

Email - Housekeeping

(trash, junk mail, mailbox size, etc.)

Mailbox Size -

Every user account has a set mailbox size. In time you will find out that you are about to exceed your mailbox size limit. (Some of you have already experienced this.)

If this happens, and you have exceeded your mailbox size, you will no longer be able to send email.

Where to find your mailbox size:

- Located at the bottom of your GW window

do you have any ??	1691	5/12/2009 9:30 AM
Re: Fwd: Print Cartridge	2622	5/12/2009 8:58 AM
passwords	867	5/12/2009 8:56 AM

Mailbox Size: 77% Selected: 1 Total: 1694

Mailbox Size can be found here. My Mailbox size is at 77%

Total number of items in current folder *i.e.* - It states that I have 1694 items currently in my Inbox.

What to do if you are at 95%:

- Do a general cleanup of your email (see below)
- Make sure you have emptied your trash. Due to the archiving process, any trash you have tried to empty will be gone by the next day, once archiving of email has completed.

General Cleanup - should be done on a weekly basis

- Sent Items - delete any items that are no longer needed, unwanted
- Inbox - delete any items that are no longer needed, unwanted
- Trash - remember that when you delete an item from your mailbox (whether it is from your inbox, a specific folder or your sent folder) the mail goes directly to your trash. However, you **MUST** empty your trash **on a regular basis**.

Trash -

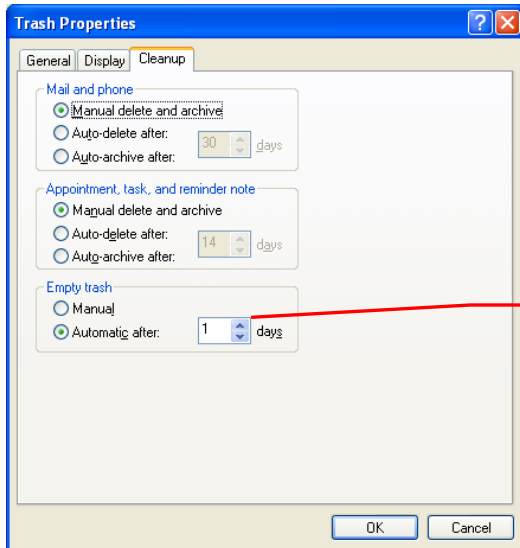
You can manually delete your trash by Right clicking on the word “trash” and choosing, “Empty Trash”

-- or --

You can set your Trash to be automatically deleted after so many days. (I have mine set to 1 day)

How To:

- Right click on your Trash Icon and choose: Properties
- Choose the cleanup tab, go to the bottom “Empty Trash”, choose “Automatic” and set the number of days you want your trash to be automatically deleted.



I currently have mine set to empty after 1 day.

Junk Mail Handling

You have the ability to control your how much and how little “junk mail” you receive, but in order for that to be successful, there are a few things you need to do.

- 1) Make sure your “junk mail handling” is enabled
- 2) Under Tools > choose “Junk Mail Handling”
 - (1) In the Settings Tab:
 - (a) Make sure there is a check mark next to “Enable Junk List.”
 - (b) Make sure there is a check mark next to Automatically Delete items from the Junk Mail Folder (and set the number of days. I have mine set to 1.)
 - (c) Select “Apply” and “OK”

What to do when you receive a junk mail item:

- Right click on the email (no need to open it) > choose “Junk Mail” and then “Junk Sender”
- You are given two options:
 - Junk email from this address
 - or --
 - Junk any email from this internet domain.
- Select one and choose ok.