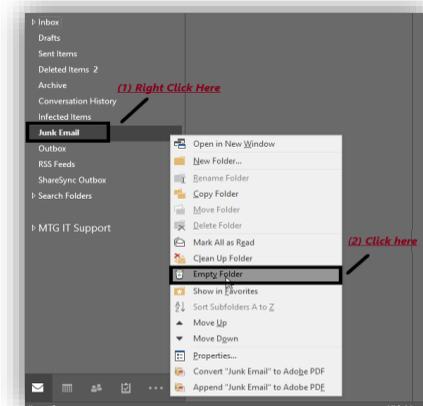


Mailbox Maintenance Guide

The following tutorial shows several ways to reduce the size of your mailbox.

1. Empty your Spam/Junk Folder

On the left hand side, go to "Junk Email" and delete anything in there.

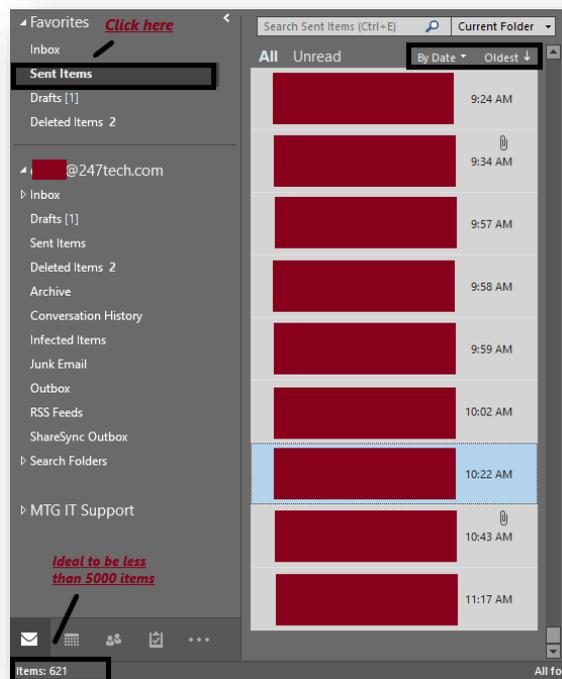


2. Delete old Sent Items

On the left hand side, go to "Sent Email". *The bottom left corner will show the number of items you have. It's ideal to keep this under 5000.* On the top right of the message display, there are two places you can sort email. In the example, mail is sorted by date with oldest on top.

If you want to delete multiple consecutively listed emails: Select the first item you wish to delete, hold down the **shift** key and select the last email you wish to delete.

Right click, delete.

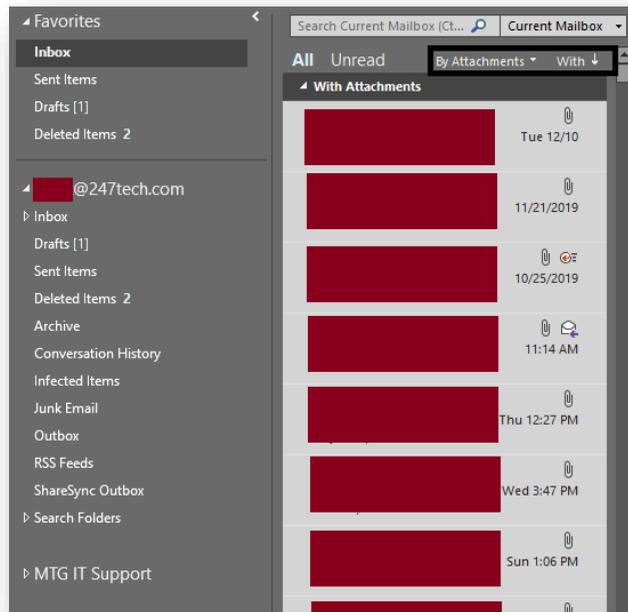


3. Clear out Inbox

The same procedure applied to clearing out sent items can be applied to your inbox as well. *This might be a good time to take inventory of your mailing list subscriptions. Depending on how many there are, they can take up a lot of space.* Find one and note the sender's email. Enter the email in the search box, this will pull up all instances of these newsletters so you can highlight and delete all of them. *This may be a good opportunity to unsubscribe from these emails if you do not want to receive them anymore.*

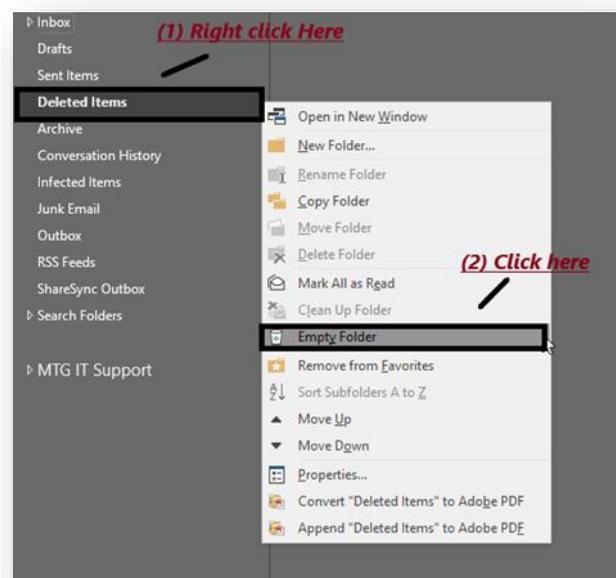
4. Sort and Clear by Message Size

While email can be the easiest way to send and receive large attachments, these items contribute heavily to large mailbox sizes. You can sort your inbox by message size to clear out unneeded attachments and large message chains. If you wish to keep the attachment for your records, you can save the file to your computer or file server instead of keeping it in your mailbox. While this applies to all folders, focus on Inbox and Sent Items.



5. Clear Deleted Items Folder

This is where all the emails you deleted from steps 1-4 have gone. To reclaim mailbox space, it is necessary to clear out this folder.



If you need assistance please call email for support
 Our standard hours are 8:00 AM to 6:00 PM (Monday - Friday)
 Phone: (215) 247-8324, option 3
 E-mail help@247tech.com