

Maintenance

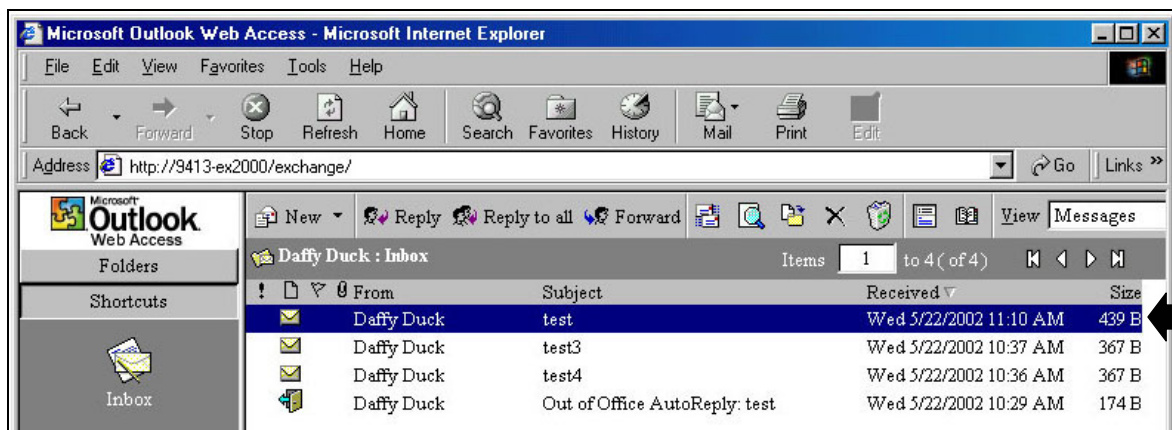
Overview

It is critical that you check your e-mail at least twice daily, as information distributed on this system will not be duplicated by fax or CICS e-mail. There are functions you should perform regularly to file your important e-mail messages, delete obsolete messages, and remain within the maximum mailbox storage space limit.

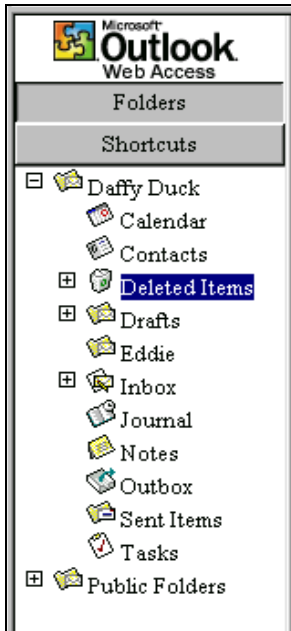
Mailbox Storage Limit

Your mailbox has been assigned a limit of 30 megabytes (30 MB). When your account reaches 20 MB, a warning message will be sent asking you to reduce the size of your account. At this point, you must decrease the amount of storage space you are using. **If you reach the 30 MB limit, you will not be able to receive or send e-mail messages.**

You can view the size of each message from your **Inbox** screen.



Folders View



Your mailbox contains folders with specific functions for handling your e-mail messages. These folders include **Deleted Items**, **Drafts**, **Inbox**, **Outbox**, and **Sent Items**. All contents in these folders count towards your 30 MB mailbox storage limit.

Deleted Items

This folder stores messages that you delete from your **Inbox**, **Drafts**, and **Sent Items** folders. You can view deleted messages in the **Deleted Items** folder. The **Deleted Items** folder must be cleared at least once a week, which will increase your storage space. The deleted items that are cleared will remain on the ITS delete file for seven days. [Refer to *Deleting a Message*, page 29.]

Drafts

This folder stores messages that you want to finish or send at a later time. A message deleted from this folder will be sent to the **Deleted Items** folder.

Inbox

This folder stores newly received messages. Delete or file messages to reduce your mailbox storage limit. [Refer to *Deleting a Message*, page 29 or *Moving a Message*, page 26.]

Outbox

This folder stores e-mail until it is sent.

Sent Items

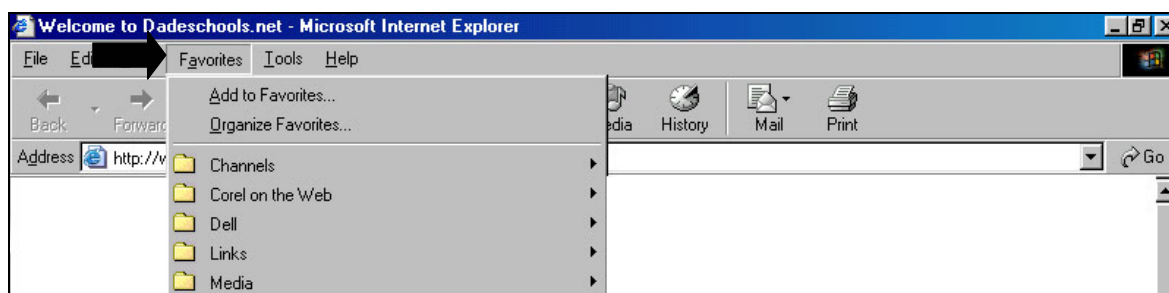
This folder stores a copy of each message that has been sent. Delete or file messages to reduce your mailbox storage limit. [Refer to *Deleting a Message*, page 29 or *Moving a Message*, page 26.]



Add to Favorites

You can add this website to your **Favorites** in Internet Explorer so it will not be necessary to type in the e-mail address each time you log on to your District E-Mail.

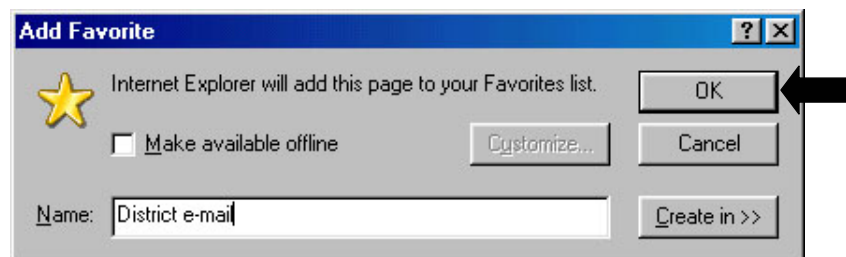
With the *Outlook Web Access* site open,



▼ **Select Favorites** from the menu bar.

▼ **Select Add to Favorites** from the drop-down menu.

The **Add Favorite** screen will be displayed.



■ **Select OK** on the **Add Favorites** screen.

The next time you wish to view your District E-Mail, open Internet Explorer and select the site under **Favorites** on the menu bar.