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Start the new year with a clean digital workspace [1]

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The new year is a good time to refresh your digital workspace. Clearing out unnecessary files and updating key tools can help your devices run more smoothly and make it easier to find the files and programs you use most.

Use the tips below to clean up your devices and set yourself up for a more efficient start to the year.

1. Fix website issues by clearing your browser cache [3]

Clearing your browser cache regularly gives your browser a clean slate when loading website data. This step can resolve many common website issues and improve overall performance.

2. Keep your internet browser updated [4]

Keeping your browser updated is essential for performance and security.

3. Declutter your digital desktop [5]

It’s easy for files, documents and shortcuts to accumulate on your desktop over time. While saving items quickly can help maintain workflow in the moment, a cluttered desktop can make navigation more difficult in the long run. Organize your desktop and keep your most visible workspace manageable.

4. Improve laptop performance by deleting temporary files [6]

Temporary files can take up valuable storage space and slow down your device over time. If you’re running low on storage, deleting temporary files can help free up space and improve performance.

5. Archive emails in Outlook [7]

Outlook’s archival feature allows you to save important emails while reducing clutter in your primary inbox.

6. Use OneDrive for secure and reliable storage [8]

Automatically backing up your files to OneDrive helps protect your work in the event of data loss, device failure or accidental deletion.

7. Consider using a password manager [9]

Managing multiple unique passwords can be challenging. Password managers securely store, generate and autofill passwords across your devices, helping protect your accounts from weak or reused credentials.

Windows [10]

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