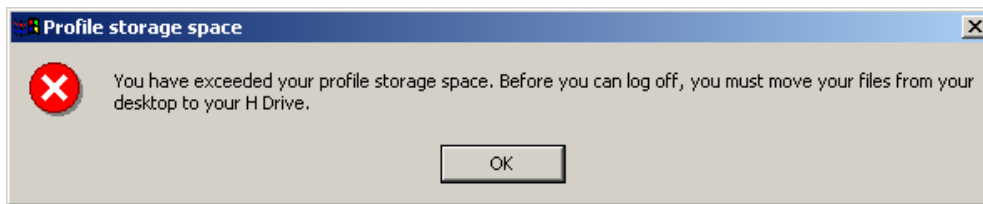


How do I Manage my Profile Storage Space

A User's Profile allows the user to have a personalized desktop environment. The desktop environment includes the content and arrangement of Start Menu groups, screen colors, network and printer connections, and mouse/keyboard settings. When a new user logs onto a computer, a profile is created automatically. While a user is logged on, changes made to the desktop environment are saved to their user profile. When a user logs off, the changed profile is uploaded to a server (creating a Roaming User Profile). When the user logs on again, their profile is downloaded to the computer they have logged onto. Since User Profiles are downloaded when a user logs on, **large user profiles cause long login delays**. The same goes for logging off. Limiting the User Profile size shortens the time it takes to log on and off a computer. Haas Computing accounts are allocated 3 Megabytes of space for their User Profiles.

An error message like the one below indicates that you are over your allotted User Profile space.



When you get this error, you will not be able to log off the computer until you reduce the size of your **profile**.

1. While you are logged on your Profile is stored in the directory C:\Winnt\Profiles or C:\Documents and Settings*username*. You can either browse to your file by following the paths above, or you can simply **right** click on the **Start Menu**, then select **Explore** to get to your profile. Please refer to Fig 1 below.

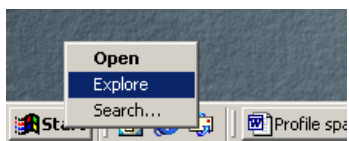


Fig 1

2. Once you get to your profile you will see the following window:
Note that your username shows on the upper left hand corner.

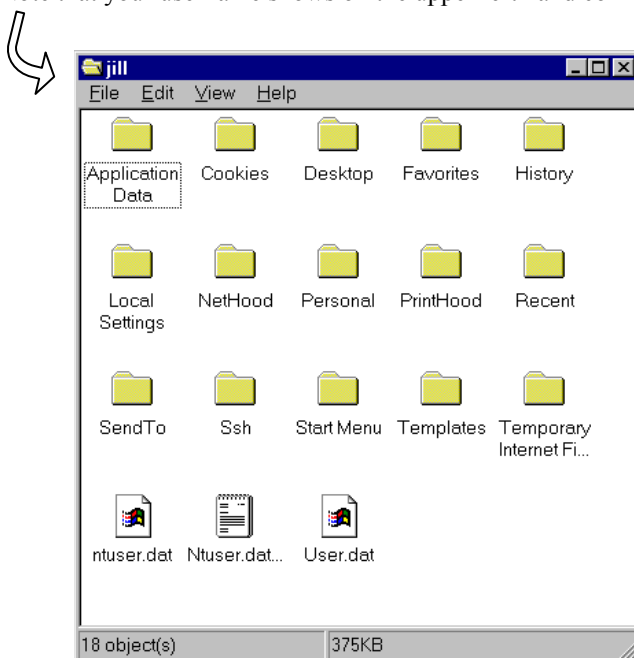
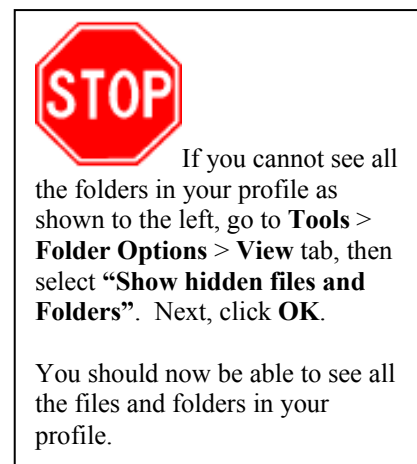



