
- Make sure you have any licence key or sign-in details in case you want to reinstall it later.

Step by step

1. Open **Settings** by pressing the Windows key and I together.
2. Windows 11: choose **Apps**, then **Installed apps**. Windows 10: choose **Apps**, then **Apps & features**.
3. Scroll through the list, or use the search box to find the program.
4. Windows 11: click the three dots beside the program, then **Uninstall**. Windows 10: click the program, then **Uninstall**.
5. Confirm, then follow the on-screen prompts. A few programs open their own window and ask questions. The safe answers are usually **Next** or **Uninstall**.
6. Restart the laptop if it asks you to.

You can sort the list by **Size** to find the biggest space users.

If that did not work

- If the **Uninstall** button is greyed out, it is a part of Windows and cannot be removed this way.
- If you see an error, restart and try again.
- Do not drag program folders to the Recycle Bin. That does not remove them properly.
- If a program seems to come back, it may have an update tool, or another program installed it.

Be careful of pop-ups telling you to remove programs because of a virus. Those are often scams. Only use Settings.

When to get more help

Stop and email us if you are not sure whether something is safe to remove, a program will not uninstall, unfamiliar programs have appeared that you did not install, or your browser keeps showing strange adverts. Tell us the names of the programs.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.