

Perform Maintenance in Webmail

Occasionally, when you log into Webmail, you get a prompt to perform maintenance. What's that all about?

It all has to do with how your login tasks are set in Webmail. These tasks are set to execute at the beginning of each month (which is why you don't always get the maintenance message). The first time you log in each month, Webmail asks if you want it to perform these tasks.

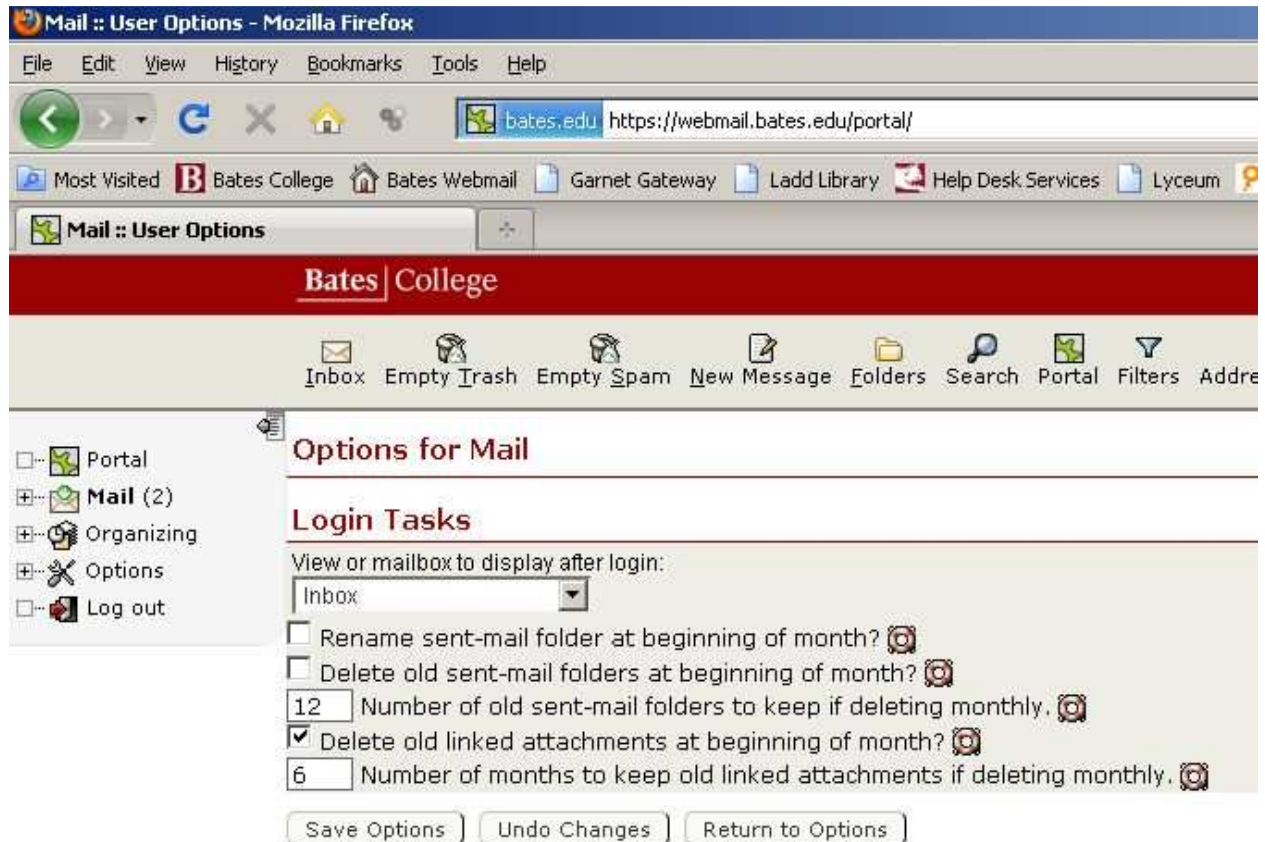
“What task?” you ask. To find out, click on the **Options** button (see below).



Then click on **Login Tasks** (see below).



The following window then displays your current login tasks. I believe these are the default values as I have never changed mine.



This provides you with options to manage your sent-mail folder as well as linked attachments.

Further information, from the following links, is available under **Help** (from this document, hold the Ctrl key and left click on the link):

[Preferences: Maintenance: Rename Sent-mail Folder Monthly](#)

[Preferences: Maintenance: Delete Sent-mail Folder Monthly](#)

[Preferences: Maintenance: Delete Sent-mail Folder Monthly - # of Folders to Keep](#)

[Preferences: Maintenance: Delete Linked Attachments Monthly](#)

[Preferences: Maintenance: Delete Linked Attachments Monthly - # of Months to Keep](#)

It's easier than changing the oil in your car.