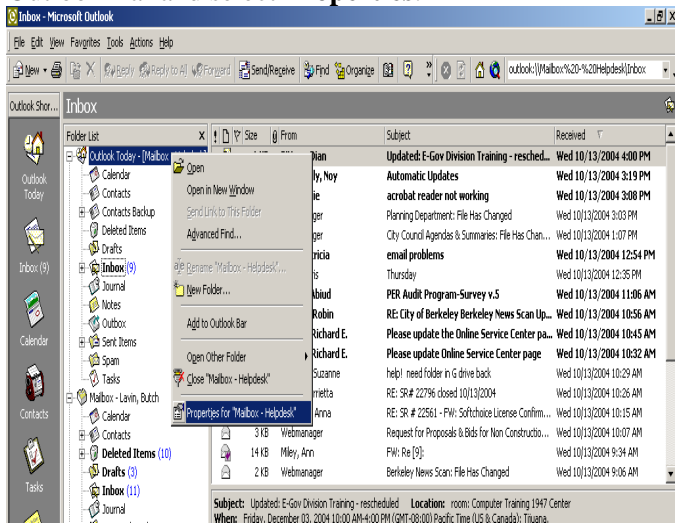


Outlook – Mailbox Size Reduction Strategies

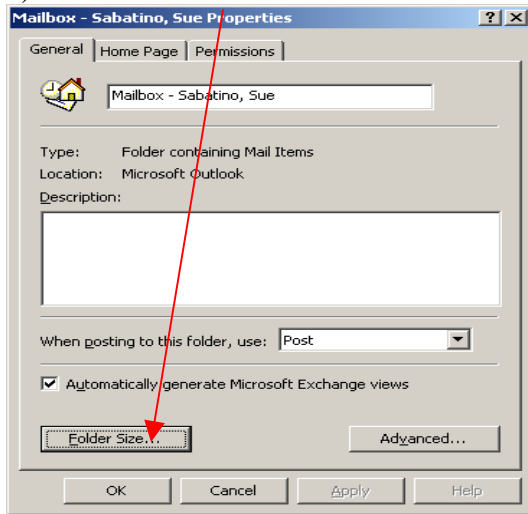
Outlook folders that count against a user’s mailbox size limit include: **Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Outbox, Sent Items, and Tasks**. Folders that do NOT count against a user’s mailbox include all **Personal Folders**. Users are encouraged to **delete** old messages and messages with large attachments as a first step towards mailbox reduction. If there is a pressing need to retain old Email messages or messages with large attachments, then use Personal Folders as a means to reduce your mailbox size.

Determining the Size of your Mailbox:

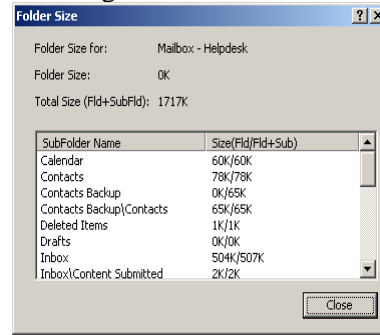
1) **Right click on Outlook Today** in the folder list or Outlook Bar and select **Properties**:



2) Click the **Folder Size** button:



3) The **Folder Size** window will appear. This window shows the **Total Size (Folder + Subfolders)**, as well as the broken down sizes of each individual folder that counts against the overall mailbox size limit:

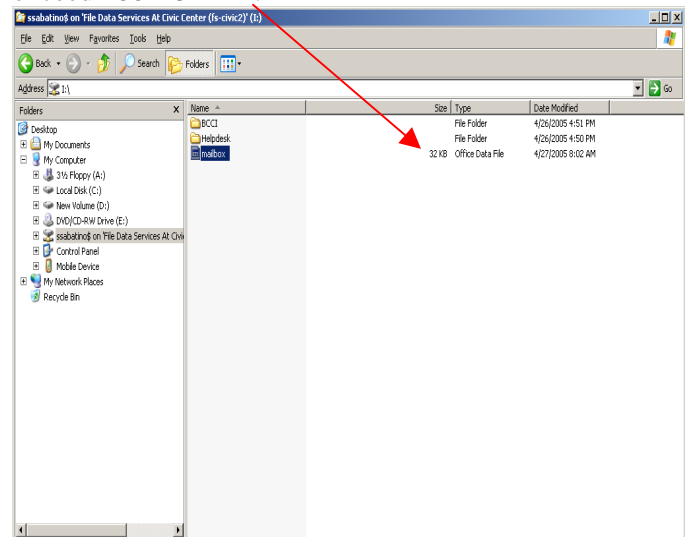


Mailbox reduction steps should be performed in the following order:

1. **Delete** old messages and messages with large attachments from your **Inbox** and **Sent Items**.
2. Empty your **Deleted Items** folder.
3. Move messages to your **Personal Folders**.

