

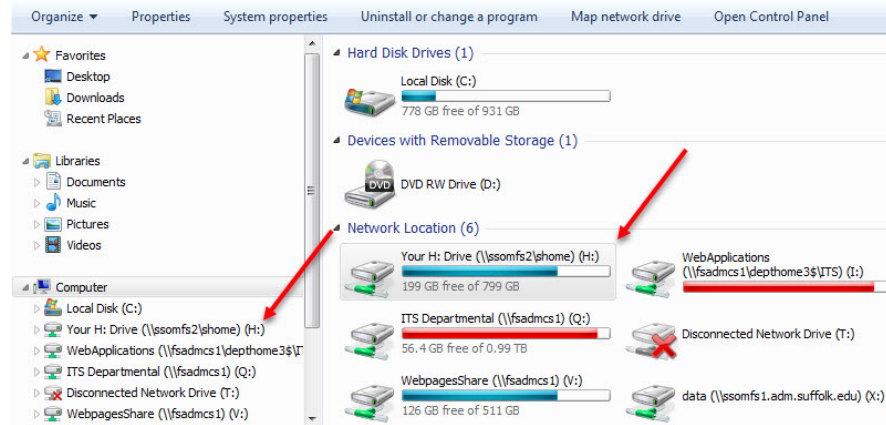
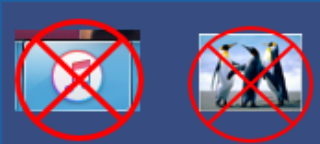
## May Topic: Spring Cleanup

### *Clean up your Home Folder (H: Drive):*

- 1.) Navigate to your H: drive from your “Computer” folder
- 2.) Open your H: Drive and then simply delete any unnecessary or duplicate files.

We encourage users to store their university-related content on network (H:) drives, we ask that you be aware of space limitations and clean up any files you no longer need.

***All personal photos and music should be stored on your own personal devices.***



DON'T FORGET TO CLEAN UP EMAIL AS WELL: SEE JANUARY TECH MATTERS:  
[http://www.suffolk.edu/documents/ITS\\_TechMatters/TechMatters\\_Jan2018.pdf](http://www.suffolk.edu/documents/ITS_TechMatters/TechMatters_Jan2018.pdf)

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### *Additional Spring Cleaning tips*

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When **shutting down, locking, or logging off** your machine, be sure to **CLOSE** out of all applications and documents.

Documents do NOT get backed up if they are open. This includes Email – Be sure to Exit Outlook

ITS recommends restarting your office desktop or laptop once a week. This runs important windows and office updates, as well as reset some application configurations

All users who travel with a laptop, be sure to connect to the on-site network monthly and restart to run any pending updates.

Please send all questions, comments or suggestions to the Service Desk: Phone: (617) 557-2000  
Email: [servicedesk@suffolk.edu](mailto:servicedesk@suffolk.edu)