

Email Clean Up

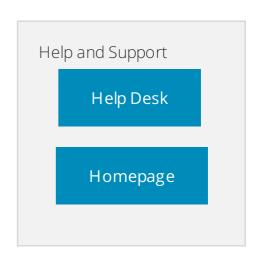
Email Clean Up

Personal Responsibility

Each Company E-mail user is responsible for removing any personal/Non Business Related email from their Company email box. The following items need to be deleted from your Company e-mail account,



- 1. Check your junk mail folder daily, any email located in that folder that is not junk mail follow the attached procedure
 - 1. Right Click on that e-mail
 - 2. Go to **Junk Mail** menu
 - 3. Select Mark as Not Junk Mail
- 2. After removing all good email from the junk mail folder delete all other items in the junk mail
 - 1. **Right Click** on the **Junk Mail Folder**
 - 2. Select **Empty Junk Mail Folder**
 - 3. When prompted to **Permanently Delete the Junk Mail** select Yes
- 2. Deleted Items
 - 1. Right Click on the Deleted Items Folder
 - 2. Select **Empty Deleted Items Folder**
 - 3. When prompted to **Permanently Delete the Deleted Items** select Yes
- 3. Sent Items
 - 1. Open the Sent Items
 - 2. Delete all items that are older than 1 Month except if is Business Critical
- 4. Personal Email
 - 1. Delete all personnel /Non Business related email.
- 5. Jokes with Attachments
 - 1. Delete all Jokes /Non Business related email.



Last update: 08/06/2015