

Clean your inbox with Sweep (FROM HOTMAIL)

Use Sweep to file messages from a sender to a specific folder, delete all email from a sender, and schedule automatic cleanups.

<http://www.youtube.com/watch?v=QviKPtTsmXo> WATCH THIS VIDEO

Sweep to file it away

If you get email from a certain person or business that you want to keep, you can quickly move all email from them out of your inbox and into another folder.

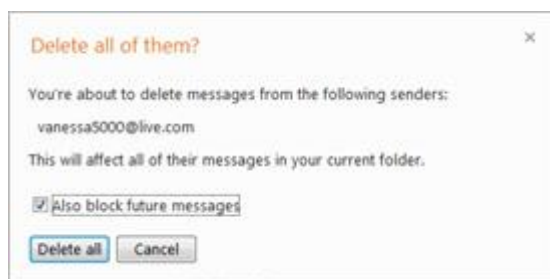
Just choose a message in your inbox, click Sweep, and then click Move all from. On the next screen, select the folder you want to move the messages into.

If you want, select the Also move future messages check box, and Hotmail will file all messages from that sender for you, automatically, as they come into your inbox.

Sweep to delete

You can also use Sweep to automatically delete messages that you don't want, like a newsletter you signed up for a long time ago and don't read anymore.

Choose a message, click Sweep, and then click Delete all from. On the next screen, select the Also block future messages check box if you want to delete all new messages from the email address.



Delete all email from a sender and block future messages

Click Delete all and you're done. Hotmail will automatically delete all the email from that person or company in your inbox, and if you chose to block future messages, all new incoming messages will also be blocked.

Schedule a cleanup

The new Sweep option Schedule cleanup automatically deletes email from a specific sender after 30, 60, or 90 days. If you subscribe to a daily deal site (like LivingSocial or Groupon) and never want to see anything but the most recent offer, you can use a scheduled cleanup to do the tidying for you.

To schedule a cleanup, select a message, click Sweep, and then click Schedule cleanup. Choose what you want to do with the sender's messages, then click OK. Hotmail takes care of the rest, automatically.