

## Folder Auto Clean - SmarterMail

Folder Auto-clean is a method for limiting how much of your account disk space is used by the Junk E-Mail, Sent Items, and Deleted Items folders. Messages are deleted from the folders in the order that they were received so that older messages get deleted first.

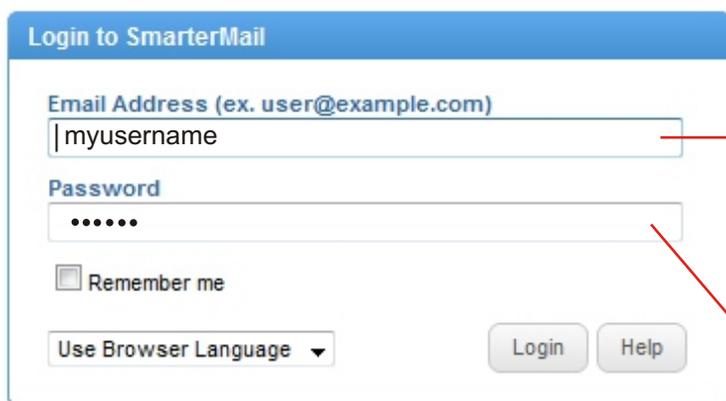
By placing limits on the size of these folders, you can help ensure that your account does not fill up unnecessarily.

To access Folder auto-clean, login to your SmarterMail account.

First open your browser (Internet Explorer, Firefox etc.) and type in **http://mail.domainname.ext**

*Note: Do not type in the www*

The **SmarterMail login** screen will appear



The image shows the SmarterMail login interface. It features a blue header with the text 'Login to SmarterMail'. Below the header are two input fields: 'Email Address (ex. user@example.com)' containing 'myusername' and 'Password' with masked characters. There is a 'Remember me' checkbox and a 'Use Browser Language' dropdown menu. At the bottom right are 'Login' and 'Help' buttons. Red arrows point from the text annotations to the email address and password fields.

Type in the **User Name**

*Note: Full email address is not required*

Enter User's **Password**

SmarterMail User 7.3 | Mail Server Software | © 2010 SmarterTools Inc.

- #1 Click on the Settings icon in the left tree view.
- #2 Next click on the “+” next to the Filtering folder to expand.
- #3 Next click on the Folder Auto-Clean icon.
- #4 Next click Override auto-clean settings for this account.

