To Delete files on the H: drive:

1. Click Start button.
2. Click Programs.
3. Click Explorer.
4. Click the H:\ drive from the directory list.
5. Select the file (files) to delete.
6. Press **DELETE**.

To delete files on the I:\ drive:

1. Click Start button.
2. Click Programs.
3. Click Explorer.
4. Click the I:\ drive from the directory list.
5. Select the file (files) to delete.
6. Press **DELETE**.

To empty the Recycle Bin:

1. From your Desktop, double-click the Recycle Bin Shortcut .
2. From the File menu, choose Empty Recycle Bin.
3. Click Yes.
4. Close the Recycle Bin Window.

Outlook Mailbox Limit

SIGNET 2000+ users each have 100MG of space in their Mailboxes. In order to stay under this limit, avoid over formatting your mail messages (large fonts, attributes, colours). Also, keep mail folders manageable and delete messages you no longer need especially those with attachments. If you can't part with some messages, save them to diskettes.

To check the size of your mailbox:

1. Right-click your mailbox.
2. Select Properties.
3. From the Properties dialog box, click the Folder Size button.
4. View the total folder size from the Folder Size window.
5. Click Close.