

Fall file cleanup

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Oct. 1, 2008 -- Fall cleaning of files on G: Drives, U: Drives and Email provides easier file and email access/retrieval of existing information for all users.

Users should review data currently stored within email and on their G and U Drives in order to eliminate redundant files as well as those that are no longer needed. You may also choose to store your archived files on a DVD and then remove them from your G or U Drive. Historical email that needs to be retained should be stored within Personal Folders (PSTs).

What files could be deleted?

- * Draft copies of files.
- * Double versions of files (keep the most recent).
- * Electronic files that contain information you already have in hard copy or can easily find on the internet.

For email cleanup, we recommend that you clean your mailbox in this order: Inbox, Sent Items and then Deleted Items.

1. Inbox - Delete any messages that you do not wish to keep and move messages you want to keep into your Personal Folder. Your Personal Folder is located on the Network and does not count against your limit.
2. Sent Items - Delete any Sent Items that you do not wish to keep and move messages you want to keep to your Personal Folder.
3. Deleted Items - Once messages are deleted in other folders, they are moved to your Deleted Items folder. These items still count against your storage capacity until you empty your Deleted Items folder by simply right clicking on the Deleted Items folder and selecting Empty "Deleted Items" Folder.

If you need assistance with fall cleaning of your files or email, please call the Service Desk at 245-3000.

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