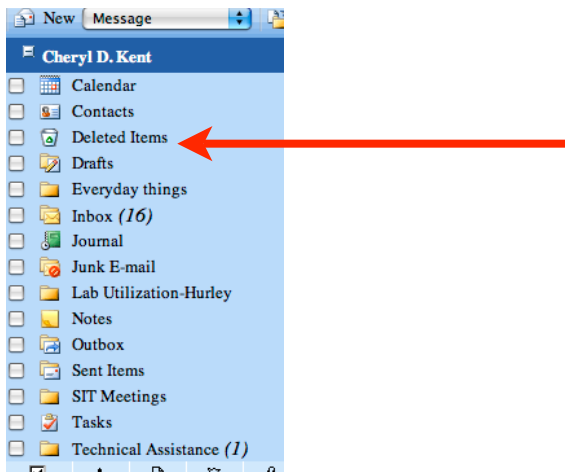
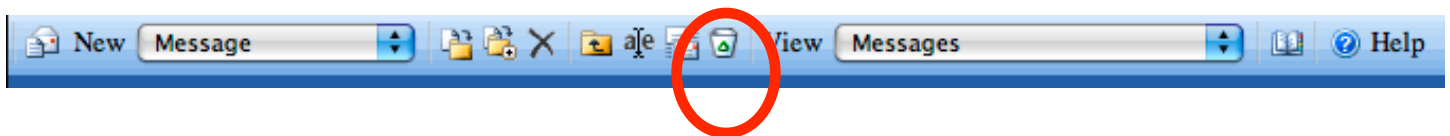


Directions for Emptying Deleted Folder

1. Login to your email as you normally do
2. On the left side of your page, click on Folders
3. Click on “Deleted Items”



4. On the menu at the top of the site is a trash can. If you hover your cursor over the trash can it will say “Empty Deleted Items”. Click on the trash can and this will automatically delete all items in the deleted folder.



It is important to do this occasionally. By deleting emails you don't need will eliminate the email server from being overloaded. Please do this at least once every two weeks.