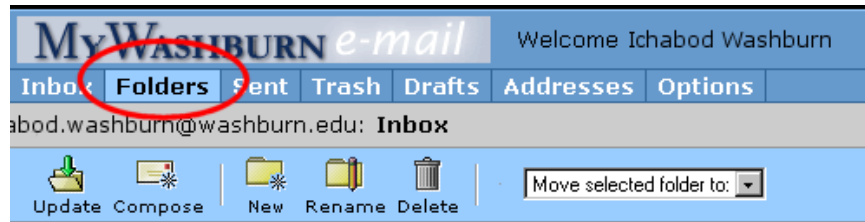


RESTORING E-MAIL IN MY WASHBURN

Open up your email from MyWashburn:



At the top, select "Folders":



You will see a folder called "restore" and underneath, any sub-folders you may have created (or default folders like "Sent" or "Trash"):



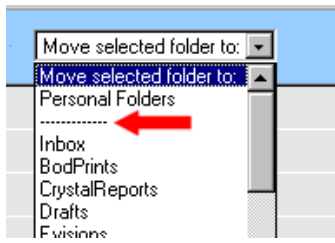
To move an entire folder, select the radio box next to the folder you wish to move (eg "Homework"):



Go to the top and select the drop-down arrow next to "Move selected folder to"



In the drop-down list, find the dashed line and drag down and release on the dashed line:



The folder will now appear alphabetically under "Personal Folders."

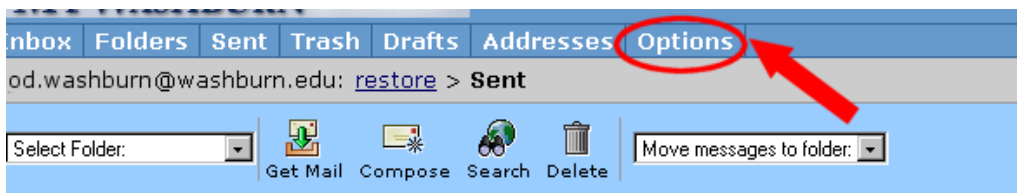
Repeat to move all folders.

IMPORTANT: The email messages in your former inbox are in the "restore" folder. In addition, if a folder's name under "restore" is named the same as a folder above under Personal, you will be unable to use this method. Examples of this situation might be folders named Trash or Sent.



For the "restore" folder itself, or for folders with duplicate names, use this method:

First, go to Options:



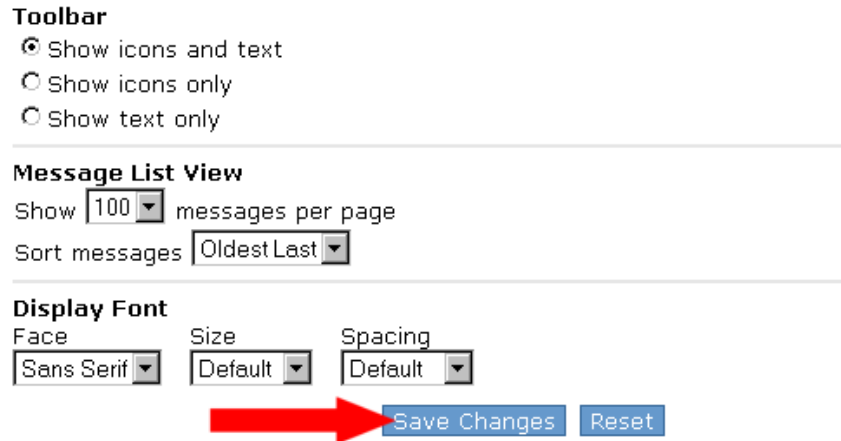
Select the "Appearance" option from the left side:



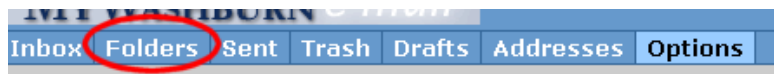
If not already selected, check under "Message List View" that "100" is selected for messages per page.



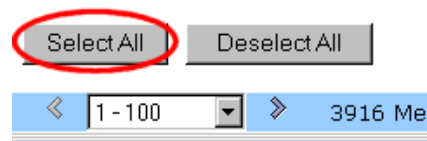
At the bottom, select "Save Changes"



Return to "Folders" (at the top):



Open the folder (eg "Sent"). Scroll to the bottom and choose "Select All."



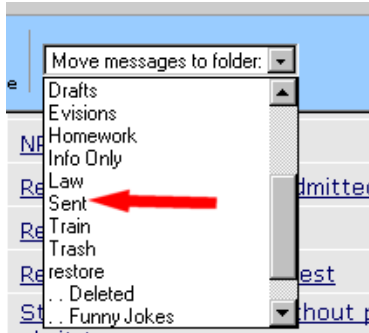
All of your messages will now be checked:



Go to the top and select the down arrow by "Move selected folder to:"



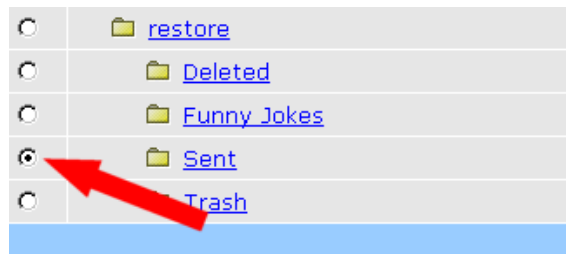
Select the folder (under Personal Folders) that you want to deposit the messages in (for example, "Sent"):



Note: if you have more than 100 messages in your folder, you will need to repeat this until your folder is empty.

To delete an empty folder:

Select the radio button next to the now-empty folder:



At the top, select "Delete" to delete your empty folder:

