

Outlook Express SPEED UP

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1. GO DIRECTLY TO INBOX.

To do so:

- 1 Open Outlook Express.
- 2 From the MenuBar, select **Tools > Options**.
- 3 Under the **General** tab (the default opening window), ensure there is a check on “When starting, go directly to my ‘Inbox’ folder” (*Figure 1*)

2. DELETE MESSAGES.

MS Outlook Express must load all the messages in your Inbox and then sort them by the method you have selected *before* you can view it. By keeping your Inbox lean, you can speed up its opening:

- 1 If all you do is read it, delete it when you’re done.
- 2 If you reply to it, add yourself as a Cc: to the reply and delete the original.
- 3 Create folders to hold messages you want to keep.
- 4 At the beginning of each month, delete all messages in your Inbox from 2 months earlier (if they are still there). Statistically, you will never go back and read them again.

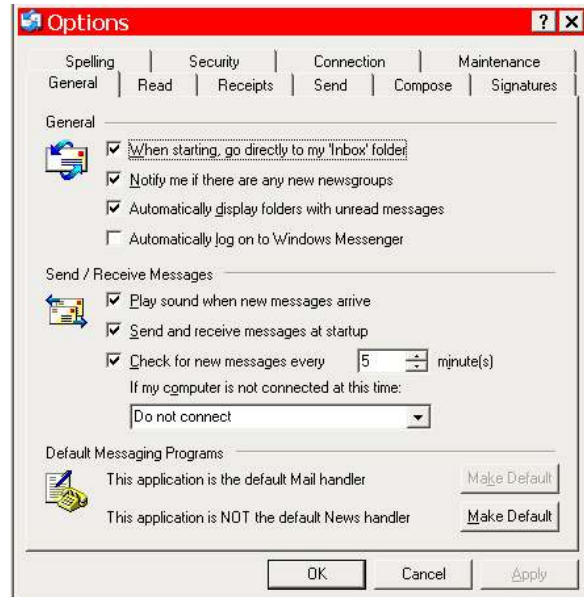


Figure 1