



# North Spencer County School Corporation Technology Tips

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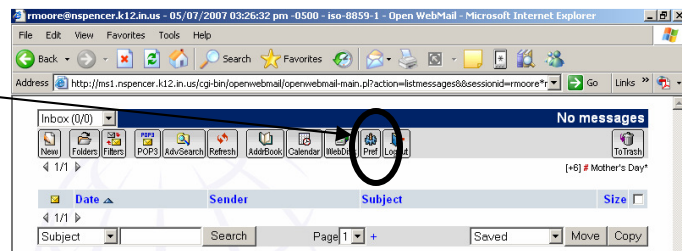
Robert Moore, Webmaster, etc.

## Taking Out The Trash

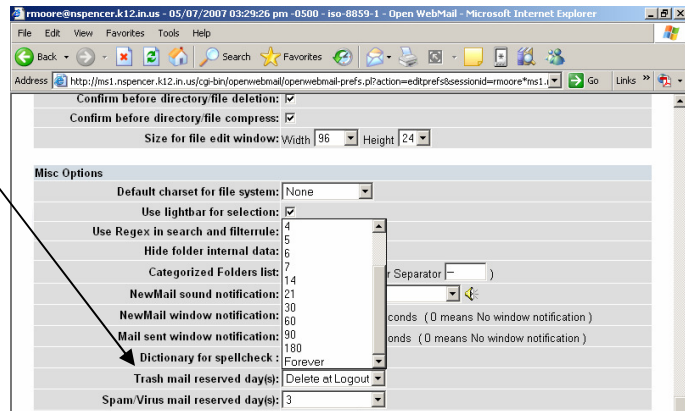
*A gentle reader of Technology Tips asks: Once we delete old mail to the trash bin, do we now have to empty trash or is it just automatically gone? If we have to delete, is there an icon for it or do I have to go each time to trash folder.*

Open WebMail gives you some options for emptying your trash bin containing your old e-mails you don't want anymore. These options are under the "Preferences."

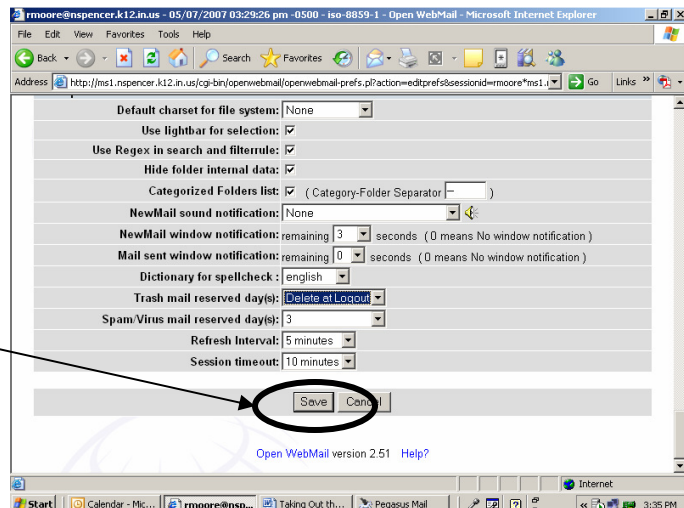
1. Log into Open WebMail and click on the **Pref** icon at the top of the window.



2. Scroll way down to the bottom of window to the section called **Misc Options**. See the line labeled **Trash reserved for day(s)?** The default setting is to delete all trashed e-mail when you log out. But, you can change this by clicking the down arrow to save messages your trash for however many days you want, or you can save them forever if you wish! Just select the number of days you want.



3. When you have made your selection, scroll down to the very bottom of the window and click the **Save** button.



You're done!