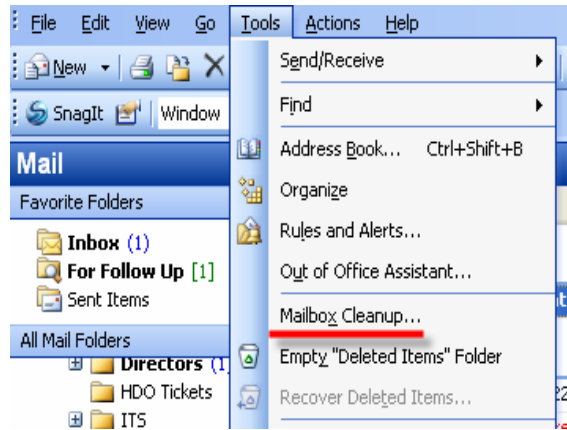


Email Management

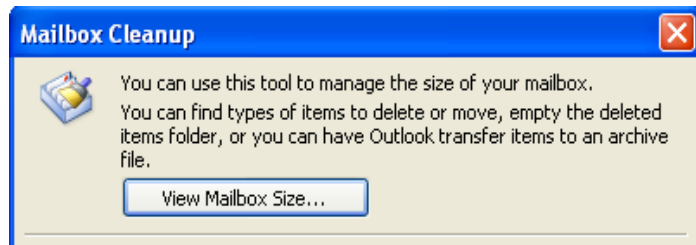
These Step by Step instructions will help you clean-out your electronic files.

Step 1 – Manage the size of your mailbox and emails

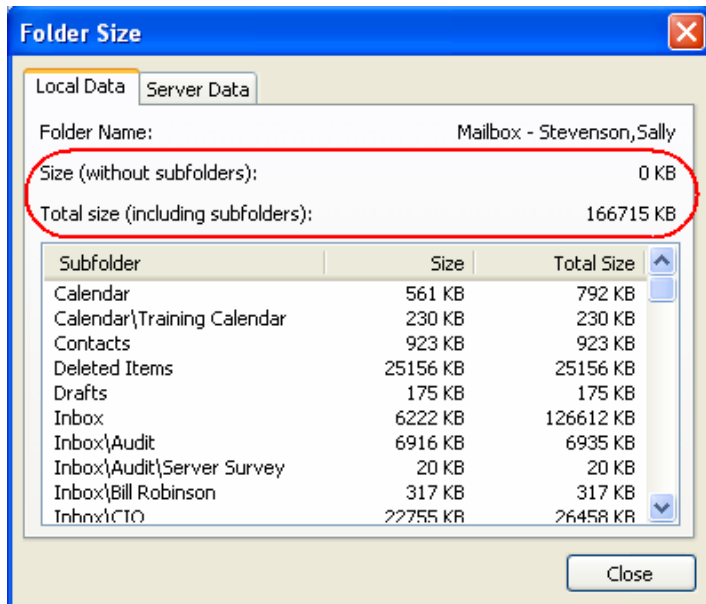
- 1. Click on Tools
- 2. Click on Mailbox Cleanup...



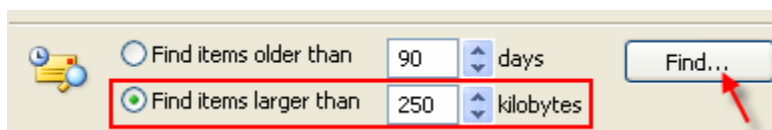
- 3. Click on View Mailbox Size...



