


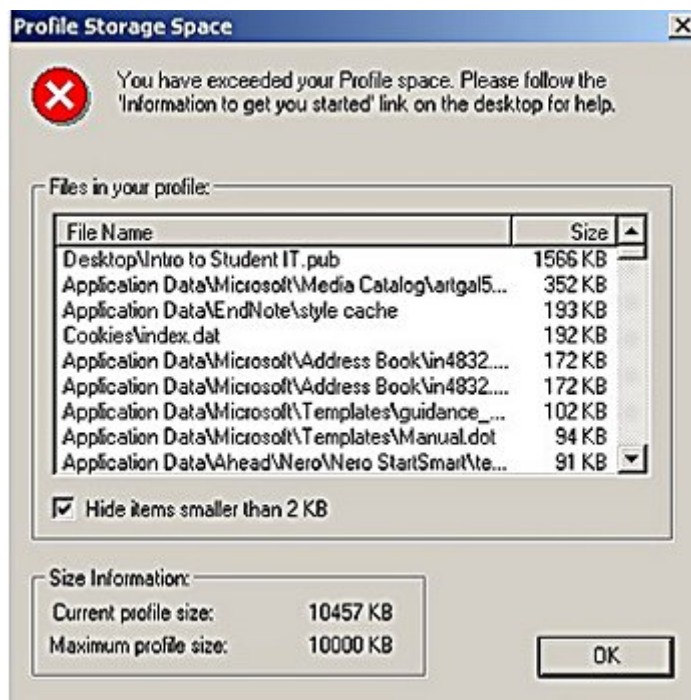


What to do if you exceed your profile space

If you exceed your profile space, a list of the files in your profile is displayed when you try and log out. You can also see them by double-clicking on the profile icon in the system tray (at the bottom right of the screen).

-  - Profile space well within limits
-  - Profile space warning
-  - Profile space exceeded



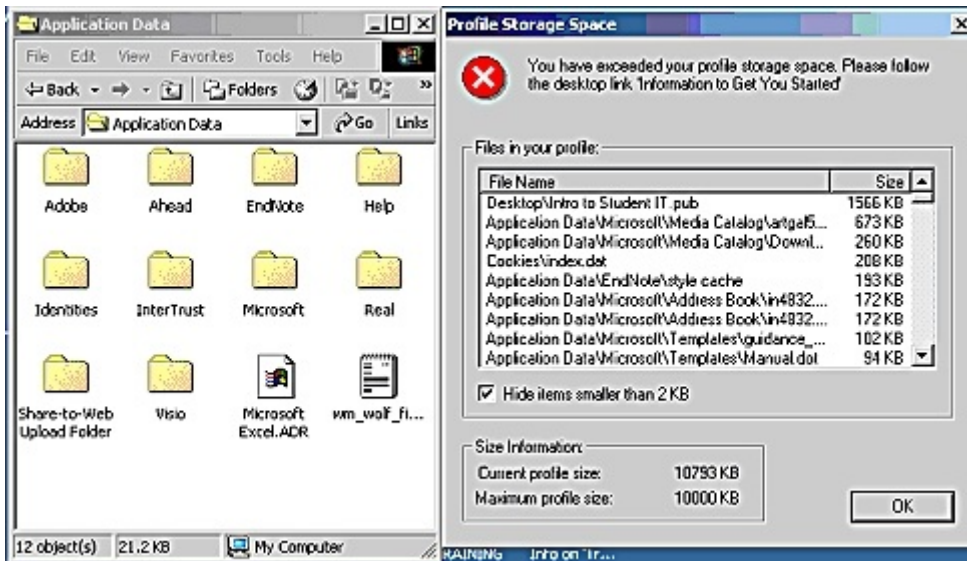
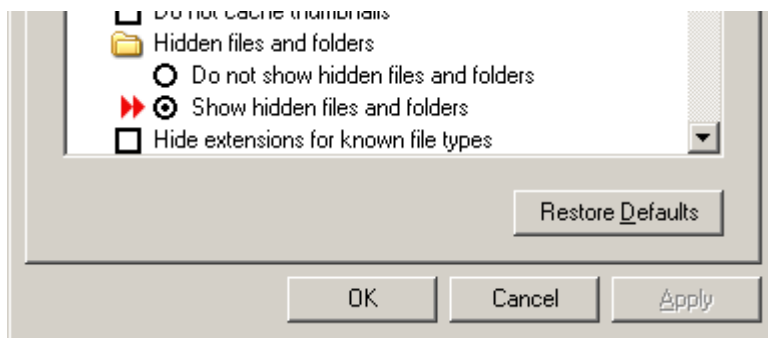
1: Delete any files you have saved on your desktop

If you save a file on the desktop, it goes into your profile, so you should save it somewhere else and delete it from your desktop. If you want to access your files from any computer, you should store them in your Personal Home Folder (U:), not on your desktop.

2: Delete large files from Application Data

You need to delete any large files shown at the top of the list prefaced with Application Data. You can't delete them from this list, so **navigate to your profile like explained here:**

- Open My Computer.
- Click on Tools > Folder Options.
- Then select **Show Hidden files** and folders and click OK.
- You should now be able to navigate to C:\Documents and Settings*your username*\Application Data



You will see folders that match the folders in the list of files in Application Data in your profile.

It is safe to delete the following files and folders:

- All files and subfolders in the **SUN folder** (Java updates)
- Any files ending with **.chw** in Microsoft\HTML help.
- A file called **ACWZUSR.MDT** in Microsoft\Access, (this may be recreated if you use wizards in Access).
- Any files with **temp** or **tmp** in the name in any of the folders in Application Data.

Before deleting any other files from Application Data, contact the IT Service. It *should* be OK to delete other files from Application Data, but if you are in any doubt, copy them to your personal file store first, and make a note of the folder you delete them from so you can put them back if necessary.