

# Computers, Servers, and Printing

## My workstation's hard drive is full. How can I free up space on it?

There are several methods to free up hard disk space:

1. Empty the recycle bin.
  - Right click on the **recycling bin** on the desktop and press **Empty Recycle Bin**.
2. Perform a disk cleanup:
  - Press the Windows key or click on the start menu.
  - Start typing **disk cleanup** and press enter.
  - Select the files you wish to delete.
3. Change how much mail to keep offline (Outlook, Windows 10).

Click File > Account Settings > Account Settings.

- Select your Exchange or Office 365 account, and then click **Change**.
  - Under Offline Settings, move the slider to 3 months. Note - this will not delete the existing emails, only prevent copies from being held past 3 months.
  - Close and restart Outlook.
4. If the hard drive is still close to being full, please contact [ithelp@glendon.yorku.ca](mailto:ithelp@glendon.yorku.ca)

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