



Email Clean Up

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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. Junk Mail

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.**

Help and Support

[Help Desk](#)[Homepage](#)