

## **Start the semester off right with a clean and efficient digital workspace** <sup>[1]</sup>

August 30, 2024 by [ES and UIS Communications](#) <sup>[2]</sup>

The new semester is a great time to declutter your digital workspaces. Clearing out the old to make room for the new will help your devices run more smoothly and make it easier to find your crucial files and programs.

Here are some suggestions for refreshing your digital workspace.

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### **1. Declutter your digital desktop** <sup>[3]</sup>

We've all been there. You get into a flow state while working and don't want to interrupt your pace by sorting through folders to find the exact right place to save your file. Over time, though, your desktop can become cluttered with dozens of files, documents and shortcuts, making navigation and access harder to manage. Follow these steps to clean up your desktop and easily organize your device's most visible landscape.

### **2. Archiving emails in Outlook** <sup>[4]</sup>

Archiving emails is a great way to hold on to messages that you might need to reference later down the line.

### **3. Ensure that your work is backed up to OneDrive** <sup>[5]</sup>

Unexpected hardware failures and data loss can happen to anyone. Confirming that your files and documents are backed up to OneDrive ensures you won't be left scrambling to recover important data that could be lost in the event of a hardware or service failure.

### **4. Improve laptop performance by deleting temporary files** <sup>[6]</sup>

Too many temporary files can consume valuable storage space. If you're running low on storage space, consider deleting your temporary files to free up space and memory. You can choose to delete some or all the temporary files, but the process is different depending on the make of your device.

We hope these tips set you up for a great fall semester!

computer help <sup>[7]</sup>

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