Note: Although your Personal Folders do not count against your mailbox limit, there **is** a **1.8 GB limit** on the size of your Personal Folders file. Items in your Personal Folders are saved in a file named **mailbox.pst** located on your **I:\drive**.

To view the size of your Personal Folders file, within Windows Explorer, go to your **I:\drive** and look at the file size of the **mailbox.pst** file. The size should not exceed **1887437 KB**:

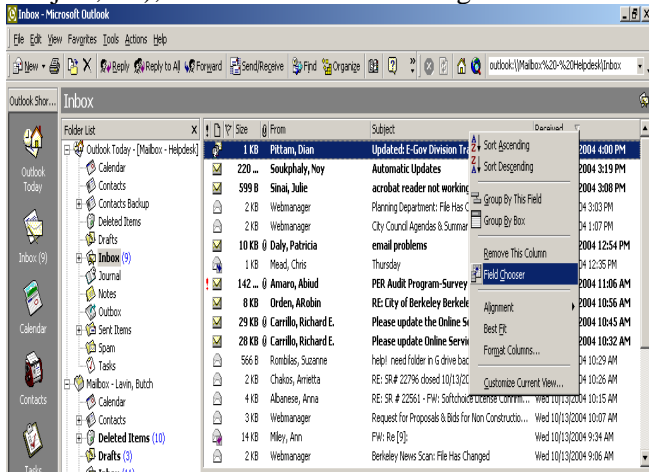




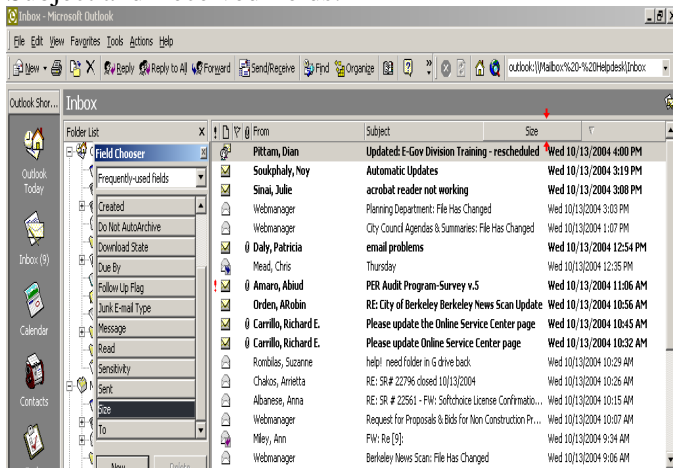
Outlook – Mailbox Size Reduction Strategies

Identifying Attachment Size:

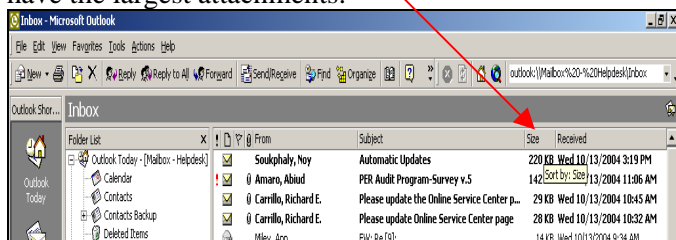
1) To identify if a message contains a large attachment, display the size of each message in the Inbox window by right clicking on one of the column headers (i.e., From, Subject, etc), in the Inbox and selecting **Field Chooser**.



2) From the Field Chooser window, scroll down to the **Size** field, then click and drag the Size field into the Inbox area. The two **red arrows** indicate between which two existing columns the size field will be placed. A common place to put the size field is between the **Subject** and **Received** fields:

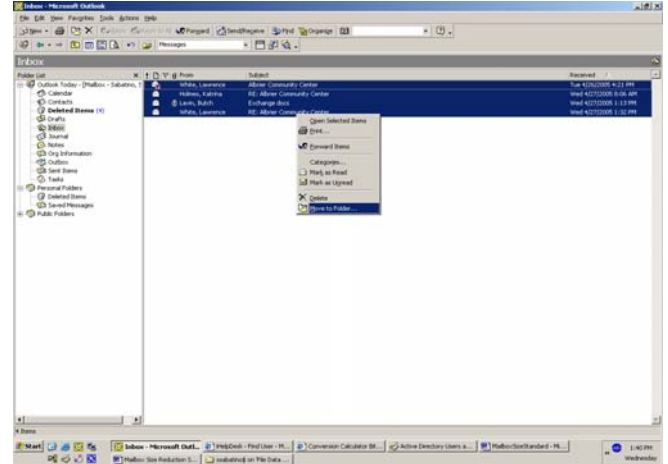


3) By clicking on the **Size** field, you will be able to sort messages by size, and identify which Inbox messages have the largest attachments:



Moving messages to Personal Folders:

1) To move messages to your Personal Folders, you can highlight messages and drag and drop them. Another way to move them is to highlight them, right mouse click them, and choose **Move to Folder**:



2) Select (highlight) the folder in your Personal Folders that you want the messages to be moved to and click **OK**:

