

Computer Maintenance (Quick)

1. Doubleclick MY COMPUTER
2. Rightclick C: Drive
3. Click Disk CleanUp – do not check boxes for downloaded programs, compress files
4. When finished, click Tools and click Error-Correcting. It will give you a message that it can't do that task now, would you like to schedule it for when you restart. Say YES. And restart the computer. This may take a couple of hours.
5. When Error-check is finished, click Defragmenter and allow to run even if it says it does not need it.

Before doing computer maintenance clean up all old mail, deleted mail from email boxes.

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