

# Spring Cleaning Your PC and Email

Mendlesham Computer Club

By Giles Godart-Brown

## Why Spring Clean?

- Faster performance, only run the things you need
- Free up storage
- Better security - check Anti-Virus
- Make it easier to find files and emails

## Step 1: Remove Unused Software

- Uninstall programs you no longer use
- Remove old toolbars and bookmarks
- Restart after major clean-ups

## Step 2: Clean Up Files

- Empty the Recycle Bin
- Delete temporary files e.g. Browser cache
- Remove downloads
- Archive old documents e.g. to Memory stick

## Step 3: Organise Your Documents

- Create clear folder structures
- Use meaningful file names
- Archive completed work

## Step 4: Update Your System

- Install operating system updates
- Update browsers and applications
- Keep antivirus software current

## Step 5: Security Check

- Run a malware scan
- Enable multi-factor authentication where possible

# Email Spring Cleaning

- Delete unwanted messages
- Empty Deleted Items and Junk folders
- Unsubscribe from unwanted newsletters

## Organise Your Inbox

- Create folders or labels
- Use rules and filters
- Archive older emails

## Managing Attachments

- Save important attachments to folders
- Remove large attachments from old emails
- Use cloud storage when appropriate

## Backup Important Data

- Use an external drive or cloud service
- Test your backups
- Keep multiple copies of critical files

# Questions & Discussion

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