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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