



# Quick Tips

## Maintenance tips for your NSTU web account

**As your mailbox reaches capacity performance will begin to be affected.**

**To view your mailbox capacity and percentage used:**

- ✓ select "Tools" on the main menu
- ✓ select "Accounts" from the drop down menu.
- ✓ the "Primary" tab in the window which opens will display your "disk quota."

**Following are some tips to help maintain the optimum performance of your account:**

- ✓ Emails in all folders within your mailbox count towards the "disk quota" and you should keep in mind that the size of an email is just as important as the number of emails.
- ✓ When cleaning out your mailbox remember to remove files from your "Sent" folder as well as your "Inbox."
- ✓ Two other folders that are often overlooked when deleting emails are the "Whitelist" and "Blacklist" folders. To view these folders simply click on the "+" next to the "Filters" folder.
- ✓ Remember to empty your "Trash" folder. As in most email software, deleted items are sent to the "Trash", this allows users to retrieve items which may have been deleted accidentally. To empty the "Trash" folder open the folder then select "Empty Folder" from the main menu.