

E-mail Maintenance Checklist



by



In a world where we are bombarded with emails it's easy for your email account(s) to become overwhelmed and stop working.

Many email issues are quickly resolvable with a few easy steps...

Quick Fixes:

- Empty your spam & deleted items folder
- Ensure that the program/browser and computer are up to date
- Fully shut down the programs and computer
- If you are accessing your email through a web browser, try a different browser

If you are still experiencing issues, please contact our technical support team on our [website here](#) or direct technical@wearewood.co.uk.

Basic On-Going Maintenance:

- Delete or archive your old emails to free up space in your inbox. (Large mailboxes are prone to crashing)
- Empty your deleted items folder regularly
- Check for updates (both windows updates, program updates and web browser updates)
- Mark it as spam & unsubscribe (don't just leave unwanted emails in your inbox)
- Shut your computer down regularly (just like us they need a rest too)

Be Aware:

- Treat suspicious emails with caution (delete if you're unsure of the source address)

Please note that whilst we host your e-mail any issues culminating from your computer or infrastructure will need to be addressed by your own IT support.