Fig. 2



3. Most likely the bulk of space is being taken up by Temporary files, History files, and Cookie files. By default Microsoft Internet Explorer saves these files to a User's Profile. You can reduce your profile size by:

- Deleting the **temporary files** that are causing you to go over quota on your profile
- Delete the **Temporary Internet Files** folder and its contents.
- Opening the **Cookies** folder and deleting all the cookies except for the index.dat file.
- Opening the **History** folder and deleting all files
- Deleting or Moving any documents or programs from your **Desktop**

4. Following are the instructions to get rid of your **Temporary files**.

To see the files that are causing you to go over quota double click the **profile icon**  at the lower right hand corner of your screen



You will then see the following window:
Please follow the instructions to the right to get rid of your files.

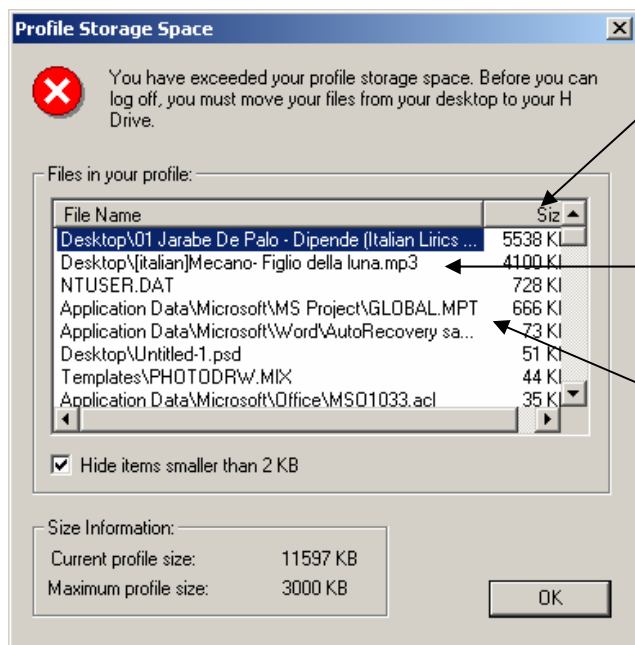


Fig 3

1. Note that the Profile Storage Space window shows the **biggest** files on your profile first. In this example it's two MP3s that are causing the user to go over quota --by around 8 MB (compare the "Current profile size" and the "Maximum profile size")
2. We will follow the path of the second MP3 to delete it from the **Desktop**. The path is: Desktop\[Italian]mecano- Figlio della luna.mp3 In order to clean this you can go to your desktop and delete or move the files to your H drive. Or you can **Right Click** on the **Start menu** and select **Explore**. You will be taken straight to your profile—where you can then delete/move the mp3s from the **Desktop** folder.
3. In this example there is another file which is also pretty large (666KB) considering the amount of space you are allowed. In order to delete this **temporary file** you would have to open the **Application Data** folder in your profile, then **Microsoft >MS Project** until you get to the **GLOBAL.MPT** file-- delete the GLOBAL.MPT. If necessary, please refer to the STOP note in (step 2) for instructions on how to see all the folders in your profile.

5. To get rid of the **Temporary Internet Files, Cookies, and History files** just open those folders and delete their contents. In the cookies folder you won't be allowed to delete the index file.

6. As you have seen in the example in Fig. 3, **storing files on your desktop will also cause your Profile to go over quota** . You should move any documents in your desktop to your H: drive-- since that is your home drive. It is also a secure place to leave your files--- for example if your profile gets corrupt, when we reset it, any files on your desktop will be deleted. You can **keep only shortcuts to your frequently used files or programs on your desktop**. Keep the files themselves on your H drive.