

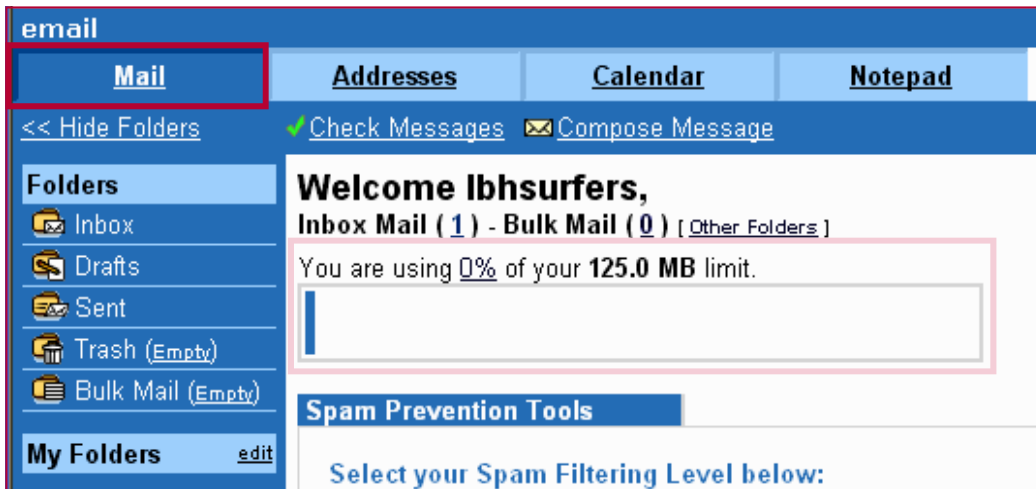
# Beginners: Cleaning your email Box

All free Web based email accounts make available to you only a limited amount of storage space.

Although this amount is increasing (for example, Hotmail increased from 2MB to 25MB, and Yahoo is now offering 1GB!) it is important to keep your mailbox clean by deleting unwanted messages regularly.

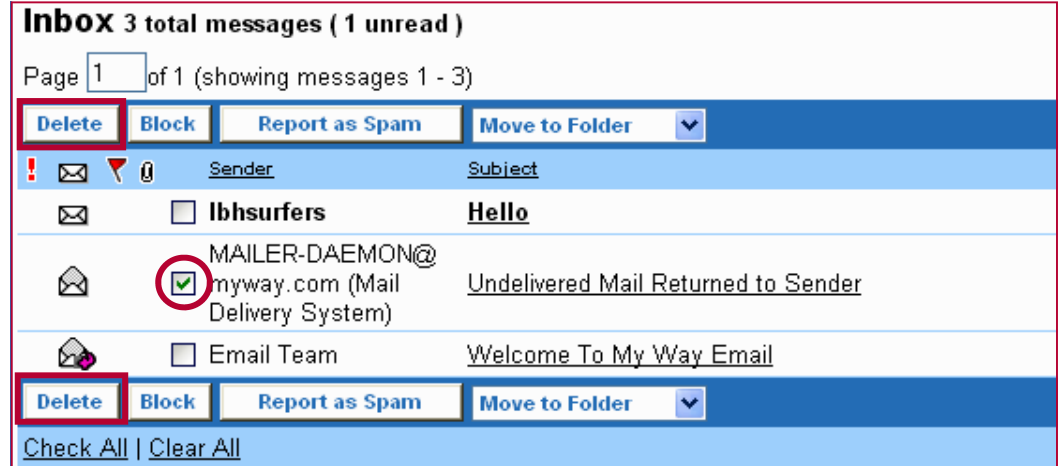
Myway.com provides you with 125MB of storage space.

The welcome screen, which can be accessed by clicking on the **Mail** tab/page, tells you how much of your mailbox space you are using.



## Deleting an e-mail

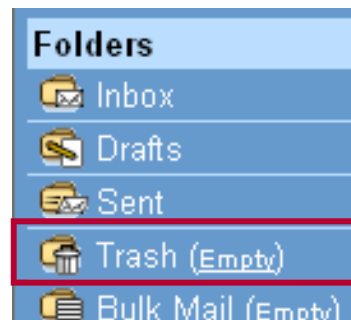
1. Open the folder you want to clean up by clicking on its name.
2. Click on the checkbox (or checkboxes, for multiple message deletion) to the left of the message(s) you want to delete.



- You can also select all of the messages in that folder at once by clicking on the **Check All** link.
- Click on the **Clear All** link to deselect all of the messages in that folder at once.

3. Click on either **Delete** button.

**Note:** Once you delete a message, it will be placed in your **Trash** folder. Messages are normally kept in the **Trash** folder for 7 days and then deleted permanently.



To clear the Trash folder manually (thus permanently deleting all messages within it):

- i. click the **(Empty)** link to the immediate right of your Trash folder.
- ii. Choose **Yes** from the pop-up window.