



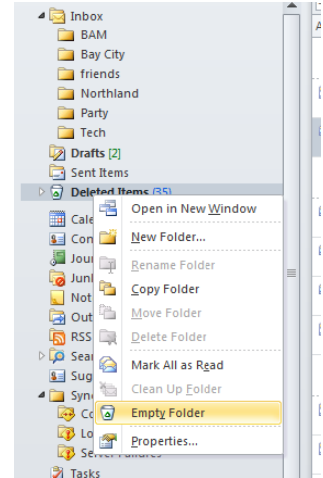
Creating More Space in Your Microsoft Outlook Inbox

The following is one suggestion by which you may clean up your Outlook to make more space available. We recommend keeping this cleaned up on a regular basis.

Initial Step – Empty Folders

When you delete items in Microsoft Office, they get saved in a **Deleted Items** folder in case you didn't really want to delete them and still need to retrieve them; but now you are ready to get rid of them for good.

1. Go to the **Deleted Items** folder and right click.
2. In the menu, click **Empty Folder**.
3. Click **Yes**.
4. Repeat the same thing with the **Junk E-mail** inbox.

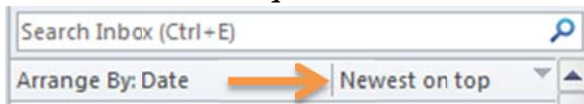
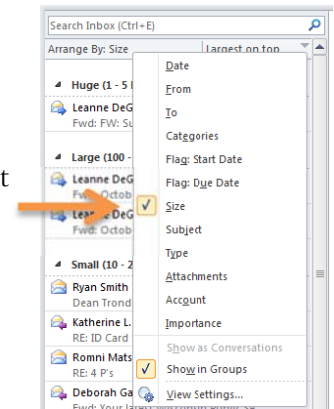


If More Space is Needed

1. Organize your inbox by clicking on the words **Arrange By** located at the top of the inbox column.



2. Choose **Size** from the drop-down menu.
3. Once e-mails have been sorted by size, search through them and delete your biggest e-mails that you no longer need, or else just save the e-mail to a different location; the H: drive is recommended.
4. You can repeat this process with your **Sent Items** if necessary.
5. It is then recommended that you should delete all old e-mails, especially those two to three years old.
6. Repeat steps 1 and 2, but choose **Date** instead of **Size** from the drop down menu.
7. Click on **Newest on top** to switch to show the oldest on top.

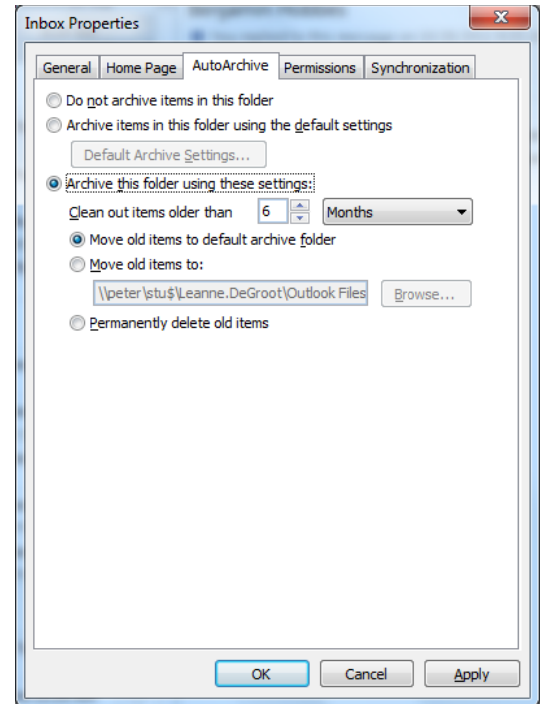


8. Delete all of these that are not necessary, saving any that you want to keep to your H:drive.
9. You can repeat this process with your **Sent Items** if necessary.

Last Option - Archiving E-mails

You may Archive your e-mails, although that action is not highly recommended.

1. Right click on the desired folder and choose **Properties**.
2. Click the **AutoArchive** tab and choose “Archive this folder using these settings:”
3. Choose the parameters you would like it to auto archive.
4. Then select what folder you want it saved in. (**Warning:** C: drive is often reformatted on NI machines! Do not archive e-mails here. Save under a created folder on your personal H: drive.)
5. Click **OK**.



Folder Size Info (200 MB for students, 1 GB for staff) To find out how much you have used, and how much you have left, right click on your mailbox folder, choose **Properties**, and click **Folder Size** on the General tab to see your information.

