

Microsoft Outlook

Mailbox Clean-Up Procedures

The image shows two screenshots from Microsoft Outlook. The top screenshot shows the Outlook interface with the 'Tools' menu open and 'Mailbox Cleanup...' selected. The bottom screenshot shows the 'Mailbox Cleanup' dialog box with the 'View Mailbox Size...' button highlighted.

Click on Tools

Mailbox Cleanup

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.

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 90 days
 Find items larger than 250 kilobytes

Find...

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...

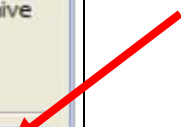
Delete all alternate versions of items in your mailbox.

Delete

View Conflicts Size...

Close

You can also use "Find" to search for large items.



View the size of messages received in INBOX

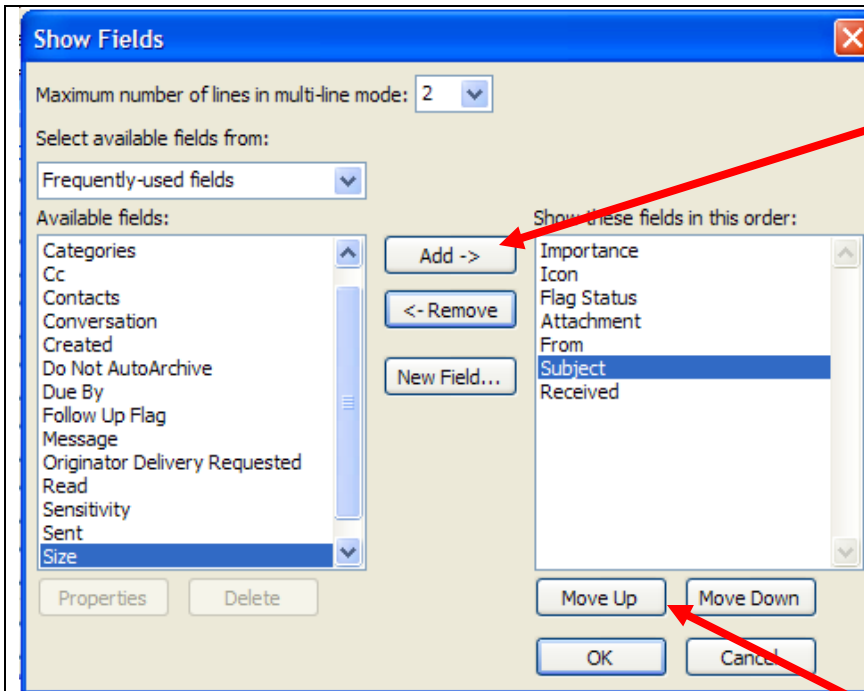
The image shows two screenshots from Microsoft Outlook. The top screenshot shows an inbox with a table of messages. A context menu is open over the 'Size' column heading, with a red arrow pointing to it from the text 'Right click anywhere in the column heading to open menu.' Another red arrow points from the text 'Click on: Customize Current View' to the 'Customize Current View...' option at the bottom of the menu. The bottom screenshot shows the 'Customize View: Messages' dialog box. A red arrow points from the text 'Click on "Fields"' to the 'Fields...' button in the 'Description' section.

From	Size	Subject
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	1 KB	FW: Microsc
Training, Outlook	2 KB	FW: Microsc
Training, Outlook	2 KB	sample
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

Click on "Fields"



In Available fields, Click on "Size"

- Click on "ADD"
- Click "OK"
- Click "OK"

You should now see a "Size" column.

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.

*Adjust field display order as needed, by moving order of "Size" field "Up" or "Down"

Inbox				
	From	Subject	Size	Received
	System Attendant	Microsoft Exchange Server Mailbox Manager Report	764 B	Sun 10/22/2006...
	System Attendant	Microsoft Exchange Server Mailbox Manager Report	764 B	Sun 8/27/2006 ...

If you need additional assistance, please call the Help Desk at 519-8042, 51586.