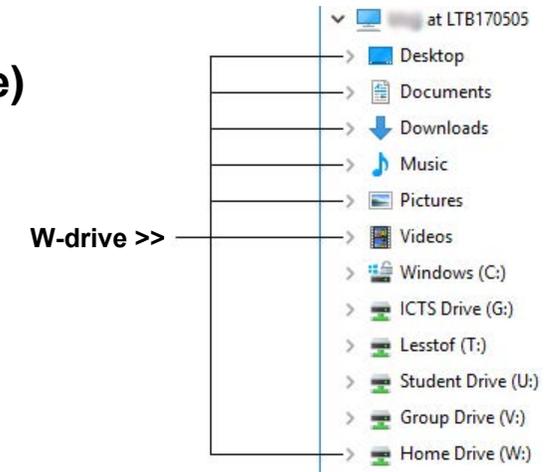


Cleaning up your personal network drive (W-drive)

Once you have used all available storage space on your personal network drive (W-drive), you will no longer be able to save files. To prevent this from happening, you can clean up your W-drive on a managed ICT-workstation or by using apps.hva.nl. Once 90 % of your storage space is in use, you will receive a warning via e-mail requesting you to clean up your W-drive.

On a managed ICT-workstation the W-drive is connected to the folders *Downloads*, *Documents*, *Pictures*, *Music* and *Videos* among other folders. The *Desktop* is also connected to the W-drive, so all files and folders stored on the Desktop are stored on your W-drive instead of locally on your computer.



Find large files W-drive

1. Open the *Start menu*.



2. Click on *File Explorer* in the top-right corner of the Start menu.



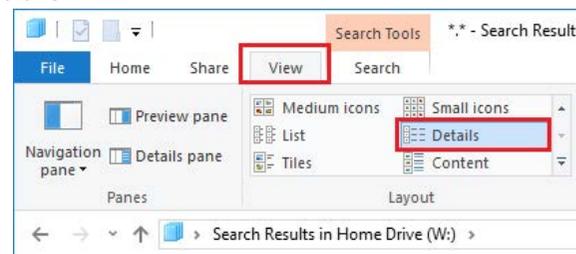
3. Open the W-drive.



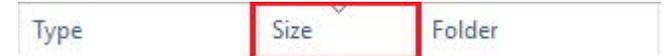
4. Enter *.* in the search bar in the top-right corner.



5. Click on the tab *View* and adjust the view to *Details*.



6. Sort by *Size*.



7. Scroll down in the search results to the files.

8. Delete the files that you no longer need or move them to SURFdrive (or another storage device). Also check if there are multiple copies of the same file, like in the following example:

	Excel2010gsm	3-7-2017 17:48	74.984 KB
	2017-11-03-01.pptx	22-2-2017 16:06	48.695 KB
	2017-11-03-01.docx	11-7-2017 10:53	48.627 KB
	2017-11-03-01.pdf	1-12-2015 16:34	42.377 KB
	CitrixReceiver(2).exe	2-11-2017 16:17	40.922 KB
	CitrixReceiver(3).exe	2-11-2017 16:17	40.922 KB
	CitrixReceiver(4).exe	2-11-2017 16:17	40.922 KB
	CitrixReceiver.exe	2-11-2017 16:17	40.922 KB

Check current use of storage space

After cleaning up the files, you can use the following steps to see how much storage space is currently in use and how much storage space is available.

1. Open the *Start menu*.



2. Click on *File Explorer* in the top-right corner of the Start menu.



3. *Right-click* your personal network drive (*Home Drive*) and click on *Properties*.



4. Here you can see the amount of storage space in use (*Used Space*) and the available storage space (*Free Space*).