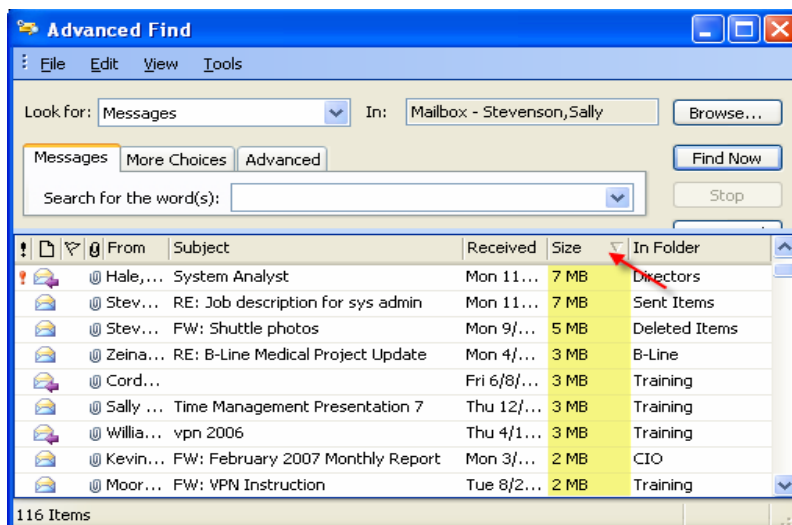
Faculty and staff receive 500 MB of space or 512000 KB.



4. Select **Find** items larger than
5. Click **Find...**

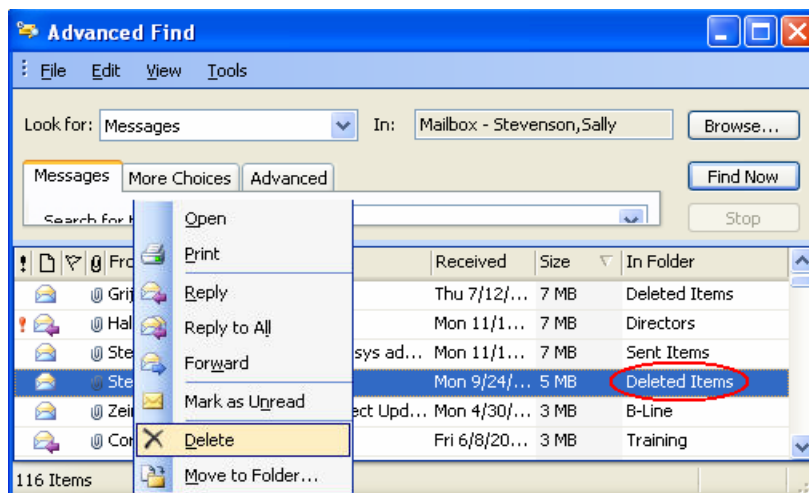


6. Click on **Size** to sort



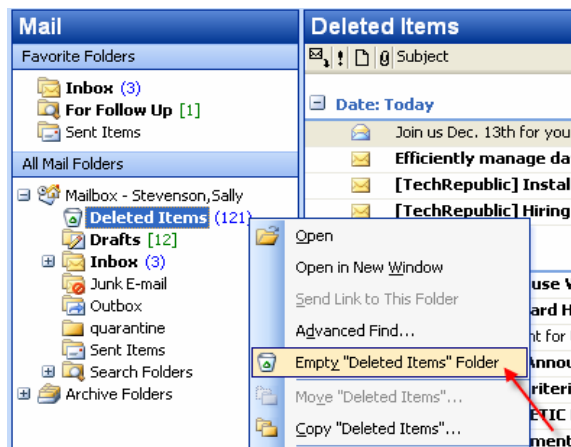
7. Right Click on message to be deleted
8. Select **Delete**

After you select **Delete** the Folder destination changes to **Deleted Items**.

