

Using Windows Explorer to Manage a Windows Profile

1. Open Windows Explorer, (Right mouse click on “Start Menu” and select “Explore”)
2. Select your C: drive and expand C. (figure 1)

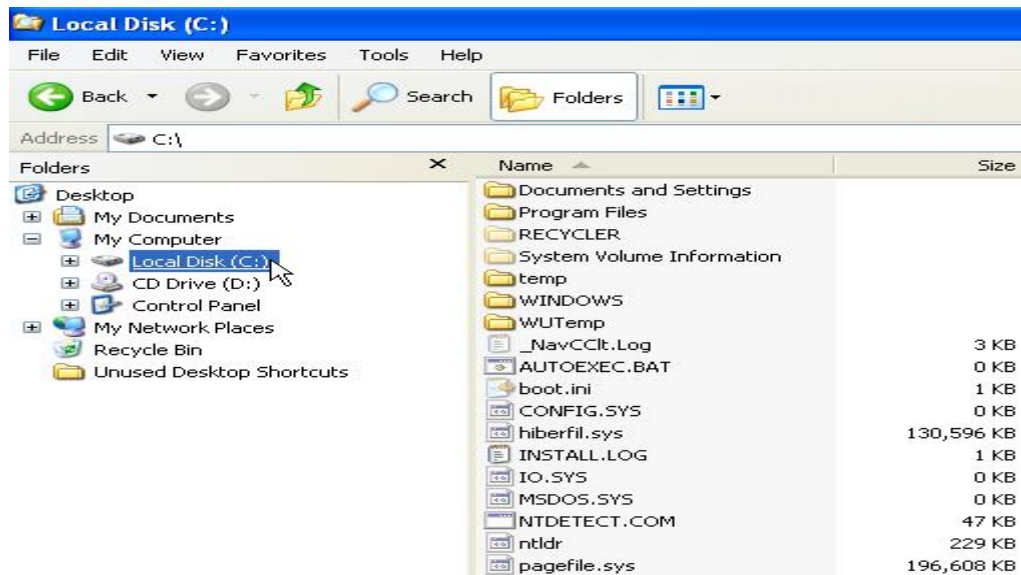


Figure 1

2. Once C: is expanded, select the folder “Documents and Settings”. (Figure 2)

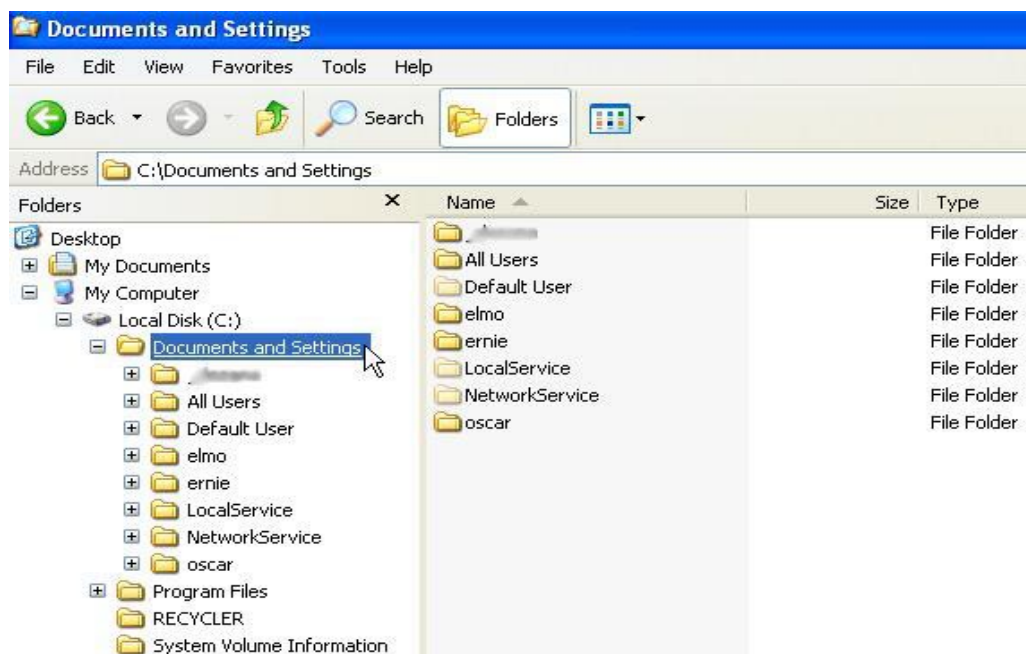


Figure 2

3. For this example we will delete items out of the “Desktop” folder. The most common folders to work with are “Desktop” and “My Documents” folder. Any of the other folders in the illustration should be handled by HCS Staff. (Figure 3)

