

Clearing Storage Space on your Hard Drive: A Simple Guide

This guide will walk you through three easy steps to free up space from the hard drive of your University device - performing a disk cleanup, uninstalling unused applications, and tidying up locally saved OneDrive files.

We would always recommend that you store important documents within your H drive, shared drive or OneDrive rather than on your hard drive. Further guidance on data storage can be found in [Toolkit](#).

1. Performing a Disk clean-up

A disk clean-up helps remove temporary files, system files, and other unnecessary items that take up space. Here's how to do it:

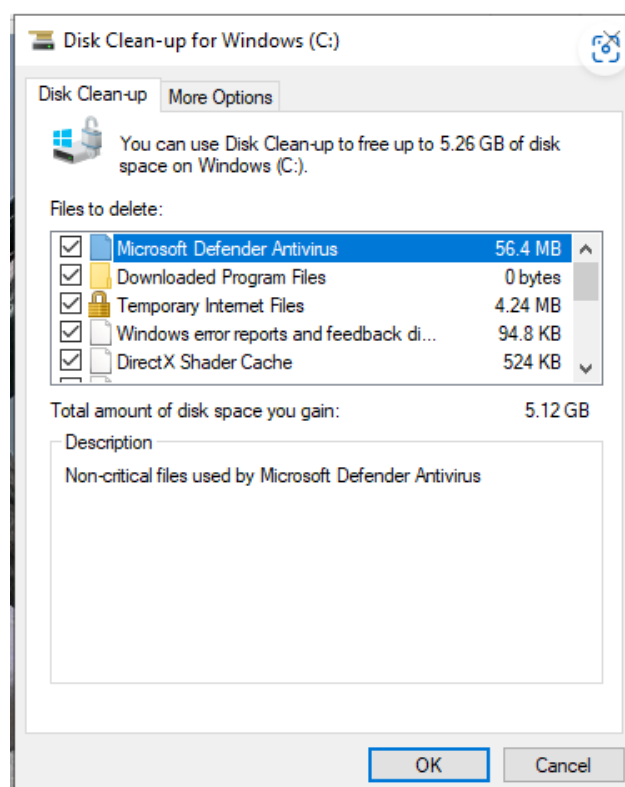
1. Open Disk Clean-up:

- Press the **Windows key** on your keyboard or click the **Start** button.
- Type **Disk Clean-up** in the search bar and select it from the results.

2. Select the Drive:

3. Choose the drive you want to clean up (usually C:) and click **OK**

- Once the scan is complete, you'll see a list of file types. Check the boxes next to the types of files you want to delete (e.g., Temporary files, Recycle Bin).



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- Click **OK**, then **Delete Files** to confirm.

2. Uninstalling Unused Applications

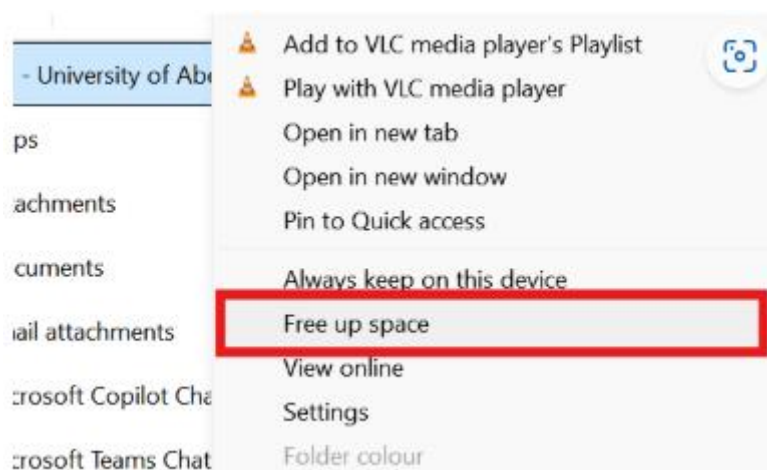
Unused applications can take up a lot of space. Here's how to remove them:

1. In the search bar, type **Control Panel**, then click on it when it appears
 - Click on **Programs**.
 - Then click **Programs and Features**.
2. You'll see a list of installed applications. Scroll through and find the ones you no longer need or ones where you have multiple versions installed, then:
 - Click on the app to highlight it.
 - Click the **Uninstall** button at the top of the list.
 - Follow any on-screen prompts to complete the uninstallation

3. Tidying Up Locally Saved OneDrive Files


OneDrive can sync files to your computer, which can take up space. You can manage these files to free up space:

1. **Open OneDrive:**
 - Click the yellow **File Explorer** button on your task bar.
 - Open the OneDrive folder in Windows Explorer and then right-click it, then select 'Free up space'.



When you **right-click a file or folder in OneDrive** (on Windows File Explorer) and select "**Free up space**", here's what happens exactly:

What it does:

- **Removes the local copy** of the file or folder from your device.
- **Keeps the file stored in the cloud** on your OneDrive account.
- In File Explorer, the file will still be visible with a  **cloud icon**, indicating it is **online-only**.

If you open the file again, it will be **downloaded** from the cloud on demand.



- You must be **connected to the internet** to access or open a file that has been "freed up".
- The file is **not deleted**—just removed from local storage.

If you require further assistance please contact the IT Service Desk:

Login to MyIT: <https://myit.abdn.ac.uk>

Email: servicedesk@abdn.ac.uk