How to Reset a Board

Procedure for Outlook Express: After you cancel a message on the board, you will still be able to see the posting until you "reset the board" and get rid of all the cached messages. Follow these steps to reset a board.

- 1. Right-click on the discussion board (newsgroup) that you want to reset.
- 2. Left-click on **Properties**.



- 3. Click the **Local File** tab
- 4. Click **Reset** button.

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General Synchronize Lo	ocal File
File Information	
File size	e: 138 KB
Wasted	d space: 34.6 KB (24%)
Compact	This will remove any wasted space and will free up some disk space.
Remove Messages	bodies.
Delete	This will delete all headers and message bodies.
Reset	This will delete all headers and message bodies and will reset the folder so that headers will be re-downloaded.
	OK Cancel Apply

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5. Click **Yes** to the question, "Are you sure you want to reset and delete all locally cached messages from folder 'bulletin_board_name'?"



- 6. Click **OK** button to close the Properties dialog box.
- 7. Click on a different newsgroup for a few seconds.
- 8. Click on the same newsgroup and all the messages will be downloaded from the server and will be marked as unread.
- 9. Click Edit, Mark All Read (to change all messages to "read" messages.)