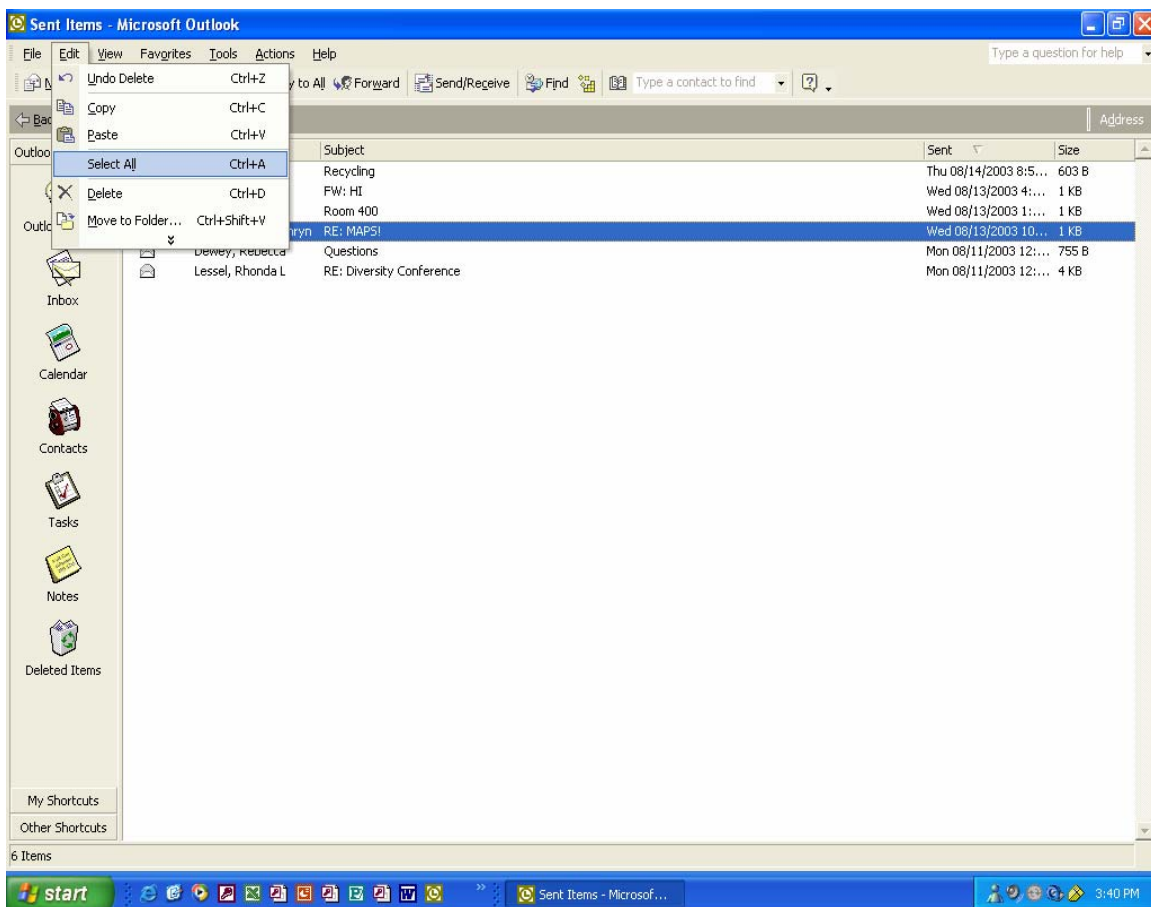


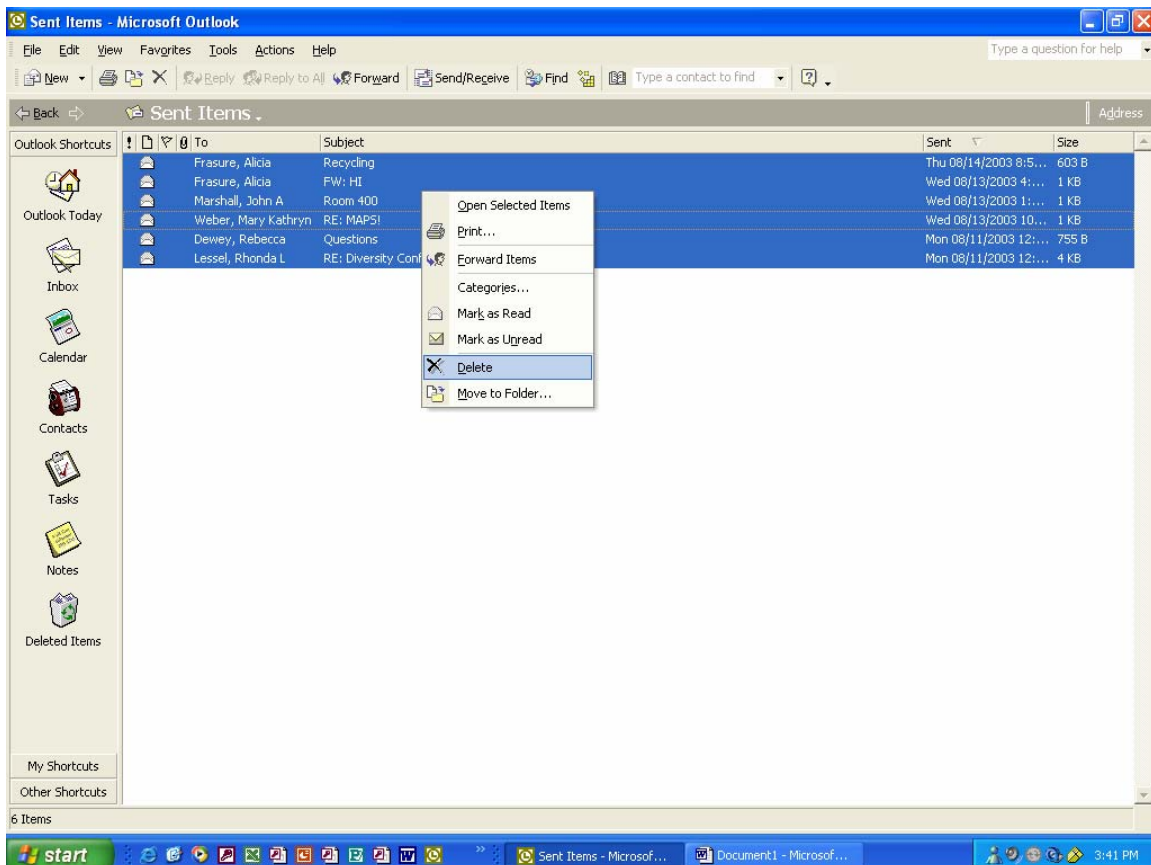
The Care and Cleaning of your Microsoft Exchange Mailbox.

Here are some tips on how to keep your mailbox clean, or what to do when your mailbox is full.

Some ideas are, empty your Sent Items Folder, empty your Deleted Items Folder and move your attachments out of