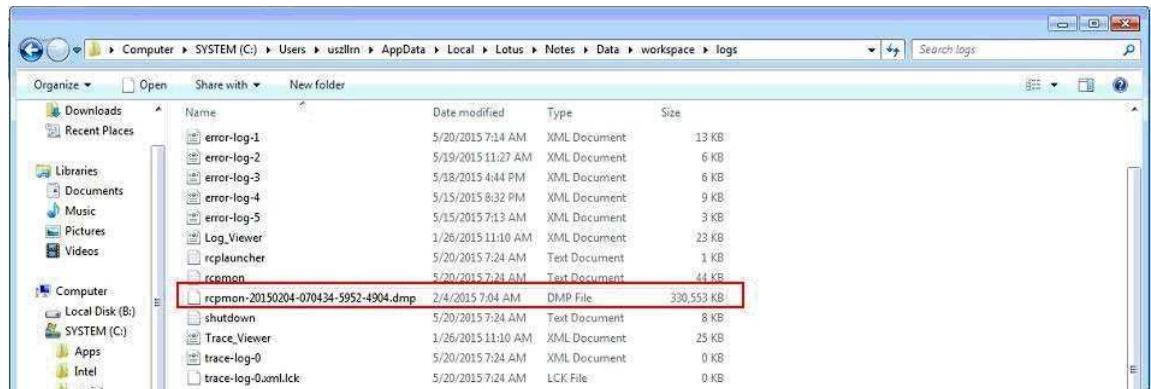


C Drive Running Out Of Space / Disk Cleanup

1. Delete temporary files, go to the C:\Users\AZCORP ID\AppData\Local\Temp or you can access this by %temp% from windows explorer. Once in the folder delete all files from this location, any files that do not delete, just skip.
2. Delete DMP log files from Lotus Notes directory. C:\Users\AZCORP ID\AppData\Local\Lotus\Notes\Data\workspace\logs



Run Disk Cleanup utility



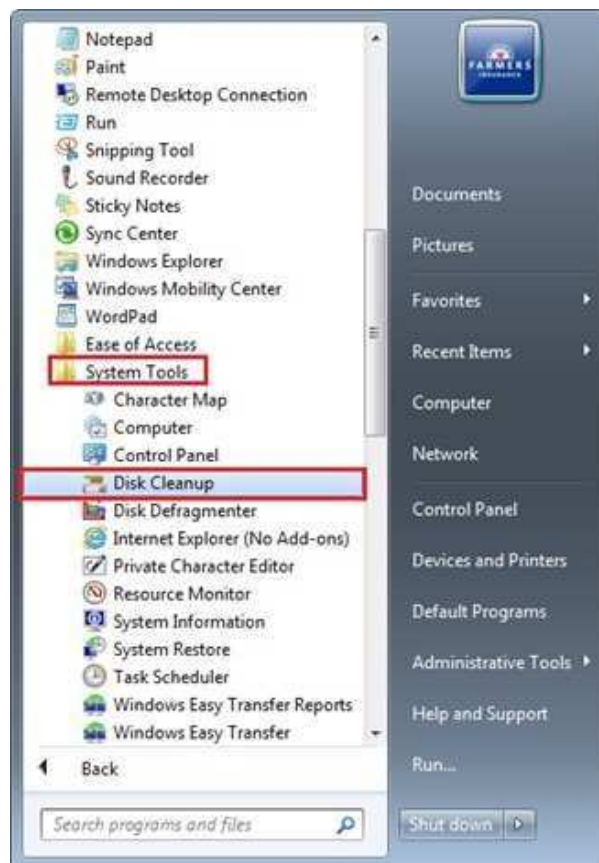
1. Click on the START Icon:
2. Then click on All Programs:



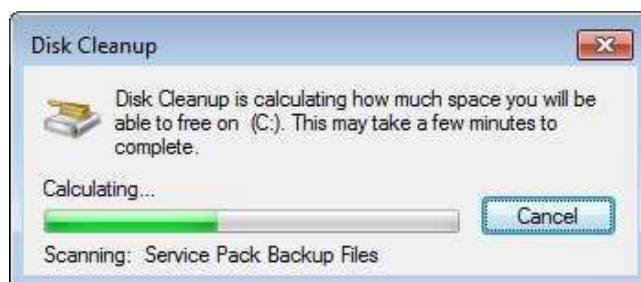
3. Navigate to Accessories folder
4. Then click on System Tools folder:



