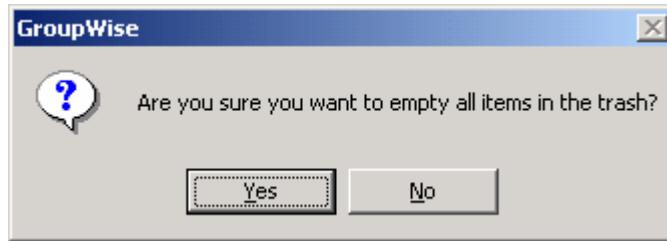


Cleaning Out Folders in GroupWise

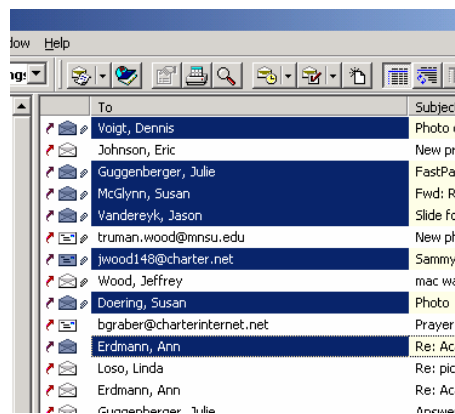
Why Clean Out Folders?

Deleting items from your **Mailbox** and **Trash** can improve the performance of GroupWise, both on a workstation basis and system-wide. Drag unneeded items to your **Trash** or **Ctrl-click** several items and then press the **Delete** key on your keyboard. To empty your **Trash**, click **Edit** and then click **Empty Trash**. When you see the following prompt, click the **Yes** button.



Deleting Folder Items

1. To delete numerous items from your **Mailbox**, hold down the **Control** key [Ctrl] on your keyboard while clicking the items you want to delete.



2. When you've selected all your unneeded items, press the **Delete** key on your keyboard. Those items will go to the **Trash**. Then empty your **Trash** by clicking **Edit** and then clicking **Empty Trash**.

NOTE: Photos and MP3 music files are among the largest and most space-consuming items. When cleaning out folders, pay extra attention to messages with attached photos or attached music clips.