

How to do a Digital Cleanup

1

Organise Your Computer and Documents

- Delete duplicates or useless files.
- Sort necessary files into folders by topic.
- Clean the browser, clear cache and history, and remove unnecessary extensions.
- Delete unneeded programs and archive important files.

2

Clean Up Your Smartphone

- Remove unused or rarely used applications.
- Clear app cache and delete outdated user accounts.
- Review photos and videos, deleting unnecessary ones and duplicates.
- Upload selected photos to a cloud service.

3

Check Your Email and Cloud Services

- Unsubscribe from unimportant newsletters and delete spam.
- Filter and archive old emails.
- Delete redundant long email conversations.
- Round up similar emails for mass deletion.

4

Dispose of Excess Equipment

- Recycle old or unwanted equipment and media.
- Use special bins in university buildings for storage media recycling.

By taking these steps, we can significantly reduce digital pollution, conserve energy and enhance the efficiency and lifespan of our digital devices. Let's clean up our digital footprint and contribute to a healthier planet.