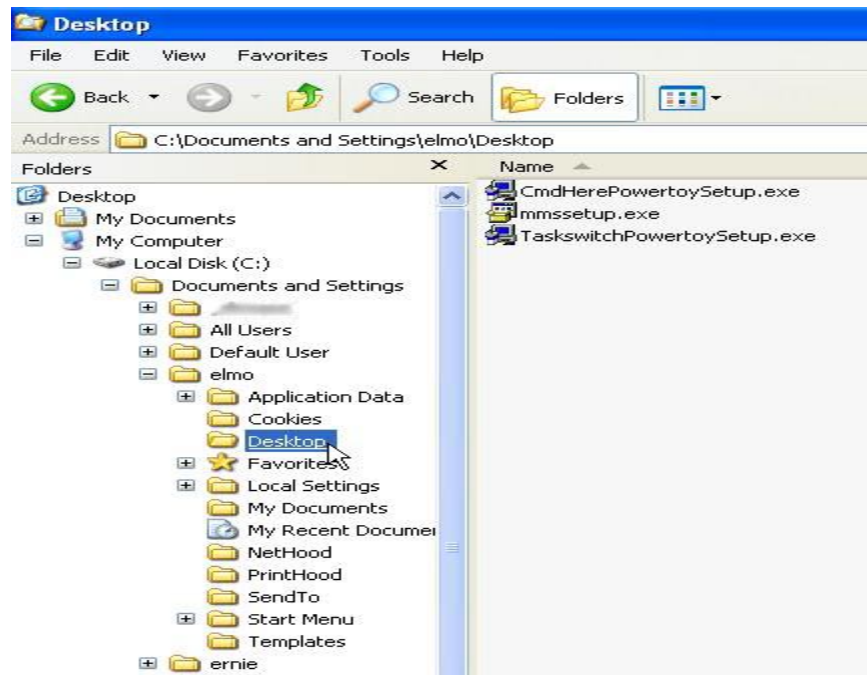


Figure 3

4. Next step is to select the file(s) that need to be deleted, right click on the mouse and select delete. (Figure 4)

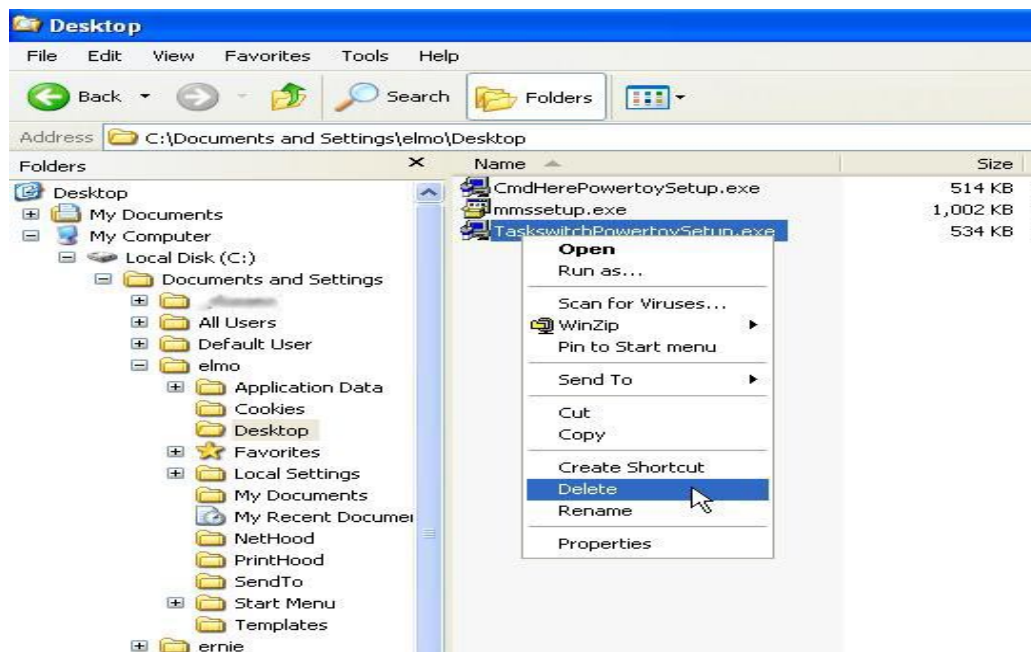


Figure 4

5. You should get a message confirming the file deletion. (Figure 5)

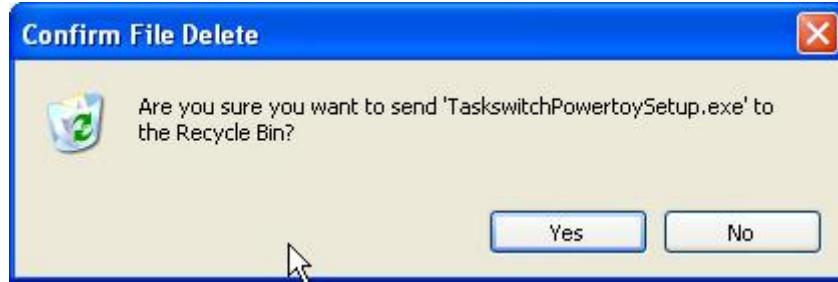


Figure 5

6. Continue to delete files as needed and always remember to empty the recycle bin.