



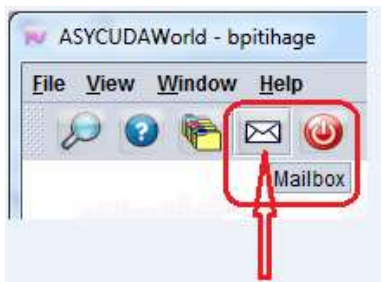
## How to manage my ASYCUDA World Mailbox

The following 'Functional Note' provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to manage their mailbox.

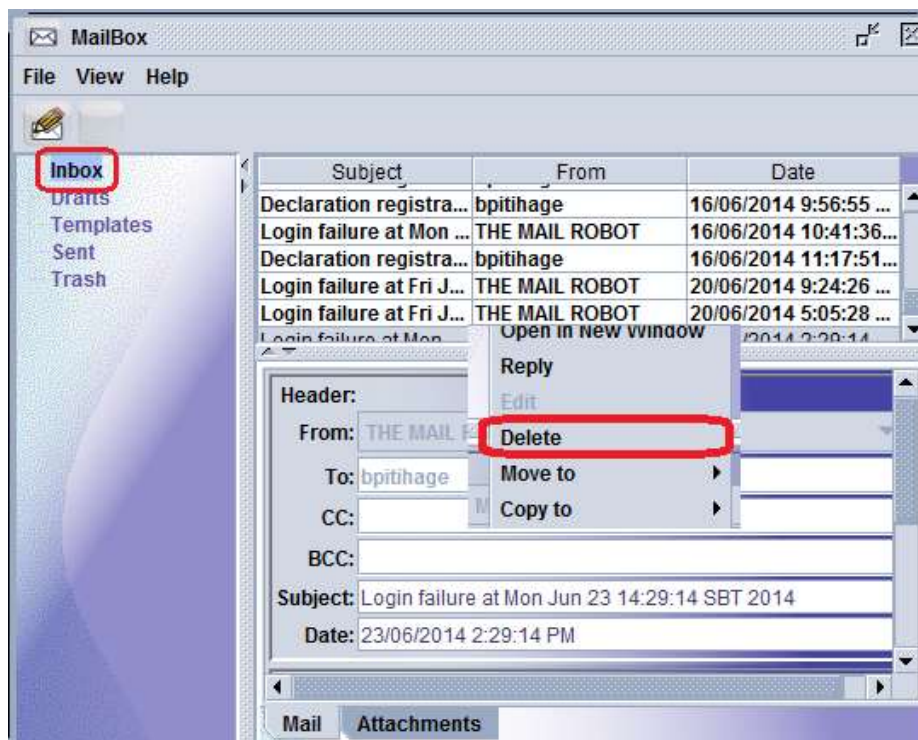
It is important that **EVERY DAY** before leaving your PC you must clean your mailbox.

This is done as follows:

1. Open your mailbox by clicking on the “Mailbox” icon as shown below:



2. Click on “Inbox” and select **all your mails** by using **Ctrl-a**
3. Right click and choose “Delete”



4. Repeat the same operations for “**Drafts**”, “**Template**” and “**Sent**”
5. When done, click on “**Trash**”
6. Right click and choose “**Empty Trash**” as shown below:

