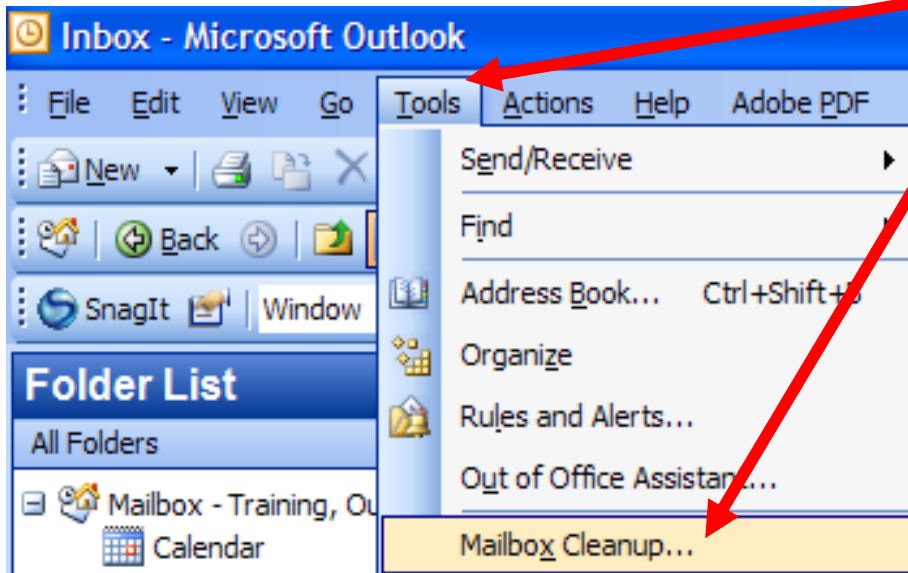


# Microsoft Outlook Mailbox Clean-Up Procedures

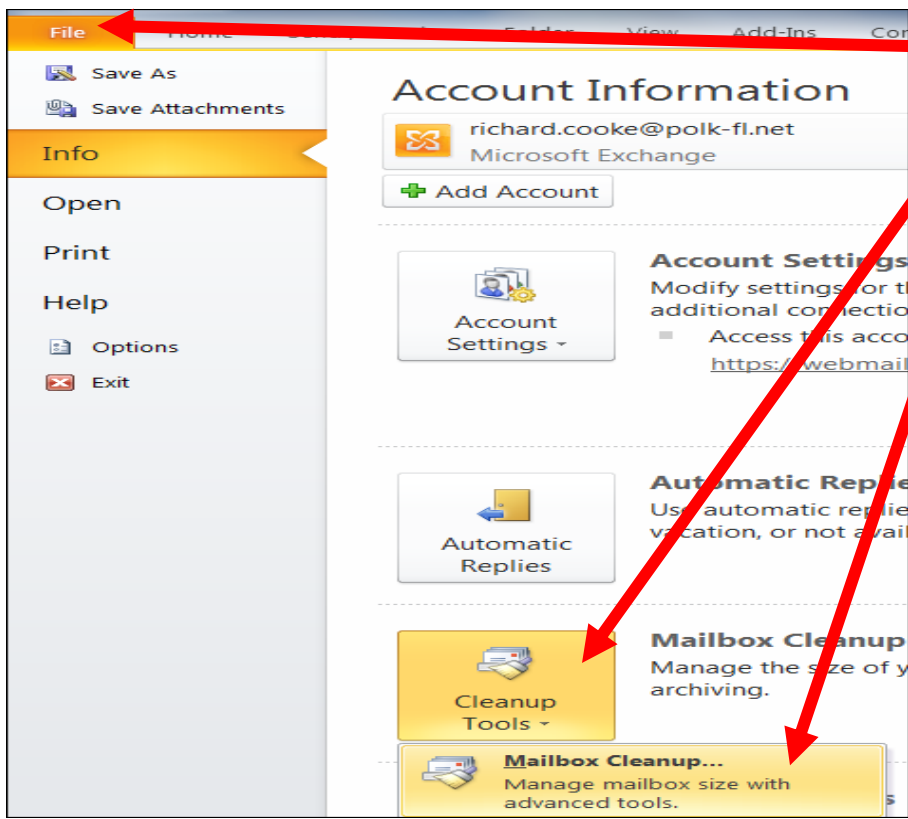
**If you are using Outlook 2007:**



❖ **Click on Tools**

❖ **Mailbox Cleanup**

**If you are using outlook 2010:**



❖ **Click on File**

❖ **Click on Cleanup Tools**

❖ **Click on Mailbox Cleanup**

# Microsoft Outlook Mailbox Clean-Up Procedures

**Mailbox Cleanup**

You can use this tool to manage the size of your mailbox. You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file.

