

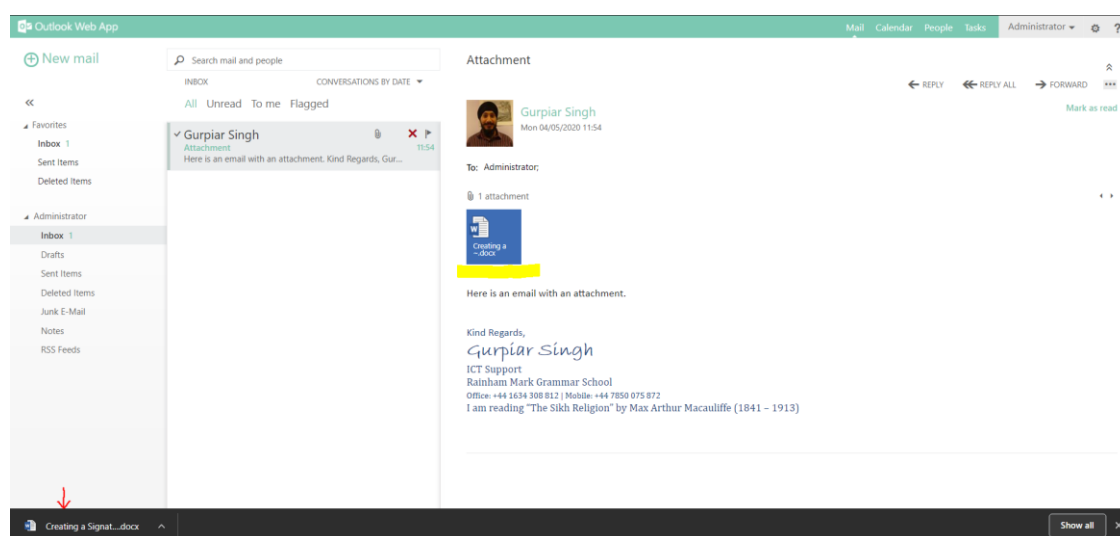
## Managing RMGS Email Storage Quota Guidelines:

Below, are a few guidelines on how you can manage your storage space for your RMGS email account:

### 1. Attachments

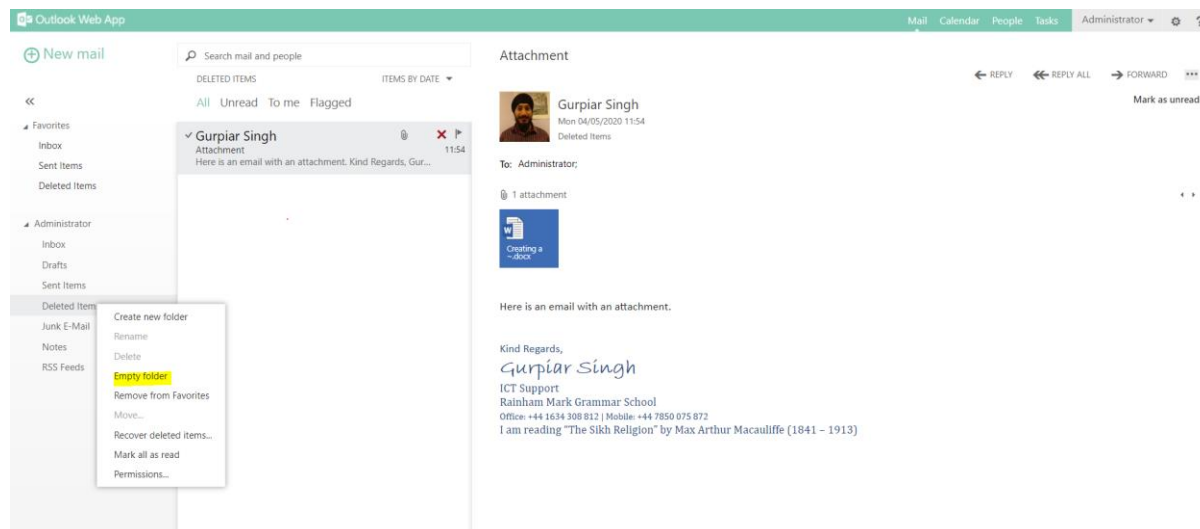
Attachments are the primary reason a mailbox gets full. The recommendation is to save your attachments to your computer and delete the email then empty to your deleted items.

Go to the email that has the attachment, and click on the attachment, it will save automatically to your downloads folder if you are using Google Chrome. If you are using Internet Explorer it will ask you whether you want to open, save it or cancel, please select save and complete until you have saved the file to your computer. PLEASE NOTE: **You have 200mb of total storage.**



### 2. Deleted emails

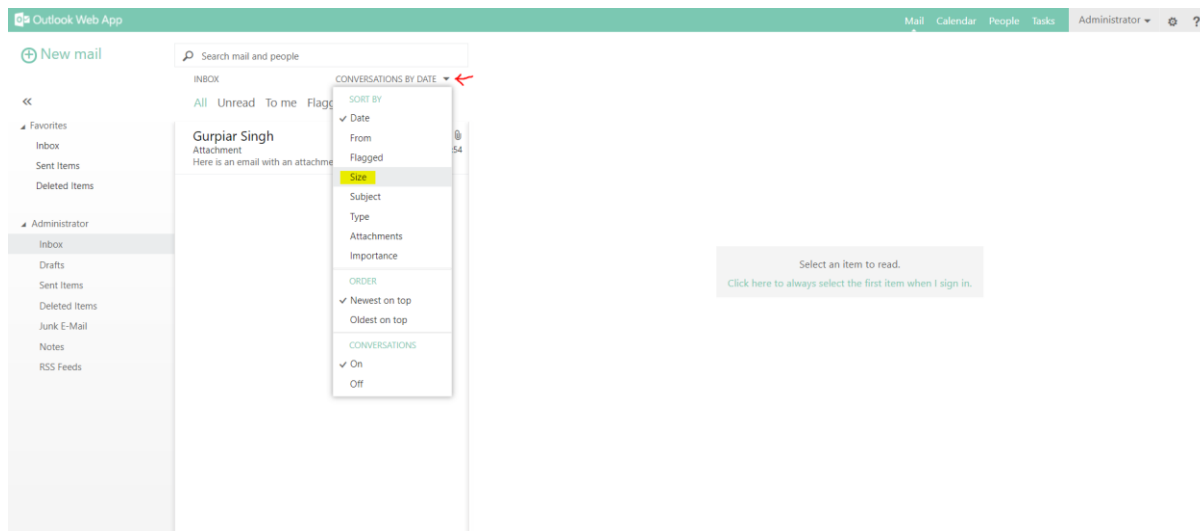
If you have deleted an email and it is sitting in the “Deleted Items” it is still taking up space from your storage quota. Only once you’ve emptied your “Deleted Items” will you save space. Right click on deleted items and click “Empty Folder”.



### 3. Sorting Email

If you have lots of emails in your inbox and you don't know which ones you can delete, to help you decide you can use the sort by function.

Please see the screen below. When you have conversation by date, click on the triangle next to it and you will get a drop-down list of options. I tend to sort by size and delete the biggest emails which saves a lot of space. Remember you must empty your "Deleted Items" to save the space.



### 4. Unsubscribe from marketing and spam emails

If you have signed up for marketing and spam emails please unsubscribe. Please go to the marketing email, scroll to the bottom and you will see an option to unsubscribe. Click it and follow any instructions, there are many different systems so I have not put any screenshots.