

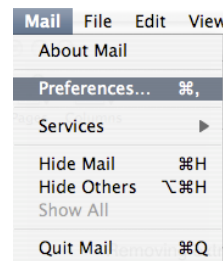
Removing extra mail from your mailbox: a how-to sheet

Teachers coming back from summer vacation may find that their email accounts are stuffed full of mail, and will not accept any more email. The solution to this is to clear your mailbox on the server. Clearing your mailbox will not remove any email from your computer.

1. First, go into the Mail program on your computer.



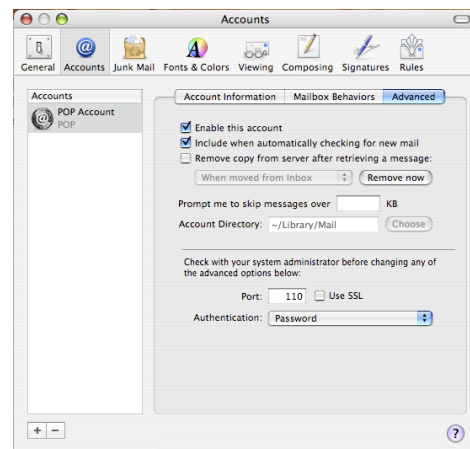
2. Open the **Mail** menu, then choose **Preferences...**
This will open a new window.



3. Click on the **Accounts** tab in the new window, then select your email account from the list on the left. (There will usually only be one account.)

4. Click the **Advanced** tab.

5. Click the **Remove Now** button to clear your messages from the server.



6. Close the **Accounts** window. That's it!