

Tips on Cleaning Up Your Email Box

Have you received a message from the System Administrator telling you that your inbox has exceeded its size limit? Here are a couple of quick easy ways to make more room.

1. First make sure that you don't have any messages with really large attachments. (Hint: you can sort messages by size just by clicking on the size heading (paper clip?) in your inbox.)
2. Check the Sent Items folder. Highlight and delete any items in there that you don't need. (The 'Sent' folder can be found under 'My Shortcuts' (view: Shortcuts vrs. Folders) on the Outlook bar.)
 - You may highlight several things at once, by clicking on the first item, holding the shift key down and then clicking on the last item. That will highlight everything in between.
 - You may highlight several things (but not everything) by holding the Ctrl key down while you click. This allows you to leave a few items unselected.
 - Now that you've deleted the Sent Items, you will need to empty your Deleted Items folder before things are freed up. You can do this by Right-Clicking on the Deleted Items folder and choosing Empty Deleted Items.
3. Turn OFF the JOURNAL feature within Outlook – with Outlook open and the Inbox active, select Tools, Options, Journal – the only item that needs to be active is under "double clicking a journal entry" and it is "opens the journal entry" all other items (on the Journal page) should be inactive (unchecked)
4. Set Outlook to "empty deleted items folder upon exiting" – with Outlook open and the Inbox active, select Tools, Options, General – check the "empty deleted items folder upon exiting" box (to manually remove items in the deleted items folder, with Outlook open and the Inbox active, select Tools and [near bottom of list] highlight "Empty Deleted Items Folder")
5. Empty both the Journal and Sent Items folders – delete manually or drag folder contents into the Deleted Items folder (contents will be deleted upon exiting Outlook). Each time you send mail, a copy goes into the 'Sent Items' folder – you will need to delete the items in this folder on a regular basis.

Archiving Email Messages

If you have lots of messages that you want to keep, but they are taking up too much room, you can use Outlook's AutoArchive feature. You can turn AutoArchive on or off on a folder-by-folder basis, specify how old an item must be to qualify for archival, and where to send it. The archival destination you specify for a folder should be in your network folder if you want your archives backed up. Also, for any folder you can choose to permanently delete old items instead of archiving them.

To set an individual folder's AutoArchive properties, right-click on the folder, choose Properties, click the AutoArchive tab, and implement the settings you prefer. Remember that you'll have to repeat this process for each individual folder you want to archive. Recommended options are:

- ON: Clean out items older than 1 Month
- ON: Move old items to – Z:\Archive.pst
- ON: AutoArchive every 7 days
- ON: Prompt before AutoArchive
- OFF: Delete expired items when AutoArchiving (e-mail folders only)

Is there an option that lets me see the size of my mailbox?

Yes, with Outlook 97, 98 or Outlook 2000 you can check the size of your mailbox as well as the size of each folder. Make sure you have enabled the folder list view. From the Outlook menu, select View and enable the Folder List option.

1. Now, **right-click on the top level folder** in your mailbox. This is the folder that includes your full name such as [Mailbox - Bruin, Joe].
2. Select the **Properties** option (i.e. "Properties for [Mailbox - Bruin, Joe]) at the bottom of the list.
3. Press the **Folder Size** button at the bottom left of this window.
4. At his point, Outlook will calculate the size of each folder and subfolder. Make note of the large folders (i.e. anything larger than 1000K) so that you can concentrate on cleaning those up.