**View Mailbox Size...**

Find items older than  days **Find...**

Find items larger than  kilobytes

Clicking AutoArchive will move old items to the archive file on this computer. You can find these items under Archive Folders in the folder list. **AutoArchive**

Emptying the deleted items folder permanently deletes those items. **Empty**

**View Deleted Items Size...**

Delete all alternate versions of items in your mailbox. **Delete**

**View Conflicts Size...**

**Close**

❖ **Click on “View Mailbox Size”**

**Folder Size**

Server Data

Folder Name: Mailbox - Training, Outlook

Size (without subfolders): 1 KB

Total size (including subfolders): 1520 KB

Subfolder	Size	Total Size
Calendar	6 KB	6 KB
Contacts	0 KB	0 KB
Deleted Items	0 KB	0 KB
Drafts	19 KB	19 KB
Inbox	40 KB	40 KB
Journal	0 KB	0 KB
Junk E-mail	0 KB	0 KB
Notes	1 KB	1 KB
Outbox	0 KB	0 KB
Quarantine	0 KB	0 KB

**Close**

From here you can see the Total Size for the mailbox and then, the size for each subfolder individually.

This will help you identify the location of large amounts of email. The folder with the largest size is the folder that needs to be cleaned out. Please note, Personal Folders will not appear in this folder list. Personal Folder items do not count toward storage limit.

# Microsoft Outlook Mailbox Clean-Up Procedures

## View the size of messages received in INBOX

**Inbox**

From	Size	Subject
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
<b>Training, Outlook</b>	<b>1 KB</b>	<b>FW: Microsc</b>
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
<b>Training, Outlook</b>	<b>1 KB</b>	<b>FW: Microsc</b>
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
<b>Training, Outlook</b>	<b>2 KB</b>	<b>FW: Microsc</b>
<b>Training, Outlook</b>	<b>2 KB</b>	<b>sample</b>
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	9 KB	RE: Mailbox

Right click anywhere in the column heading to open menu.

Click on: Customize Current View

**Customize View: Messages**

Description

Fields... Importance, Icon, Flag Status, Attachment, From, Size, Su...

Group By... None

Sort... From (ascending)

Filter... Off

Other Settings... Fonts and other Table View settings

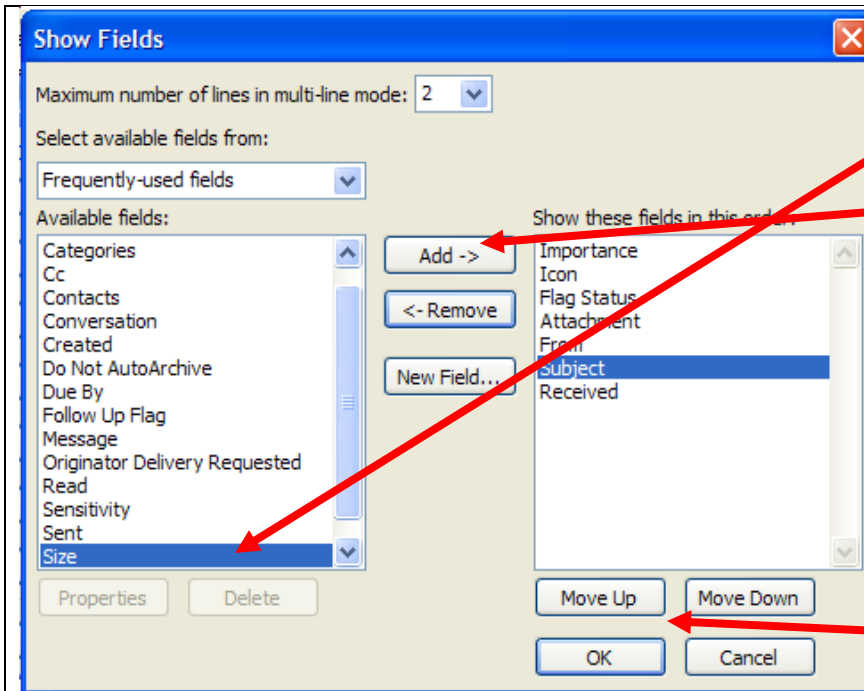
Automatic Formatting... User defined fonts on each message

Format Columns... Specify the display formats for each field

Reset Current View OK Cancel

Click on "Fields"

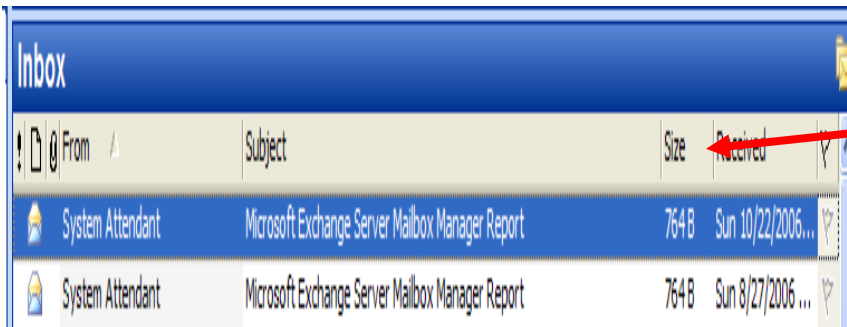
# Microsoft Outlook Mailbox Clean-Up Procedures



In Available fields, Click on "Size"

Click on ADD"  
• Click "OK"  
• Click "OK"

You should now see a "Size" column. \*Adjust field display order as needed, by moving order of "Size" field "Up" or "Down"



This will help you find individual messages that are large in file size. These messages should be moved into personal folders or deleted.

**\*\*If deleted, don't forget to empty your "Deleted Items Folder". Items in the "Deleted Items" folder count toward your mailbox size.**