**CAROLINAS COLLEGE OF HEALTH SCIENCES**

**Is your Computer running slow?** Follow these processes to improve your computer's performance.

## I. Clean all Temporary Files

1. Click the **Start** button at the bottom left.

2. Type in and click **Disk Cleanup**.

3. Check **"Temporary files"**.

| ☑ 🗋 Temporary files | 219 MB |
|---|---|

4. Click **OK**.

5. Click **Delete Files**.

## II. Clean your Desktop by putting old files into the Recycle Bin

1. **"Right Click"** and click **Delete** on any desktop file you no longer need.

2. Click **Yes**.

## III. Empty Recycle Bin

1. **"Right Click"** on the **Recycle Bin** icon and click **Empty Recycle Bin**.

## IV. Delete Internet Cache/Cookies on your Browser (Internet Explorer, Chrome, Mozilla Firefox)

### A. Internet Explorer

1. Open up Browser.

2. Press **"ctrl+shift+delete"**.

3. Click the button **Delete**.

## B. Chrome

1. Open up Browser.

2. Press **"ctrl+shift+delete"**.

3. Click the button **Clear Data**.

## C. Mozilla Firefox

1. Click the menu button ☰ and click **Preferences**.

2. Select the **Privacy & Security** panel.

3. In the **Cookies and Site Data** section, click the **Clear Data** button.

4. Click the **Clear** button.

## V. Check for Updates

1. Click the **Start** button at the bottom left.

2. Type in and click **Windows Update**.

3. Click the **Check for Updates** button.

4. If there are updates, click the **Install Updates** button

5. Check off "**I accept the license terms"** and click the **Finish** button.

6. Install Updates and restart.