

OUTLOOK EXPRESS

CLEANUP EMAIL

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QUESTION: I am totally disheartened. From never getting any emails to becoming overwhelmed, I got it down to less than 155 emails and now it is over 305. And that's just today.

Now, I am getting 20–25 Spam emails which I must block because I did a stupid thing and signed up for some freebies. Yes, I used this address instead of creating the *faux* address you suggested.

How can I end this nightmare?

ANSWER: Here's how to wake up from your nightmare.

1. DECLARE “EMAIL BANKRUPTCY.”

Go into your email Inbox and:

- ❶ Left-click on *any* message.
- ❷ Use Ctrl+A to select ALL messages.
- ❸ Touch the Delete key on your keyboard.
- ❹ Click on “OK” to confirm your choice.

2. RESTART OUTLOOK EXPRESS.

For a brief few minutes, you'll have no email, but it will return.

3. DELETE SPAM FIRST.

As email comes in, go through your messages and delete the spam first. Yes, I said, “Delete.” By moving the spam messages to your “Deleted Items” folder, when you Block Sender or create a new Message Rule, the program has to deal with a much smaller number of messages and, thus, operates faster.

4. OPEN DELETED ITEMS.

Once you've completely deleted the spam email, open your Deleted Items folder (**Figure 1**):

- ❶ Left-click on the "Inbox" icon (just below the "Create..." button).
- ❷ Left-click on the "Deleted Items" folder icon.

5. CREATE RULES.

If consistent contents, i.e., "We Offer Sales Savings," exist in two or more Subject lines, use my "[Message Rules](#)"

to delete them in the future — regardless how they are from.

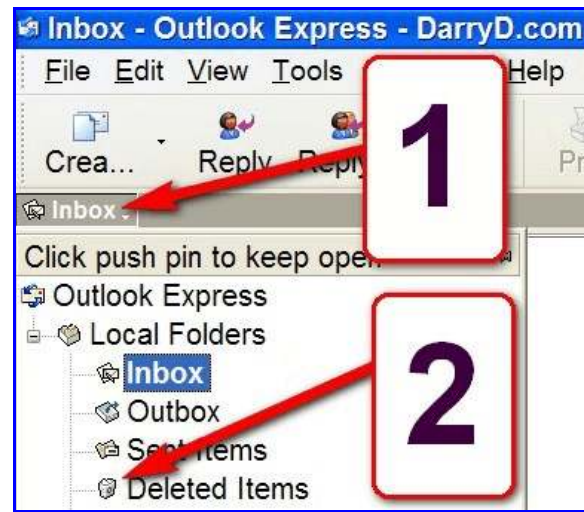


Figure 1

6. BLOCK SENDERS.

Block Senders by using my online "[Block Sender & Domain](#)" lesson.

7. GO TO THE INBOX.

It is done similar to the process in Figure 1 except you select the "Inbox" instead of the "Deleted Items" folder.

8. DEAL WITH IT.

When you get a message, deal with it. Double, left-click on it to open it and, then, reply, delete or move it. Don't put it off until later. Procrastination is a thief of time. "Procrastination is a fault put-off correcting."

9. REMOVE STATIONERY.

When you create emails, remove any stationery. It's really distracting and, more importantly, it requires more bandwidth so if you're writing to people using dial-up, it takes a lot longer for them to download it. To remove background, use my online lesson, "[Stationery Removed](#)."