

Email Management

Since we are getting hundreds of emails per week and many attachments, we encourage staff to clean out and compact their mailboxes and their attachment folder *at least twice a month*.

To clean out a mailbox (including in box and out box):

- Go to the Mailbox menu item and select the mailbox you wish to review.
- Select messages to be deleted by clicking on the first message to be deleted, press shift, and scroll down to the last message to be deleted. This will highlight all messages in between.
- To select multiple messages that are not adjacent, use the Command (Open-Apple) key. Press the Command key and click on non-adjacent messages to multiple select.
- Go to the menu bar and select Transfer and then Trash. (This will transfer the selected messages from that mailbox to trash). Another option is to select Message and then Delete Message, however this may cause problems if you do not compact your mailboxes (directions below).
- Go to the Special menu item and select Empty Trash.

To compact mailboxes:

- Open your inbox and find the small box with numbers (example below)
- While holding the option and the command (open-apple) key, click on that box.



	Paul Musto	10:03 AM 4/9/03-0400	1	Thurs
	Shelley Chamberlain	11:00 AM 4/9/03-0400	2	Re: In
	Judith Richardson	9:09 AM 4/9/03-0700	1	Re: C
	103/297K/131K			

To delete a mailbox:

- Go to the Special menu item and select Mailboxes.
- Select the mailbox (in which all messages have been deleted) by clicking once on it.
- Click once on the right box on the bottom of the window. (It has a red x on it.)
- A box will appear asking if you want to Remove the mailbox.
- Click remove it. (*This will delete the mailbox, and it will no longer appear in the list of mailboxes.*)

To delete attachments:

- Open your Folder on the LPS elementary or secondary server.
- Open the Email Folder.
- Open the Attachments folder within your email folder. (This is where documents get stored when you have received an email with an attachment.)
- Click on the document (or documents using the SHIFT key to multiple select documents) you wish to delete and drag them to the trash can on the desktop.
- Go to the Special menu item and empty trash. (*This procedure should be done when email is not running.*)