

# HOW TO CLEAN UP YOUR OUTLOOK

Are you... an email hoarder?

Do you have 3000 emails  
in your *Deleted* or *Sent Items*  
Outlook folders?

Time to give yourself  
some breathing room!



Regular emails don't take up much space. Even emails with Word documents attached aren't too bulky. But what about those emails with **clipart**, **photos**, **music** or **movies** attached? These take up much more server space!

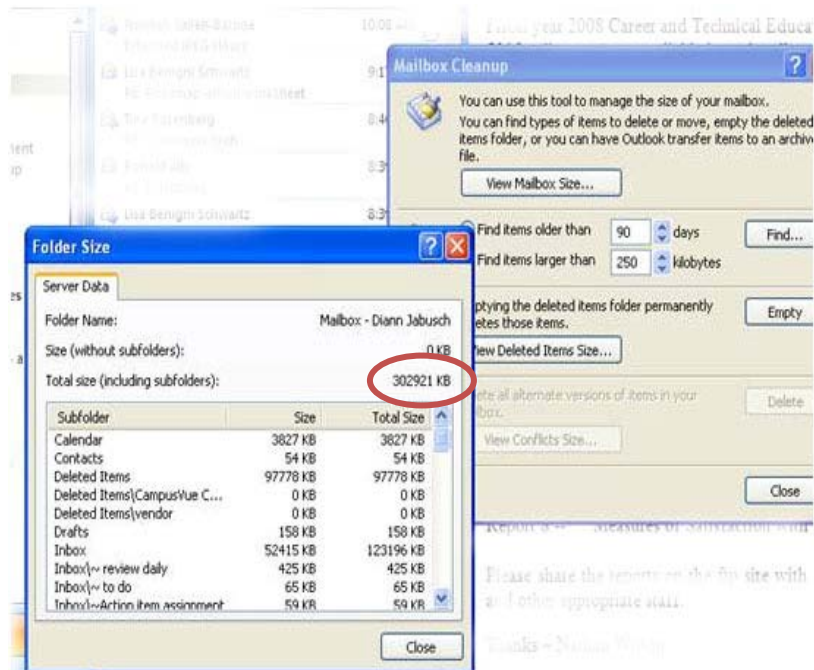
So when cleaning up your Outlook, **find and delete those large files first!** Do you *really* need that old Bagel Day flyer from two years ago? How about that attached PowerPoint presentation from 1998? Go ahead and delete old, unnecessary emails, and **then empty your Deleted Items folder** to get rid of those space-wasters for good!



**\*Quick Tip!\*** Delete your *Sent Items* and *Deleted Items* once in a while, to keep your Outlook folders clean!

## Step 1: Check How Much Space You're Using

1. **Open** your Outlook.
2. **Click** on *Tools - Mailbox Cleanup*.
3. **Select** *View Mailbox Size*.
4. A **Folder Size** window will pop up, showing how many kilobytes of emails you have.



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## Step 2: Find the Biggest Files, and Delete a Few!

1. **Close** the *Folder Size* window.
2. **Type** 2500 in the "Find items larger than" Field.
3. **Click** *Find*. A *Messages* window will pop up with a list of your bulkiest emails.
4. **Scroll** through this list, and delete everything you don't need!
5. **Close out** of *Messages*, and click "View Deleted Items Size".
6. **Confirm** that you really can get rid of the items in your Deleted Folder. If you moved something there accidentally, retrieve it now! Once you're ready, close out of the *Deleted Items* window.
7. **Click** on *Empty* to get rid of the Deleted Items permanently.
8. **View Mailbox Size** again. If you reduced your *Total Size* by **50%**, you're doing great! If you were able to cut it by 20% or even 10%, that's still good work. If you only got rid of **1%-5%**, try Step 2 again!



**Q:** *I did everything you said, and my Outlook folder is still huge! What else can I do?*

**A:** Go to your **Sent Items** folder – do you need any of them? No? Then click on *Edit-Select All*, and then *X* to delete. Also, try saving big attachments to a **CD or to a flash drive**. Just open the email, open the attachment, and choose *File – Save As*. Make sure to select your blank CD or your flash drive from the drop-down menu. And be part of the solution – **don't send mass emails with large attachments**, if you can avoid it. Post to your department drive, link to a web page, or consider sending a text-only version of the document.