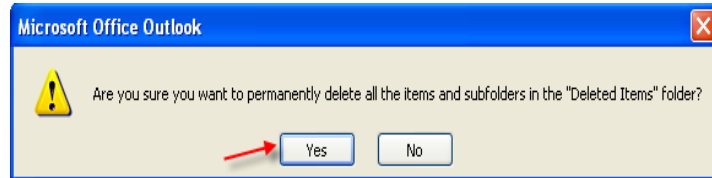


Step 2 – Cleanup Folders

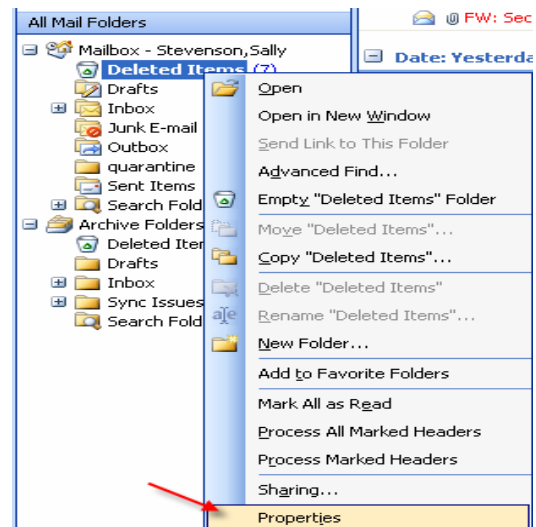
1. Right click the “Deleted Items” folder
2. Select Empty “Deleted Items” Folder



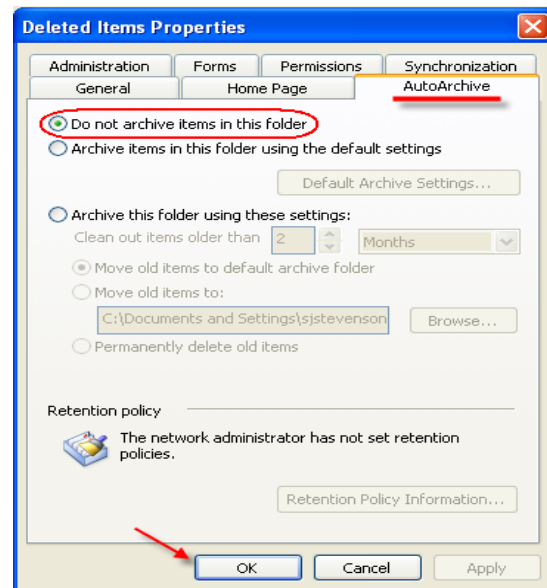
3. Click **Yes** to permanently delete all messages and folders



4. Right click the **"Deleted Items"** folder



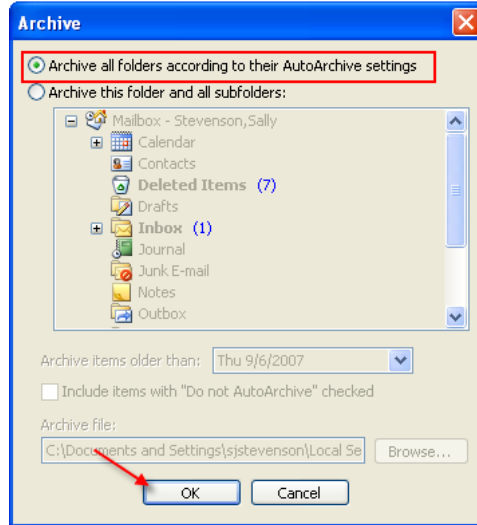
5. Click on **AutoArchive**
6. Select **Do not archive items in this folder**
7. Click **OK**



8. Repeat steps 1-7 for the Drafts, Junk E-mail, quarantine folders.

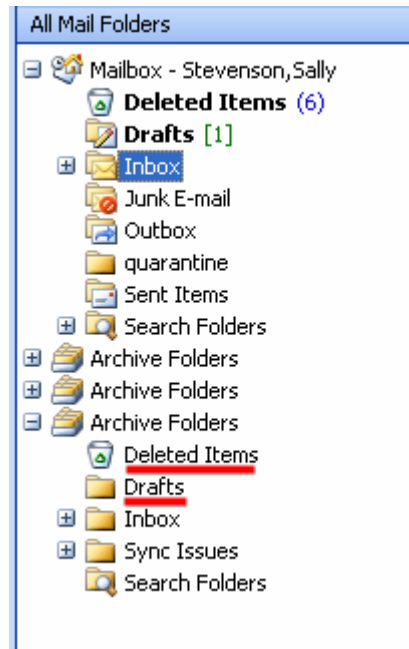
Step 3 – Archive Email

1. On the **File** menu, click **Archive**
2. Click Archive all folders according to their AutoArchive settings
3. Click **OK**



After you click **OK** An Archive Folder is places in the All Mail Folders.

Notice that the **Deleted Items** and **Drafts** folders are included, they are empty. The contents of these folders were not archived



but