

Preparation: Clean Up Your Email



Preparation for Uploading Your Email to Google Apps

Cleaning up your email account is important since doing so prior to the migration will not only help you but prevent heavy loads on the migration process. You can avoid migrating messages that are no longer important to you by performing the following tasks.

Task	Webmail	Thunderbird
<p>✓ Review your messages for action</p>	<p>Click “show all” to show all of your messages on one page. You will need to make this selection on each folder you review. Don’t forget to review your Sent folder.</p>	<p>Remember to review your Sent folder along with your other folders.</p>
<p>✓ Create new folders To help organize your mail, create new folders in which you will sort your messages .</p>	<ol style="list-style-type: none"> 1. Click on the “Folders” icon Under “Create Folder”, provide a name for the folder. 2. Click on the “Create” button. 	<ol style="list-style-type: none"> 1. Right-click on your “Inbox” folder. 2. Select “New folder”. 3. Enter a name for the folder and click on the “OK” button.
<p>✓ Clean up individual folders</p>	<p>Review and delete old messages.</p>	<p>Review and delete old messages.</p>
<p>✓ Clean up your inbox</p>	<p>Delete old messages or move them into appropriately named folders.</p>	<p>Delete old messages or move them into appropriately named folders.</p>
<p>✓ Empty your trash Perform this task on a regular basis</p>	<p>If you find messages in your trash folder that you want to keep, move them to another folder.</p> <p>When viewing the list of folders, click on the “purge” link next to the trash folder. This will empty the trash folder.</p>	<p>If you find messages in your trash folder that you want to keep, move them to another folder.</p> <p>Select the File menu, then select “Empty trash”.</p> <p>Select the File menu, then select “Compact folders”.</p> <p>If you have messages under “Local folders”, repeat the processes above.</p>