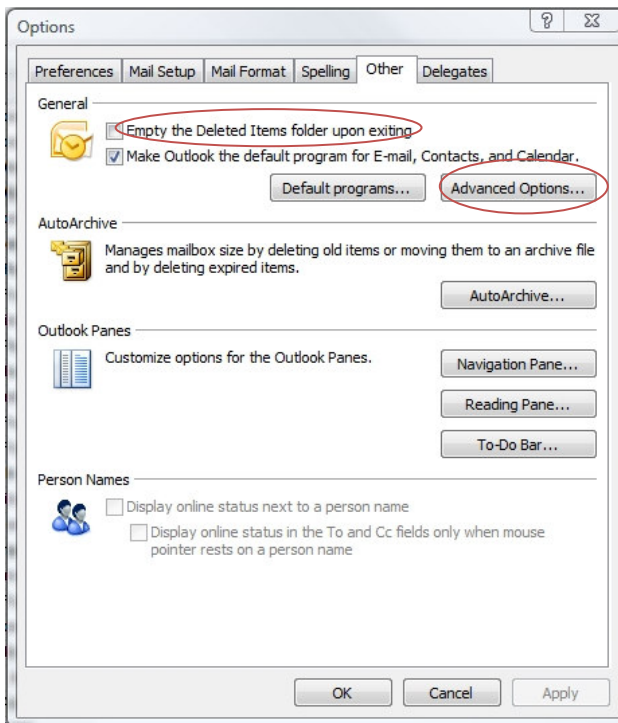




Automatic Deletion of your Deleted Items Folder

Outlook 2007

- 1 Open Outlook 2007.
- 2 Click Tools - Options
- 3 Click the "Other" Tab.



- 4 On the "Other" Tab, check off "Empty the Deleted Items folder upon Exiting".
- 5 Select "Advanced Options".
- 6 Under General Settings, check off "Warn before permanently deleting items".
- 7 Click OK twice.



For assistance, call X3397.



Software Maintenance and Disk Cleanup

Here's how to ensure that your transaction information is cleared from the cache under Microsoft Windows and Mac OS using today's leading browsers:

Microsoft Windows



Internet Explorer 7.0

- 1 From the Tools menu, select Internet Options.
- 2 Click on the General tab.
- 3 In the area called "Browsing History," click the Delete button. In the window that appears, click "Delete" next to each category or select "Delete All", located at the bottom of the window.
- 4 A box will appear asking, "Are you sure you want to delete all Internet Explorer browsing history?" Click "Yes."



Mozilla Firefox 3.0

- 1 From the Tools menu, select Options.
- 2 Click on the Privacy tab.
- 3 Find Cookies and click "Show Cookies" to open the Cookies Manager.
- 4 Click "Remove All Cookies" to delete cookies.

MAC OS



Safari

- 1 Click the Safari Tab from the menu at the top of your screen.
- 2 Click "Reset Safari" from the drop down menu.
- 3 Select what you want to move from Safari by placing a check in the corresponding boxes.
- 4 Click "Reset" to delete all Safari browsing history selected.




Mozilla Firefox 3.0

- 1 Click the Tools Tab from the menu at the top of your screen.
- 2 Select "Private Data" from the drop down menu.
- 3 Select what you want to move from Firefox by placing a check in the corresponding boxes.
- 4 Click "Clear Private Data Now" to delete all Firefox browsing history selected.

Disk Cleanup – Windows Vista

If you want to reduce the number of unnecessary files on your hard disk to free up disk space and help your computer run faster, use Disk Cleanup. It removes temporary files, empties the Recycle Bin, and removes a variety of system files and other items that you no longer need.

- 1 Open Disk Cleanup by clicking the Start button .
- 2 Click "All Programs" then click "Accessories".
- 3 Click "System Tools" then click "Disk Cleanup".
- 4 The "Disk Cleanup Options" dialog box appears. Choose whether you want to clean up your own files or all of the files on the computer.
- 5 Select the check boxes for the files you want to delete.
- 6 Click OK and then click "Delete files" to confirm the operation.



For assistance, call x3397.