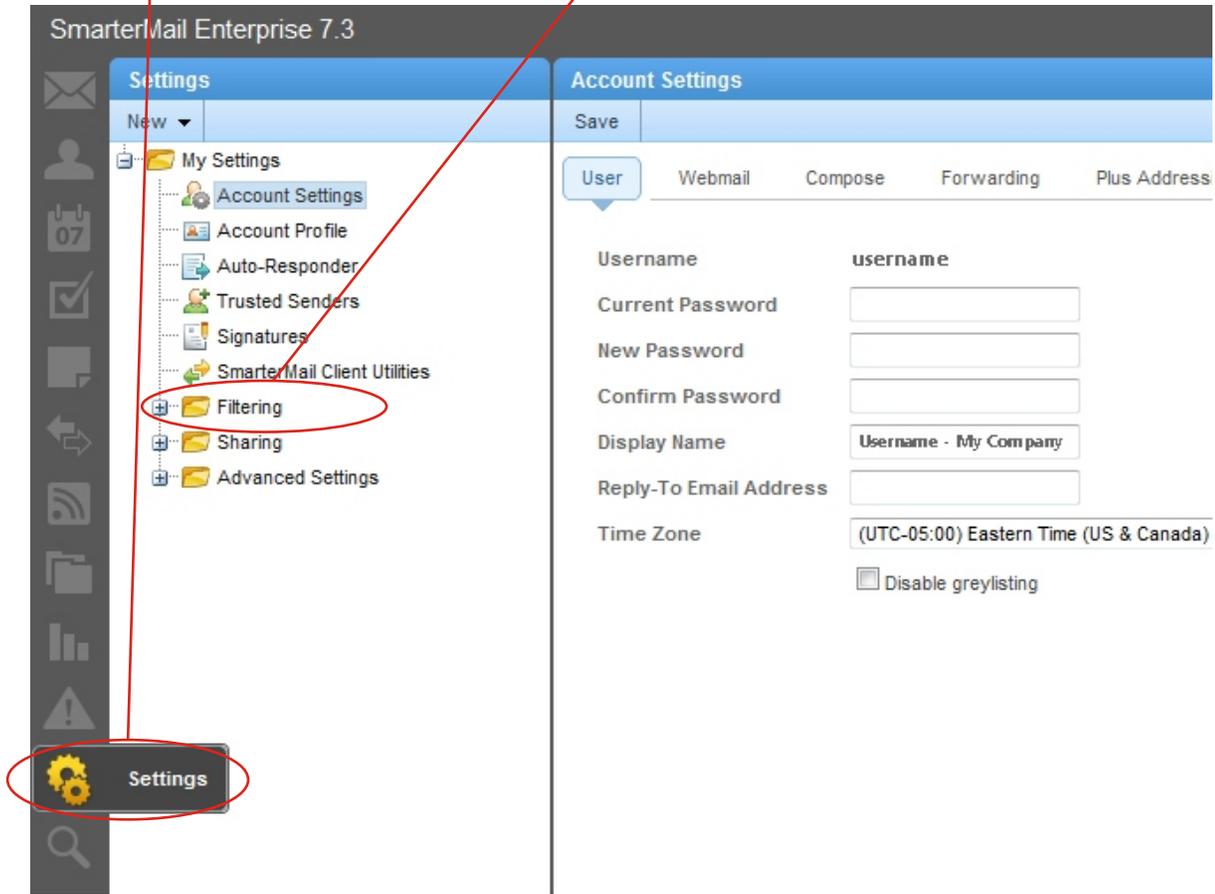
*Note: The use default auto-clean settings apply to your Junk email folder. The auto-clean settings for Junk email are set to delete any items in this folder that are over 30 days old.*

*When choosing to override settings for this account, the rule for your junk email folder will no longer be in effect. You will need to recreate a rule for your junk email folder in addition to the rule(s) that you are creating for your sent or deleted mail.*

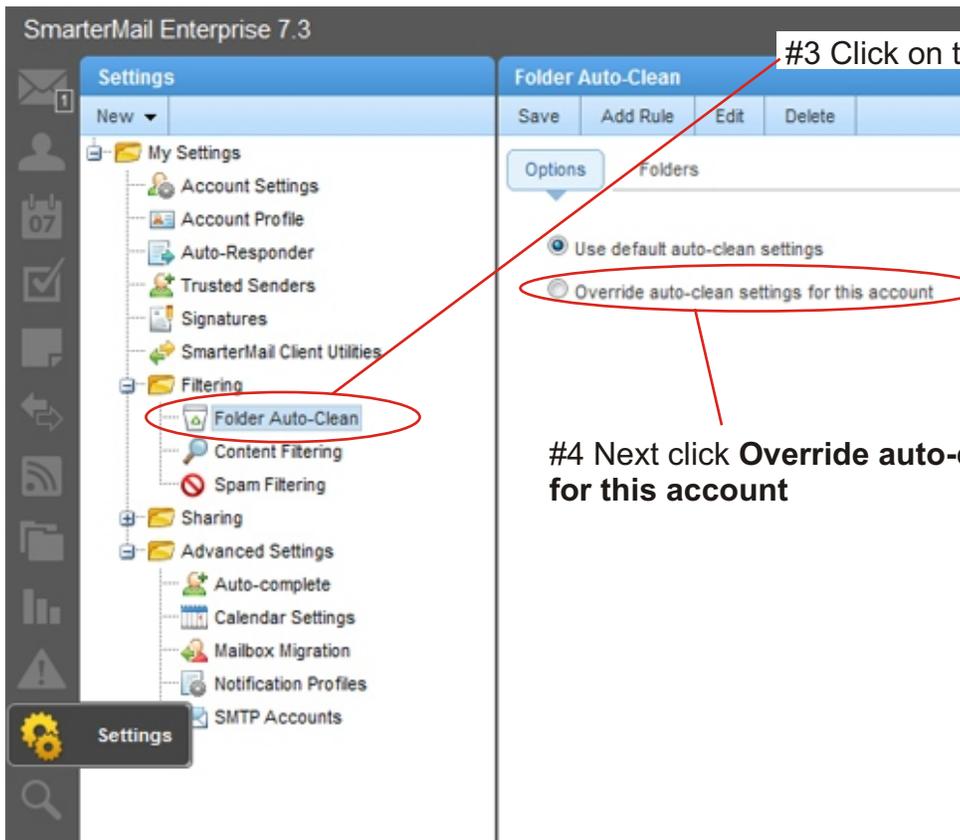
- #5 Click Add Rule or create an auto-clean rule for your junk email, deleted or sent items.
- #6 Next select a folder to auto-clean.
- #7 Next set the criteria to prompt the auto-clean. (i.e. Size/Date)
- #8 Check enable auto-clean on this folder.
- #9 Click Save to apply the rule.

