

# My Mailbox

TopTips© John Bullington



### What's taking up all the room?

**How do I check to see how full my mailbox is?** Click on **Tools >> Mailbox Cleanup**. Now select

In the sample screen to the right this user has used 37,361 out of 100,000kb of their mailbox storage space.

The user can now look by sub folder to see where the most space is being used and target their organization and cleanup efforts on that or those folders. In the example to the right you can see that the inbox and sent items folder are taking up the most space.

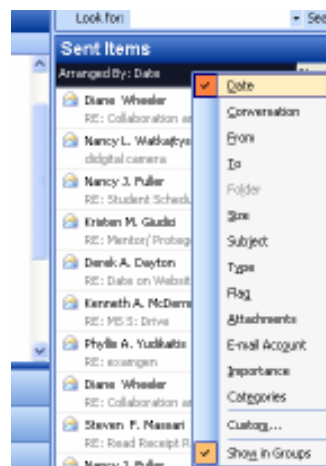
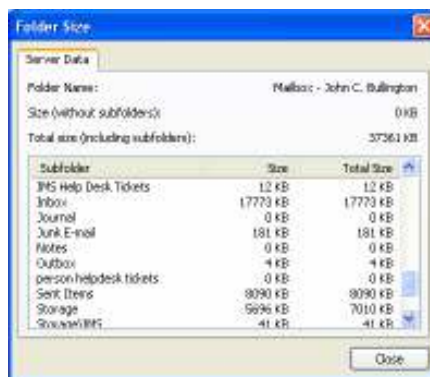
**How can I see what messages are taking up the room in those folders.?**

Exit from the mailbox cleanup screen back to your normal mailbox view. **Right click** on the **arrange by** section of your currently viewed folder (switch to one of the folders taking up the most room) and select arrange by **Size**.

You'll notice that almost all of the messages that are space hogs have attachments. If the message and attachment are no longer needed, delete them and empty your trash to recover the space.

If the message is needed but not the attachment, then forward the message to yourself (which will keep the text but not the attachment) and delete the original message.

Don't forget to check your **Sent Items** folder often, as messages you have sent to others with attachments are taking up a large portion of your mailbox space.



### Archiving

An email INBOX can fill up as easily as a paper inbox. As an individual mailbox nears capacity (100 MB), some form of long-term storage is necessary. Mail sent to a "full" box will be rejected! Outlook offers two choices for long term storage of important messages: **ARCHIVING** or **PERSONAL FOLDERS**. Archiving offers the advantage of automating the task of storing old messages. Personal folders allow manual selectivity of individual messages and easy portability.

### Set Up AutoArchiving

**#1** Go to **Tools >> Options >> Other >> AutoArchive**

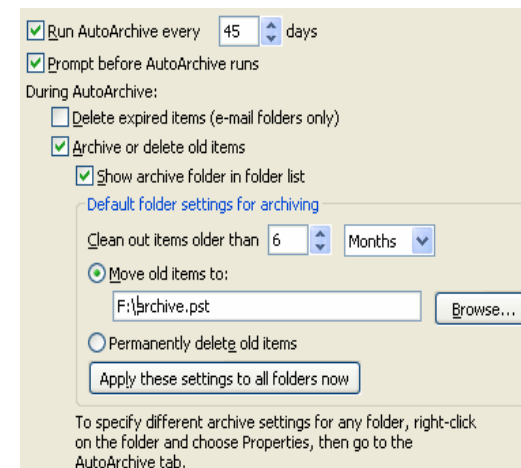
**#2** Click **AutoArchive** and select how often it should run (Note: this is not how *old* the messages are but rather how *often* messages will get moved)

**#3** Check the following options (Fig. 1)

- Prompt before AutoArchive runs
- Archive or delete old items
- Show archive folder
- Move old items to...

**#4** Set the age of messages to be moved\* and the directory (location) where archived messages will be stored (F:\archive.pst)

\* Note: This process is not selective; everything older than date specified will be moved from the mailbox and archived.



## Access Archived Messages

The AutoArchiving feature creates a copy of your mailbox. This copy only contains messages that meet the criteria you selected. It may take a while for Outlook to create the archived folders and populate them with messages. Be patient (you can continue working in Outlook while archiving occurs).

View the contents of an archive by clicking the "+" next to the archive folder. Navigate through subfolders to access messages in your archive.

You may drag messages from your archive back into your mailbox or vice versa.

Note: On your F drive you will see a file named **archive.pst**. Do not delete this file or you will lose all of your archived messages!

## Customize Archiving for Individual Folders

**#1** Click **Mail** on the Navigation Pane (bottom left).

**#2** Right-click on the folder for which you want customized settings. Select **Properties** and click the **AutoArchive** tab.

**#3** You now have 3 choices:

- Do not archive items in this folder
- Archive items in this folder using default settings
- Archive this folder using the settings I'm now specifying (select appropriate choices)

## Manually Start Archiving

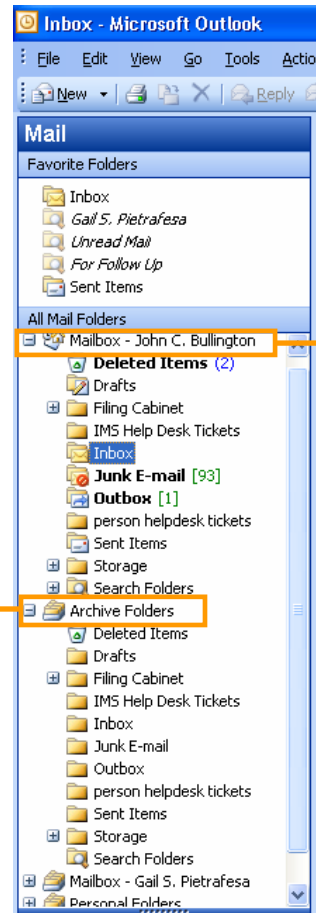
When you first setup archiving you chose how often Outlook would check your mailbox to see if items needed to be archived. You may however manually tell Outlook to start archiving by clicking on **File >> Archive**.

## Automatically Empty Deleted Items

There are two ways to automatically have your deleted items folder emptied.

**Method One** – **Tools >> Options >> Other** - check the empty Deleted items upon exiting box. This will clear your trash bin EVERY time you exit Outlook.

**Method Two** – See **Automatically delete folder items**



Messages stored in your archive which is most likely in a file on your F drive.

These messages are stored on the IMS email server and are limited to 100mb

## Personal Folders

A personal folder works just like an archive in that messages are stored offline for later viewing. The difference is that messages must be manually placed into personal folders. Personal folders can also be copied to CD and used on other computers.

### Create a personal folder:

- On the **File** menu, click **New**.
- Select **Outlook Data File**. Click **OK**.
- Select **Office Outlook Personal Folders File (.pst)**.

When the "Create or Open Outlook Data File" screen appears, choose a name and location on your F: drive or USB drive where you would like to store the personal folder. Click **OK**. Click **OK** on the next screen.

- Personal Folders** now appears as an option in the **Folder List**.

To place messages into a Personal Folder, simply drag and drop them into the folder. Personal Folders can also be password protected.

Note: If you save a personal folder to a USB flash drive, you can open that folder via Outlook on your home computer and drag messages into it.

## Automatically Delete folder items

**Right click** on the **folder** in your mailbox you wish to setup specific settings for >> choose **Properties >> AutoArchive**

Select **Archive this folder using these settings**.

Choose the settings for how old the messages should be to be automatically deleted.

Select **Permanently delete old items**.

In the example at right, any items older than 2 months old are automatically deleted from that folder.

