



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 ther for a Secure and Prosperous Samoa





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 **<u>EVERY DAY</u>** 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:



Attachments

Mail





- 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:

	Tielþ			
Inbox	1	Subject	From	Date
Drafts	L L	_ogin failure at Wed	THE MAIL ROBOT	25/06/2014 3:07:54
Template	s l	_ogin failure at Mon	THE MAIL ROBOT	23/06/2014 2:29:14
Sent	1 I I I I I I I I I I I I I I I I I I I	_ogin failure at Fri Ju	THE MAIL ROBOT	20/06/2014 5:05:28
Trash	i i r	Conternation registrati	bpitihage	16/06/2014 11:17:5
	New Subfold	er ailure at Fri Ju	THE MAIL ROBOT	20/06/2014 9:24:26
	Delete Folde	ailure at Mon	THE MAIL ROBOT	16/06/2014 10:41:3
	Denamo Folo	ation registrati	bpitihage	16/06/2014 9:56:55
	Rename Fold	ation registrati	bpitihage	16/06/2014 9:45:33
	Empty Trash	ation registrati	bpitihage	16/06/2014 9:41:05
, ↓		ectaration registrati	bpitihage	14/06/2014 4:56:38
		Declaration registrati	bpitihage	14/06/2014 4:38:03
		Declaration registrati	bpitihage	14/06/2014 4:26:53
		Declaration registrati	bpitihage	14/06/2014 3:43:58
	0	Declaration registrati	bpitihage	14/06/2014 3:36:29
	L	_ogin failure at Mon	THE MAIL ROBOT	2/06/2014 4:31:19
		Declaration registrati	bpitihage	2/06/2014 9:39:52 /
		Declaration registrati	bpitihage	2/06/2014 9:39:28 /
		Declaration registrati	bpitihage	2/06/2014 9:38:47 /
	0	Declaration registrati	bpitihage	2/06/2014 9:37:57 /
	(Declaration registrati	bpitihage	2/06/2014 9:37:14 /
		Declaration registrati	bpitihage	2/06/2014 9:35:58 /
	S	Declaration registrati	bpitihage	1/06/2014 4:49:24 8