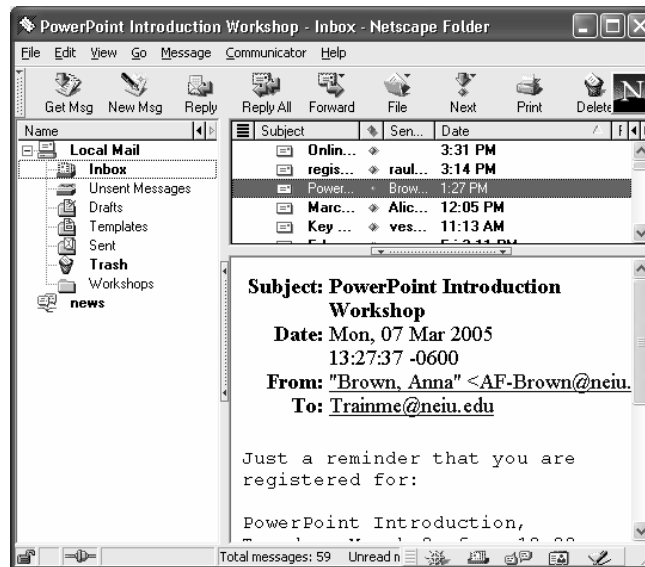


Mailbox Cleanup with Netscape 4.x



Before moving to Outlook Exchange, you will want to clean up your mail folders so that you are not moving old, unneeded messages and taking up unnecessary space on the new server. Here are some options for this process:

Use a search to find and delete older messages: Click on the Inbox (or any folder where you have a lot of messages saved) and then go to the Edit menu and choose Search Messages. Under "Match any of the following," choose Date, and then choose Is Before. Set a date (e.g.: 1/1/2005), and then click Search. You now have a list of all messages before your chosen date. Select any message in the list, or press Ctrl + A to select the whole list. Now press the Delete key.

You can also use the search process to find and delete messages by sender, subject, and other options. You will want to run this process on your Sent folder and any other often used folders.

Eliminate larger messages with attachments: Scroll through the message list in any folder to find messages with attachments. These messages will display a paperclip on the envelope icon next to the message subject. If you want to keep the attachment, but the message is not important, you may want to save the attachment to your hard drive and then delete the message. Select the message that contains the file attachment you want to save. Scroll down if needed, and click on the attachment file name. Choose Save To Disk, and give the attached file to a folder (e.g.: My Documents).

Empty the Trash folder: Select the Trash folder in the folder list, and then click on any of the messages in the message list displayed. Hold down the Ctrl key and press the A key to select all the messages, and then press the Delete key. This will permanently delete all the messages from the Trash folder.