your e-mails to another location. In the following pages there are step by step instructions on how to empty Sent Items and Deleted Items Folders and how move attachments out of your e-mails.



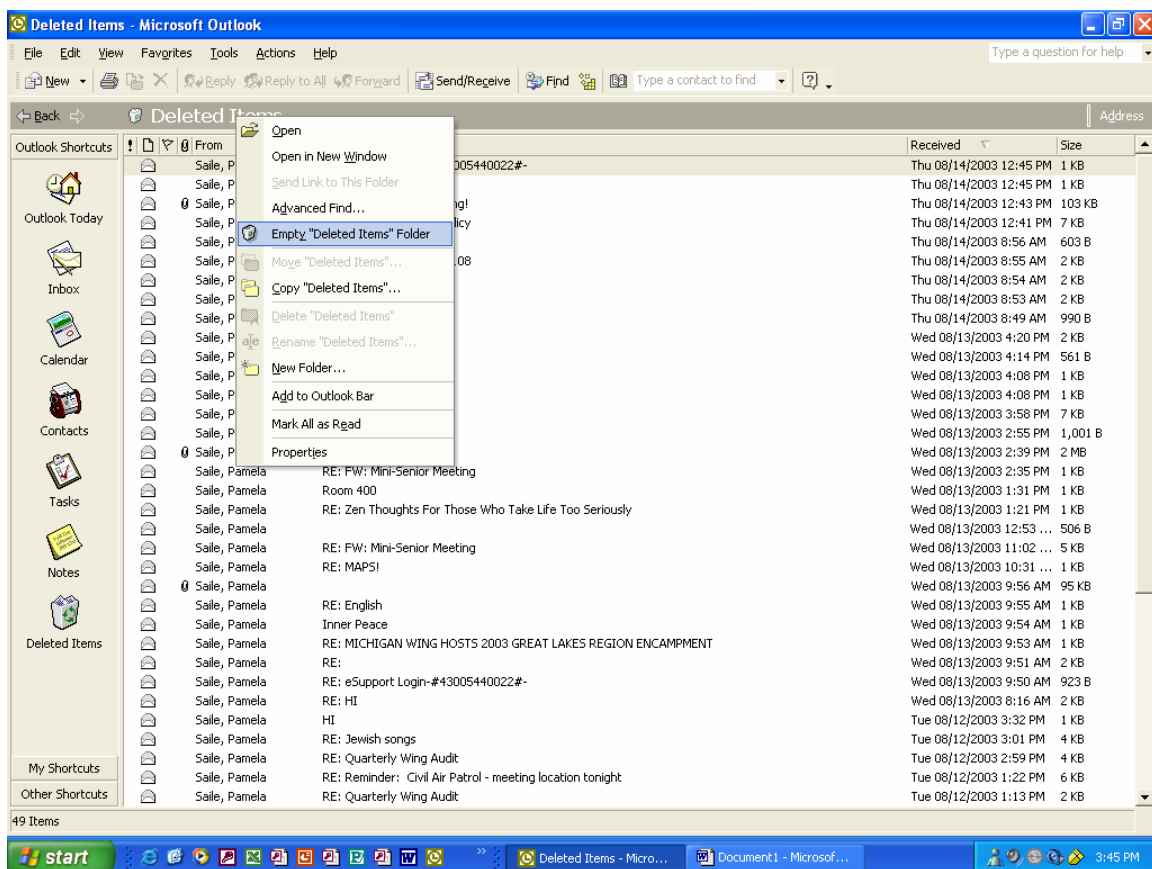
To delete items out of your Sent Items Folder. Go to your Sent Items Folder, click on Edit, and choose Select All.



