How to Clean Out Full / Stuck Email Inbox

Open Internet Explorer and navigate to Tri-County Electronic's homepage (www.tcei.com)

Find the tan area that says "Webmail" in the right column of the homepage.

Enter your full email address (ex. <u>yourname@tcei.com</u>) and password. Click Login button.

A new window will open, showing new emails.

Note: For dial-up users, emails that are over 1 MB in size may be too large and get "stuck" when downloading to your computer.

To read an email, click on the Subject line of the email you want to read. It will open in the preview pane.

To delete an email, put a checkmark in the small box that appears to the left of each message.

Click the Delete/Undelete button that appears in grey toolbar. A line should now appear through the email selected.

Click the Purge Deleted button in the grey toolbar to remove the selected email.

Do these steps to all emails you want to delete before receiving them into Outlook/Outlook Express.