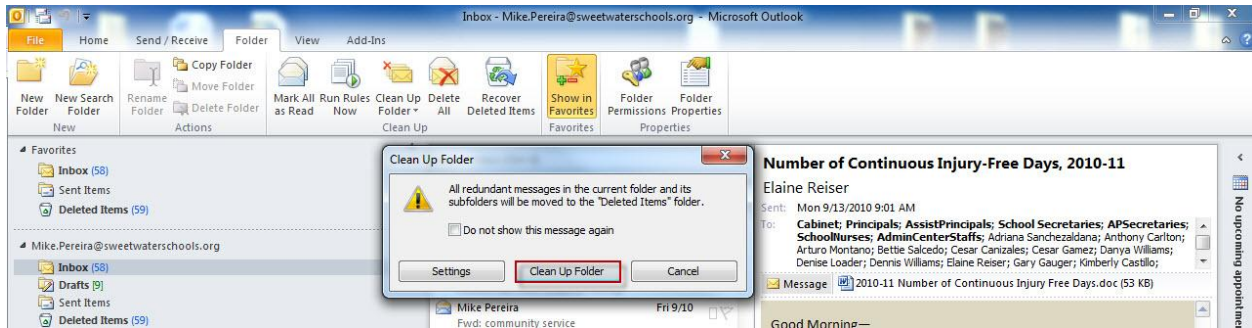


In an effort to free up storage capacity in your Outlook account please clean up unnecessary, redundant messages using the following steps:

Step 1. From your **Inbox**, click on the **Folders** tab. Click on **Clean up Folder**, then click on **Clean up Folder & Subfolders**.



Step 2. Click on **Clean up Folder** to remove redundant all redundant messages.



When this process is complete only the most current email message will remain which will contain a thread of all of the email messages that have been transmitted back and forth between each party.