



Spring Cleaning



Save attachments and emails in Outlook to your “Z” drive or MY DOCUMENTS folder. (Make sure you choose your Z drive or MY DOCUMENTS folder!!!)

Select: File - Save or Save Attachments - My Documents

You may want to create a folder called EMAIL MESSAGES in your MY DOCUMENTS folder.

DO NOT SAVE YOUR FILES IN FOLDERS WITHIN OUTLOOK!

Keep your INBOX messages to a minimum. Messages containing attachments are very large in size. These messages will fill your INBOX quickly. Either save or delete your messages often. Don't forget to delete your email messages from your SENT ITEMS folder.

Remember when you delete a message it goes to the DELETED ITEMS folder. This folder must be emptied also.

Select: Tools - Empty deleted items folder

“Z” Drive

Your home directory is your “Z” drive. Your MY DOCUMENTS folder is in your “Z” drive. It is really helpful to organize your files and information into separate folders within your “Z” drive.

Select: File - New - Folder

Delete any old files that are outdated. Backup your “Z” drive on to a CD or memory stick. Save previous years files onto a CD or memory stick for future reference.

Remember photos and music files use lots of memory.

Internet Explorer

Delete any unnecessary favorites. The more favorites you have saved the longer your log on time will be.

Select: Favorites - Right click on the favorite - Delete

Remember, you can request to add additional links to our South Country Elementary Kids Picks page. The request form to add additional links can be found on the “For Staff” tab located on your elementary building's webpage.