

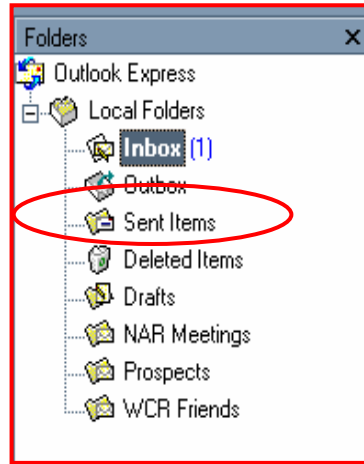


Saving messages in your SENT ITEMS folder is a way to document communications instantly – and a great automatic risk reduction feature for agents! You can find messages in this folder later by sorting the columns by RECIPIENT or DATE.

*We strongly recommend that you keep any messages pertaining to your business; do not delete, remove, archive or otherwise remove these messages if they are important to your business record keeping.*

If your messages are NOT being copied into the SENT ITEMS FOLDER, you may need to activate this feature.

1. Click TOOLS
2. Click OPTIONS
3. Click the SEND TAB
4. Check off the first item in the list, *Save copy of sent messages in the Sent Items folder*
5. Click APPLY
6. Click OK



*Don't worry about "filling up your computer" with email – it would take millions of messages and attachments before you even came close to doing that – and even then – it would probably mean you were having some pretty successful email conversations and might be able to purchase a bigger hard drive!!*

