

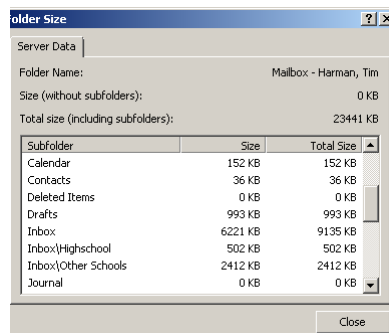
How To Reduce Your Mailbox Size

Outlook accounts for faculty and staff have a 75Mb size limit. When your Outlook account reaches 50Mb, a warning message is sent; at 75Mb, you can no longer send messages. The following techniques can help to minimize your Outlook account size.

Determine how much space you are using

To easily see how much file space is used by each of your Outlook folders:

1. Under “Mail Folders” on the left side of your screen, Right click on “Mailbox-Your Name”.
2. After you right click on “Mailbox- Your Name” left click on “Properties for Mailbox- your name”
3. In the window that opens up, left click on the button named “Folder Size”
4. In the illustration folder below you see the screen that opens up with the mail box sizes. Please note that total size is the size of your mailbox. Below the total size is the size of your individual folders of your mailbox.



The screenshot shows a dialog box titled "Folder Size" for the mailbox "Mailbox - Harman, Tim". It displays the following information:

- Folder Name: Mailbox - Harman, Tim
- Size (without subfolders): 0 KB
- Total size (including subfolders): 23441 KB

Subfolder	Size	Total Size
Calendar	152 KB	152 KB
Contacts	36 KB	36 KB
Deleted Items	0 KB	0 KB
Drafts	993 KB	993 KB
Inbox	6221 KB	9135 KB
Inbox\Highschool	502 KB	502 KB
Inbox\Other Schools	2412 KB	2412 KB
Journal	0 KB	0 KB

The size is listed in kilobytes. 1000Kb is 1Mb. 50000Kb is 50Mb. If your **Total Size (Fld+SubFld)** exceeds 50000Kb you will receive system messages warning you of exceeding the size limit for your account.

The file size of each folder in your mailbox is also listed. Look for:

- folders that you do not use
- folders that seem exceptionally large
- the size of your Deleted Items folder
- the size of your Sent Items folders
- the size of your Journal folder - it should be zero or very small

Empty Deleted Items Automatically

To make sure that your **Deleted Items** are emptied each time you exit Outlook:

1. Choose **Tools, Options**, then click the **Other** tab.
2. Verify that **Empty the Deleted Items folder upon exiting** is checked.

You can empty the **Deleted Items** folder at any time by right-clicking it and choosing **Empty Deleted Items Folder** from the Shortcut menu.

Delete messages that are no longer needed

Delete messages and folders that you no longer need by selecting them and clicking the **Delete** button on the toolbar. The **Deleted Items** folder must be emptied before the file space is removed from your account

Delete attachments that are no longer needed

Large attachments such as graphic files or databases can require enormous disk space. To delete an attachment while keeping the message, simply click the attachment to select it (be sure not to double-click or the attachment will open) and click the **Delete** button on the toolbar.

Save attachments to your harddrive or network drive

You can save all the attachments within a message to your local harddrive or a network drive by opening the message and choosing **File, Save Attachments**. You can then delete the attachments from the message.

Delete Sent Items that are no longer needed

Select messages in the **Sent Items** folder that you no longer need and click the **Delete** button on the toolbar.

Choose to not save Sent Items

If you do not wish to keep a copy of messages you send for future reference, turn off the automatic saving of Sent Items by choosing **Tools, Options, Preferences**, then click the **E-mail Options** button. Clear the check box for **Save copies of messages in Sent Items Folder**.

Add the Size field to your Inbox

Seeing the size of each message may help you in your cleanup effort. To add a Size field to your Inbox:

1. With your Inbox active, choose View, Current View, Customize Current View.
2. Click the Fields button.
3. In the Available Fields list, click Size.
4. Click Add.
5. Click OK, OK to return to your Inbox. The size of each message will be displayed at the right edge of the Information Viewer.

Verify that Journal is not activated

The Outlook **Journal** is a feature that tracks a variety of Outlook actions, such as sending messages or running programs. The Journal should not be activated unless you have a specific reason for tracking some of your actions. If the file size of your Journal folder was not zero, choose **Tools, Options, Preferences**, then click the **Journal** button. Clear all check boxes.

Delete all Journal entries by clicking the Journal icon on the Outlook Bar or Folder List to display the Journal entries in the Information Viewer. Press **Ctrl+A** to select all entries then click the **Delete** button on the toolbar to delete the selected items.

Delete Unused RSS Feeds

RSS readers, such as the one built into Office Outlook 2007, allow you to subscribe to RSS Feeds and then read content or follow links for additional information. RSS Feeds should not be activated unless you have a specific reason or interest in the feed content. If the file size of your RSS Feed folder was not zero, choose **RSS Feeds** from the folder list on the left, then click and delete unwanted feeds.