

# *Thirty Second Guide to Cleaning your CyberSpace on an iMac*

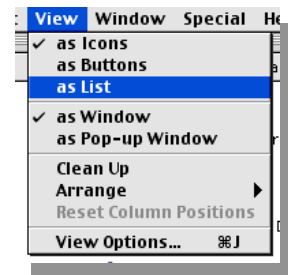
**Log in to your account**

**Look for the network icon on your desktop (Yours will show your year of graduation instead of *Staff*)**

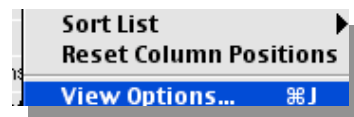


**Double click on the network icon and find your folder.**

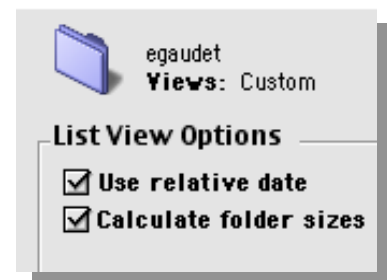
**Open your folder. On the menu, bar drag to **VIEW / AS LIST**.**



**On the menu bar, Drag to **VIEW / VIEW OPTIONS**.**



**Click *Calculate Folder Size*. Under **SIZE** you will see how much space each folder takes up.**



**Open any folder that shows a large number of MB and drag to trash any unnecessary files.**