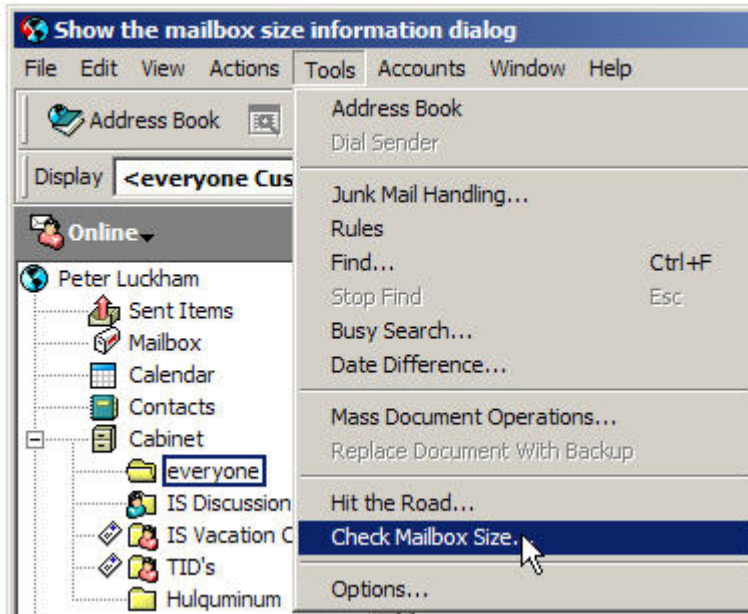


# What to do when my Mail Box is full

When you receive a message from GroupWise to advise you that your mailbox is full you need to do some housekeeping, ideally you should delete old sent & received mail and empty the trash on a regular basis in order to avoid this situation.

Here are a few tips for cleaning up your mailbox and keeping it that way.



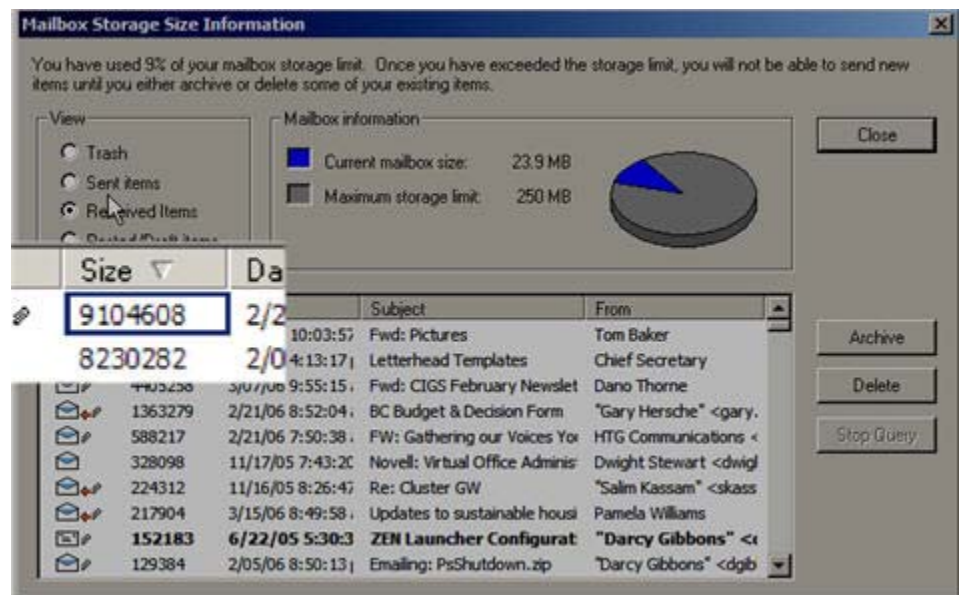
A quick way to deal with this situation is to use the Check Mailbox Size function on the Tools menu of Groupwise

Selecting this option will give you a graphic display of your current Mailbox size. Four buttons allow you to select trash, sent, received and posted items.

When you select each of these buttons you see a list of items in each of the corresponding mailboxes.

The items are listed in order of their size in your mailbox i.e. largest items first.

Large items typically have attachments that you may no longer need. We recommend deleting items that are no longer required if you need the attachments save them in your personal network drive (H:) then delete the mail item. You may wish to archive some messages in the event that you may need to retrieve them later, do not archive attachments. Delete all items in your trash. This tool will help bring your



mail box size down to a manageable size, however the best thing to do is delete mail as you go, emptying your sent items and trash regularly. One warning however, If you wish to maintain a historical record of you meetings and appointments on your calendar do not delete items from the posted\draft folder that have an appointment book icon next to it if you do the meeting will be removed from your calendar permanently.

Happy Housekeeping

Peter Luckham, Information Systems Cowichan tribes.