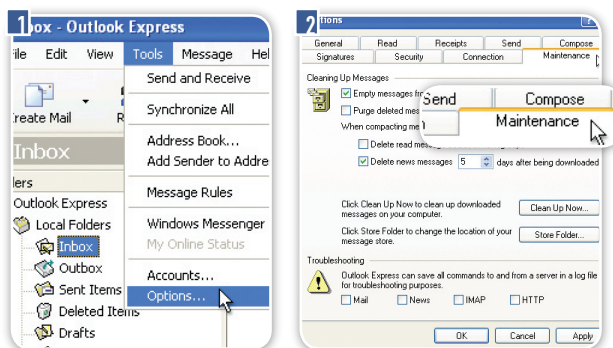


TUTORIAL: DELETING E-MAIL WHEN CLOSING OUTLOOK EXPRESS

Using Outlook Express 6 in Windows XP Home Edition

If you often forget to empty messages out of your "Deleted Items" folder, here's how to set Outlook Express to do it automatically every time you exit the program. (Note: If you're prone to accidentally deleting e-mail you want to save, this might not be the tip for you since messages are permanently erased from the "Deleted Items" folder without you being able to double-check through them.)

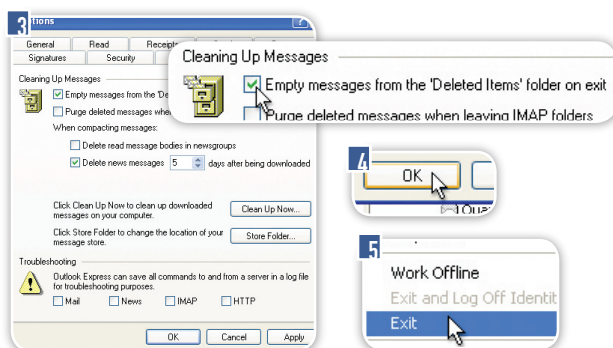
- STEP 1.** With Outlook Express open, click on "Tools" on the menu bar. Select "Options" from the drop-down menu.
- STEP 2.** In the "Options" window, click on the "Maintenance" tab.
- STEP 3.** Under the "Cleaning Up Messages" section, check the box next to "Empty messages from the Deleted Items folder on exit."
- STEP 4.** Click the "OK" button to close the "Options" window.
- STEP 5.** Now, whenever you exit Outlook Express, your "Deleted Items" folder will be permanently erased.



TUTORIAL: CLEANING UP MESSAGE REMNANTS

Using Outlook Express 6 in Windows XP Home Edition

- STEP 1.** With Outlook Express open, click on "Tools" on the menu bar. Select "Options" from the drop-down menu.
- STEP 2.** In the "Options" window, click on the "Maintenance" tab.
- STEP 3.** Click the "Clean Up Now" button.
- STEP 4.** Click the "Compact Now" button in the "Local File Clean Up" window.
- STEP 5.** Close the "Local File Clean Up" window by clicking the "Close" button.
- STEP 6.** Click the "OK" button to close the "Options" window.



TUTORIAL: DELETING MULTIPLE MESSAGES USING COLUMN HEADINGS

Using Outlook Express 6 in Windows XP Home Edition

- STEP 1.** Click on the column heading that will most help you delete the group of unwanted messages. For example, if you want to get rid of all messages from a particular person, click the "From" button to sort the messages into groups sorted by names.
- STEP 2.** Scroll down to the first message in the group you want to delete. Click on the first message in order to highlight it. Then, while holding down the "Shift" key on your keyboard, click the last message in the group. The group of messages you want to delete should be highlighted.
- STEP 3.** Click the "Delete" button on your toolbar.

