Disk Cleanup

1. Click on the My Computer Icon on your Desktop
2. Right-click on the System C: drive
3. Select Properties from the drop-down menu.
4. A new window will open. From the General tab, click on the “Disk Cleanup” button.
5. A new window will open taking a few minutes to calculate how much space you can clean up.
6. The next window will appear. Go ahead and check all of the boxes (scroll down to make sure you get them all).
7. The system will double-check with you to ensure you want to perform these actions. Click Yes.
8. The system will process the Disk Cleanup.
9. Then you can click OK.