

## Mailbox Cleanup on Gamut\* Using WebMail



\* Gamut is the name of the NEIU email server. Many of us will not have any old messages on Gamut, because they will all have been moved to Outlook or Netscape. Some people, however, have Outlook or Netscape set to leave a copy on the server. Those messages need to be cleaned up now, before moving to Outlook Exchange, because the move will cause all the old messages to be delivered to Outlook Exchange and be mixed in with current messages and folders.

Open a browser and go to: <http://webmail.neiu.edu>.

Type in the user ID and password for your email account, and then click Login or press the Enter key.

If you see any brand-new messages in the Inbox that you have not yet received through Outlook or Netscape, leave them alone. (It's OK to read them, just don't move or delete them.)

If you see old messages that you have already received elsewhere and no longer need, you will want to delete them. Click the checkbox to the left of each message to mark it for deletion. If you have a whole page of messages to delete, you can scroll down and click Select All. Then click Delete on the WebMail toolbar (not the browser toolbar!) Continue until you have the Inbox clear of unneeded messages.

Next, check for old folders. Click the Folders tab (above the WebMail toolbar) to view existing folders. Inbox, Drafts, Sent, and Trash are default folders. If there are any other folders listed, click on the folder name to view its contents. Again, select and delete any unneeded messages. If you empty the folder, or if you don't want any of the messages in the folder, you can return to the Folders list (click the Folders tab again, don't use the browser Back button) and delete the folder. Click the button to the left of the folder name, and then click Delete on the toolbar. Deleting a folder will also delete all messages it contains.

When you have completed the cleanup process, click Logout in the upper right corner of the window, and then close the browser.

Questions can be directed to [helpdesk@neiu.edu](mailto:helpdesk@neiu.edu) or x4357.  
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