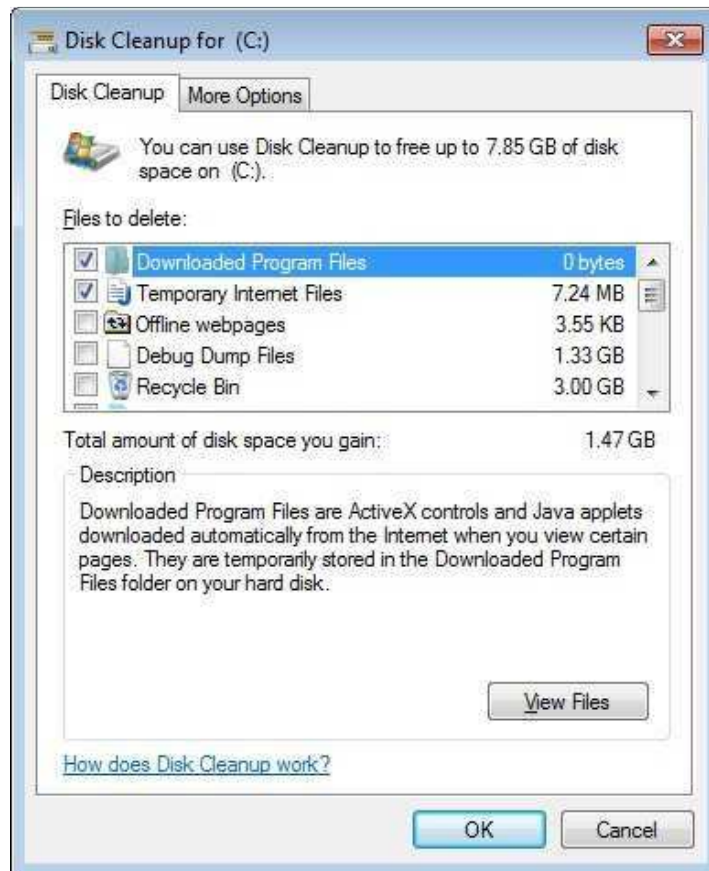
5. Once in System Tools, click **Disk Cleanup**



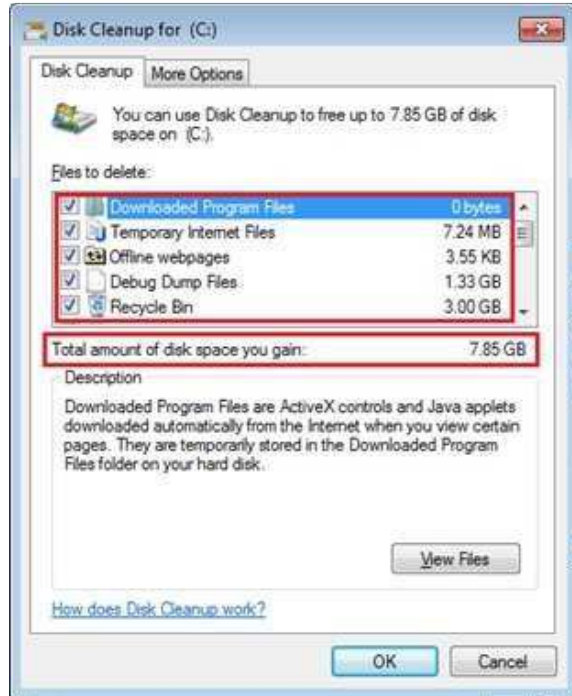
6. Please wait for Disk Cleanup to start loading



7. This is how the Disk Cleanup application will look like once it opens up.



8. Please select all of the options



Note: If selected, all files in the Recycle Bin will be permanently deleted.

9. Click the OK button to proceed



10. Depending on the amount of data to be cleaned up, this process can take up to 10 – 15 minutes.

