Checklist for Keeping Your Computer Clean Without Admin Rights

This checklist helps standard users without administrative credentials maintain a clean and efficient computer by removing unwanted data and optimizing storage. All actions can be performed within standard user permissions on Windows or macOS.

Clear Temporary Files

- **Windows**:
  - Open Run (Win + R), type %temp%, and press Enter.
  - Select all files (Ctrl + A) and delete them (skip files in use).
  - Empty the Recycle Bin to free up space.
- **Mac**:
  - Open Finder, click Go > Go to Folder, type ~/Library/Caches.
  - Delete unnecessary files in the Caches folder (avoid system files).
  - Empty the Trash.

Clear Browser Data

- **Chrome**:
  - Click the three-dot menu > More tools > Clear browsing data.
  - Select "Cookies and other site data" and "Cached images and files" for all time, then click Clear data.
- **Safari**:
  - Go to History > Clear History to remove history.
  - Go to Preferences > Privacy > Manage Website Data to remove cookies and cache.
- **Firefox**:
  - Click the three-line menu > Options > Privacy & Security.
  - Under "Cookies and Site Data", click Clear Data and select cache and cookies.

Empty Recycle Bin/Trash

- **Windows**:
  - Right-click the Recycle Bin on the desktop and select Empty Recycle Bin.
- **Mac**:
  - Click and hold the Trash icon in the Dock, then select Empty Trash.

Organize Files and Folders

- Delete old or unnecessary files in personal folders (e.g., Documents, Downloads).
- Organize files into clearly named folders for easy identification.

Manage Email Storage

- Delete unneeded emails, especially those with large attachments, from your email client (e.g., Outlook, Apple Mail).
- Empty the email trash/deleted items folder.
- Export emails to a PST file (Outlook) to free up space:
    - Go to File > Open & Export > Import/Export.
    - Select Export to a file > Outlook Data File (.pst).
    - Choose the folder to export, save to a permitted location (e.g., Documents), and complete the export.
    - Delete exported emails from Outlook and empty the Deleted Items folder.

Ongoing Maintenance Tips

- Perform this checklist monthly to prevent clutter buildup.
- Avoid saving unnecessary files or downloads to your desktop or personal folders.
- Contact IT if you encounter permission issues or need access to restricted folders.
- Back up important files to cloud storage or an external drive before deleting.

Notes:

- Only modify files and folders where you have write permissions (e.g., Documents, Downloads).
- Avoid deleting system files or accessing restricted directories to prevent issues.

This checklist ensures your computer stays clean and performs efficiently within standard user limitations.