How can I achieve optimal LPL email performance?

To maintain optimal LPL email performance, perform the following tasks periodically.

- **Trim your inbox**
  
  This will speed the delivery, opening, reading, and moving of messages.

  The easiest approach is to create an IMAP mail folder called inbox_mmddyy and move old messages from the inbox to it.

  Another approach is to create mail folders for various subject areas and move messages from the inbox to them.

  You can do this with your email client, or LPL Systems staff can do this for you.

  If you use Thunderbird, you can display the size of each message in your inbox and sort the messages by size, as follows:

    - At the top right corner of the inbox message list pane, click on the small "box" (looks like a little window) to display a list of available columns.
    - Click on "Size" to add that column to the pane.
    - Click on the Size column title (the word "Size") to sort the messages by size.
    - Scroll to the bottom to see the largest messages.

  If you use Mac Mail, you can display the message size in the inbox list, as follows:

    - Click View -> Columns -> Size in the menu in Mac Mail.

  To turn the display of message sizes off again, select the same menu item again.

  After trimming, close and reopen your mail client, to compact your inbox.

- **Trim your Sent folder**
  
  This will speed the sending of messages.
The best practice is to create an IMAP mail folder called Sent.mmddyy and move old messages from your Sent folder to it.

You can do this with your email client, or LPL Systems staff can do this for you.

- Empty your Trash folder

  This will speed the deleting of messages.

  The easiest approach is to click File -> Empty Trash using your mail client.

  You can configure modern GUI mail clients to empty trash on exit.

  For example, in Thunderbird, click Tools->Account Settings -> Server Settings.