#1 Click **Settings**

#2 Click on the “+” next to the **Filtering** folder to expand



#3 Click on the **Folder Auto-Clean** icon

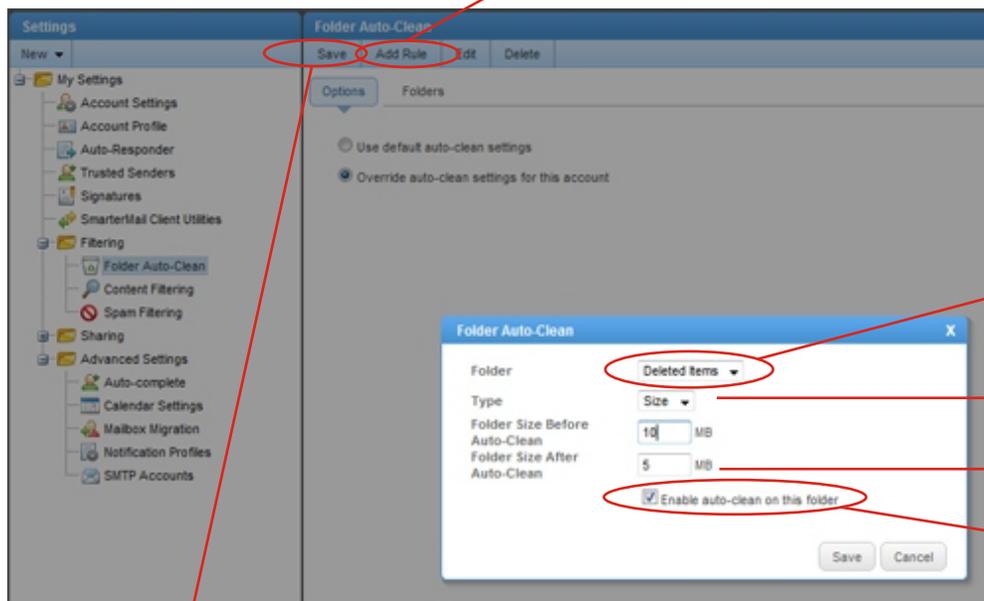


#4 Next click **Override auto-clean settings for this account**

Note: The use default auto-clean settings apply to your Junk email folder. The auto-clean settings for Junk email are set to delete any items in this folder that are over 30 days old.

When choosing to override settings for this account, the rule for your junk email folder will no longer be in effect. You will need to recreate a rule for your junk email folder in addition to the rule(s) that you are creating for your sent or deleted mail.

#5 To create an auto-clean rule for your junk email, deleted or sent items, click **Add Rule**.



#6 Next select a **folder** to auto-clean

#7 Next set the **criteria** to prompt the auto-clean

#8 Check **enable auto-clean on this folder**

#9 Click **Save** to apply the rule.