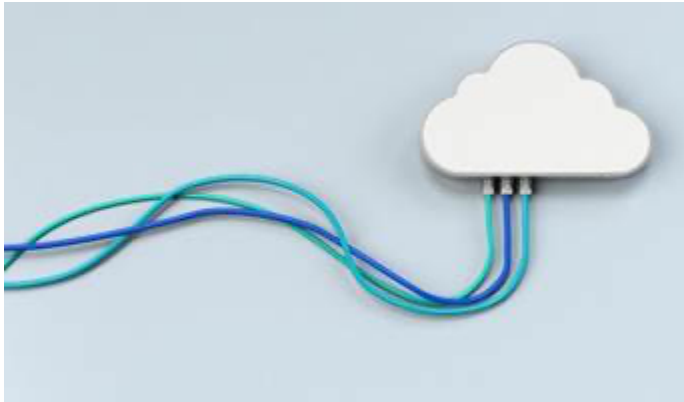


Tech Blast

The latest tips and information from JA Staff



M365 Cleanup

A few minutes of cleanup can improve productivity, make content easier to find, and help manage your Microsoft 365 storage.

OneDrive Cleanup

1. Go to OneDrive online: email.sals.edu, “Office365 Sign On”
2. Click on the  button in the top left-hand corner. Then click on “OneDrive”
3. Review files and folders for outdated or duplicate content.
4. From “My Files” you can sort by “Files Size” to see what folders are taking up the most space.
5. Delete files you no longer need and organize important files into folders.
6. Review shared files from the “Shared” folder and remove unnecessary sharing permissions via shared “By You”.
7. Empty the Recycle Bin to permanently delete items.

Outlook Email Cleanup

1. Go to email online: email.sals.edu, “Office365 Sign On”

2. Delete old or unnecessary emails.
3. Empty Deleted Items and any additional folders you may have regularly.
4. In the Search bar type hasattachments:yes to see all emails with attachments.
5. Unsubscribe from unwanted newsletters and create mailbox rules to organize mail.

Useful Links

Access OneDrive on the Web email.sals.edu

[OneDrive Help & Support](#)

[Outlook Help & Support](#)

If you have any questions or would like more information about any of these options. Please contact computersupport@sals.edu