

Optional Disk Cleanup

Scope: SO, CCC	Revision Date: 12/13/2018
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1. Introduction

Spirion's performance can be improved by removing unnecessary and/or temporary files from your workstation. The Spirion client's utility for cleaning the system should be used initially unless there is a reason not to use it. The procedure for using the utility is documented in the [Introduction to the Spirion client](#) document.

If the Spirion system cleanup utility cannot be used for some reason (i.e. McAfee Application Control is installed on your workstation and is preventing the Spirion client from removing the temporary files), then you may use this optional procedure to clean the temporary files using non-Spirion tools if it is allowed to be run by you. You may need to work with your local IT department.

2. Intended Audience

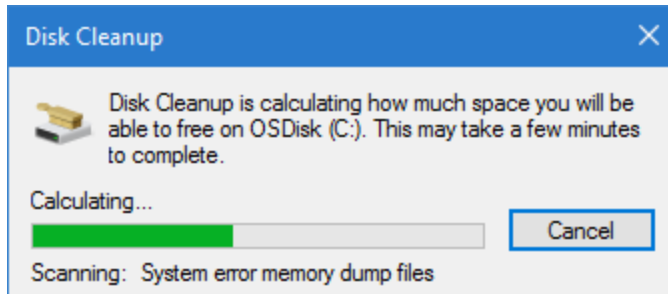
The intended audience for this procedure is:

- System Office and CCC

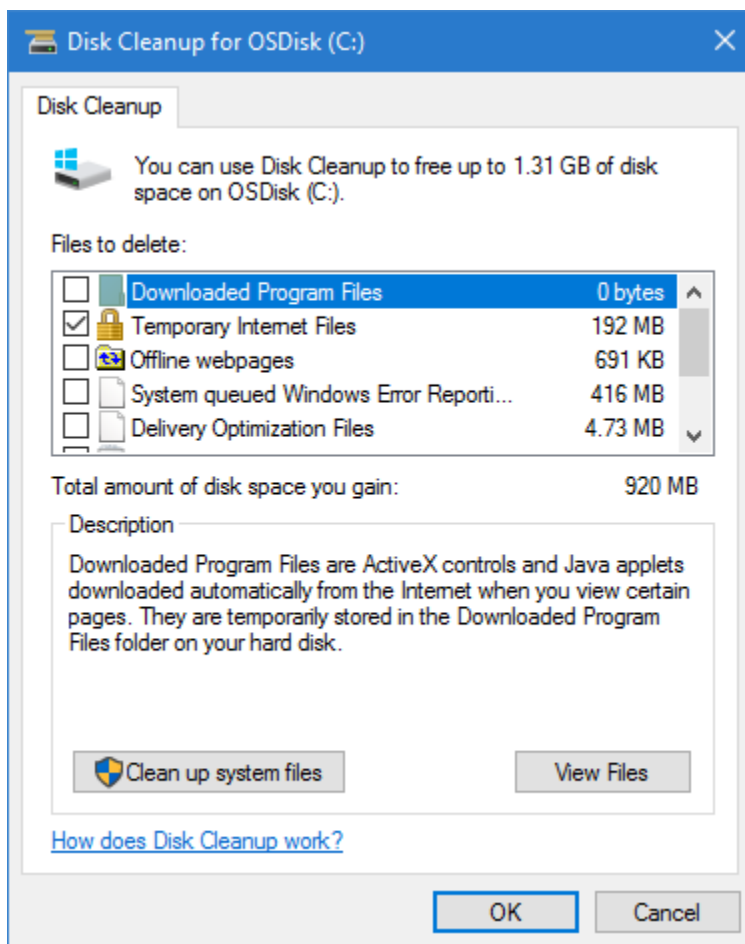
3. Procedure

NOTE: This procedure is documented for Windows 10 only.

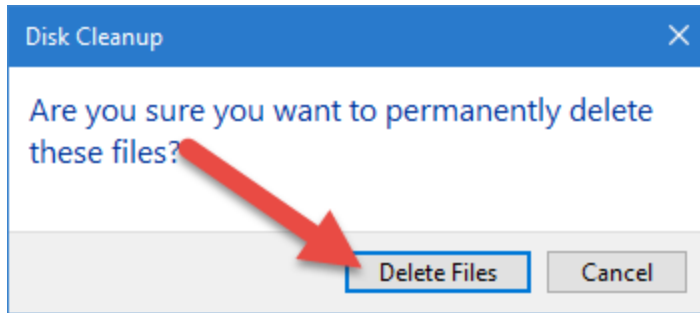
1. Run the Windows Disk Cleanup program by right-clicking on Start, selecting Run and entering **cleanmgr**. This will start the Disk Cleanup Utility. Wait for the Disk Cleanup Utility to perform some calculations:



2. When the Disk Cleanup Utility completes the calculations, verify only the following boxes are checked: Temporary Internet Files, Recycle Bin, Temporary files and then click the **OK** button:



3. Click the **Delete Files** button to perform cleanup and wait for the disk cleanup to finish (it could take a while depending on how much it is cleaning):



4. Once the disk cleanup completes, you may need to clean two additional areas:
 - If searching email, open Outlook and empty the Deleted Items folder.
 - Open your default web browser and clear your cache and history.