In highlighted area click on right mouse button and select Delete.

This will help free up some space in your mailbox.

Another trick to clean up some space in your mailbox is to empty your Deleted Items Folder. I suggest emptying your Sent Items Folder first and in the next picture you will see why.

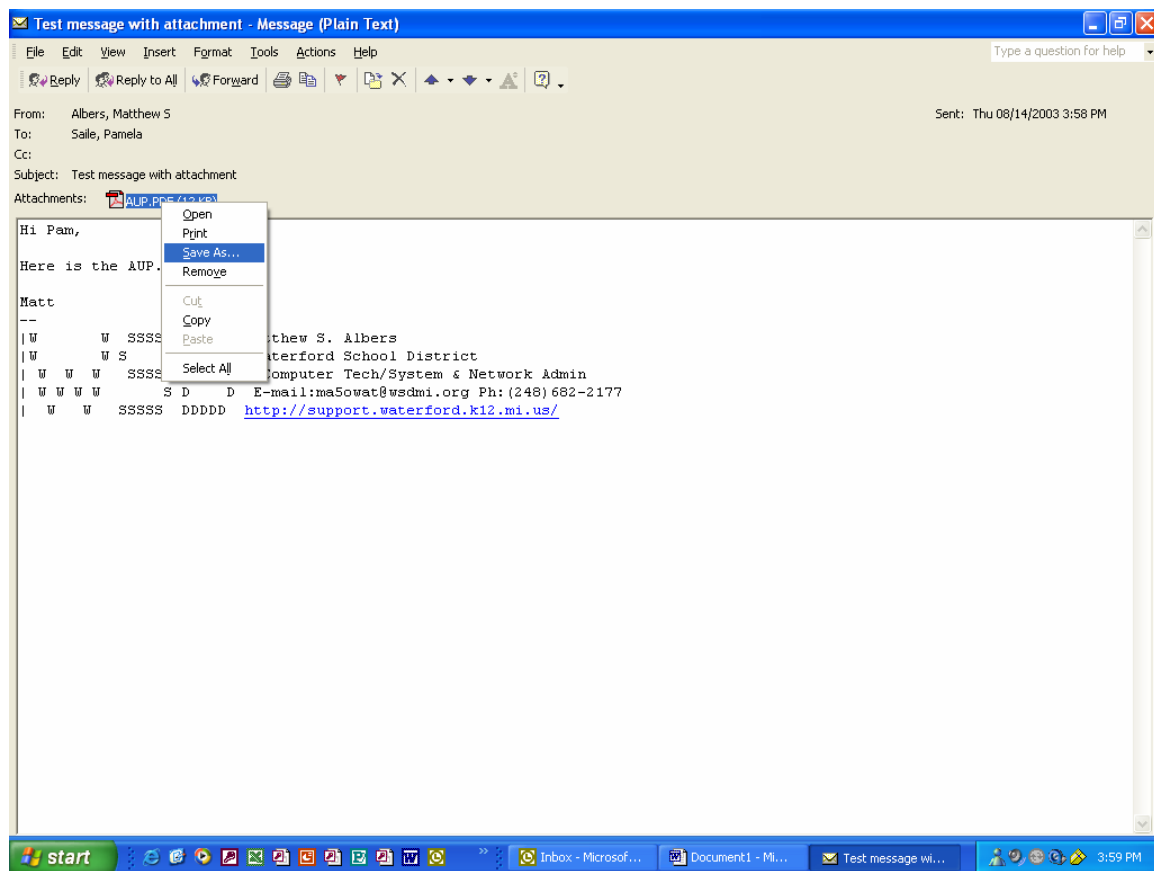


Everything that was in your Sent Items that you just deleted went into your Deleted Items folder. This is your last chance to save an item. Now you need to empty your Deleted Items Folder. It's like taking out the trash; you don't want it to keep filling up with garbage.

Now go to your Deleted Items folder, open it and right click on tab at the top that says Deleted Items, and choose “Empty Deleted Items” it will ask you if you are sure. You click yes and more space is cleaned up in your mailbox.

One more way to keep you mailbox clean, is to move attachments out of your e-mails and store them somewhere else. Like maybe your H: Drive (Home Drive). That way you will have them when ever you need them. If you log on to another computer in the district you will able to get your attachments that you saved.

When you receive an attachment open the message.



Right click on the attachment and choose Save As and then choose where you would like save it.