ASYCUDA – HOW TO

Subject	**How to Manage My ASYCUDAWorld Mailbox**
Version	AWM_v1
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File	

Objective :

The objective of this document is to explain how to manage users mailboxes in Asycudaworld system

Related documentation :
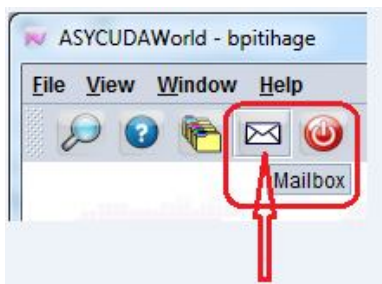
Keywords :
Mailbox

1. How to manage my AW 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.
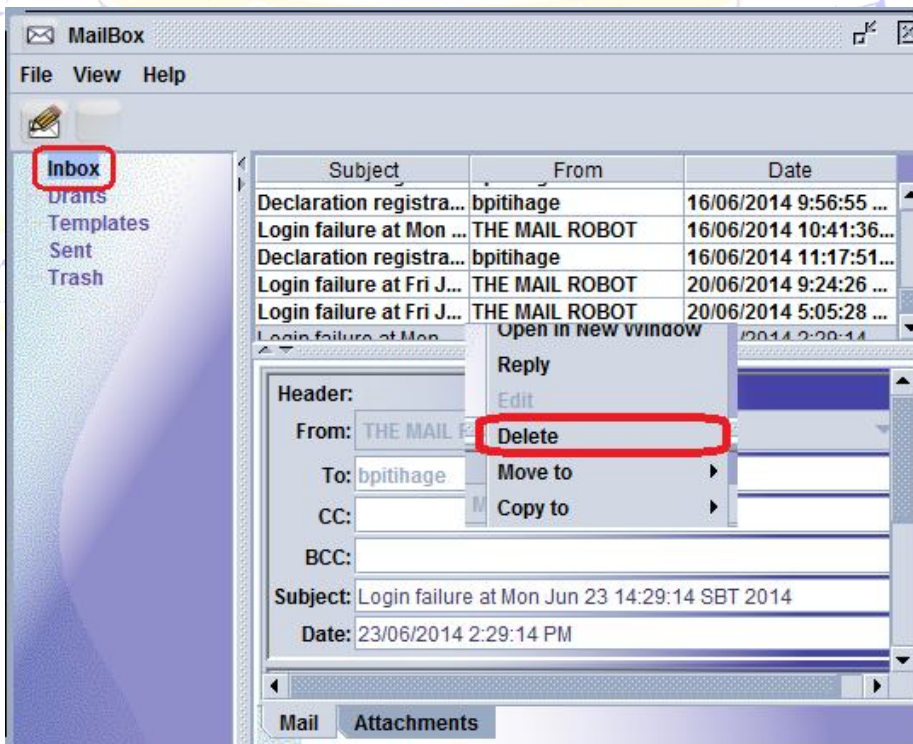
It is important that **EVERY DAY** before leaving your PC you must clean your mailbox.

Please follow the following steps:

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: