

MS Outlook Mailbox Management Guide

Regular maintenance of your Outlook mailbox can make it easier for you to find important messages, increase your Outlook performance and help reduce the storage needs of the District email systems.

The mailbox limits established for the system are as follows:

- Issue Warning: **100MB** (a warning message is sent from the System Administrator)
- Prohibit Send: **110MB** (you can no longer send e-mail message)
- Prohibit Send/Receive: **120MB** (you can no longer send or receive e-mail message)

Below are a few quick tips for trimming down your Outlook Mailbox space.

1. Empty the Deleted Items folder

Every time you delete a message from your **Inbox**, **Sent Items** and other folders, the message goes into the **Deleted Items** folder. These messages remain on the server and the amount of data on the server will not be decreased until you permanently delete them from the **Deleted Items** folder.

- a. You can empty the **Deleted Items** folder manually or automatically
 - i. **Manual Deletion:** Click on **Tools**, Select "**Empty Deleted Items Folder**".
 - ii. **Automatic Deletion:** Click on **Tools** and Select **Options**. Next, select the **Other** tab and check box "**Empty the Deleted Items folder upon exiting**"

2. Save attachments outside the mailbox

Attachments can take up a lot of space. If you don't need to store attachments in your mailbox, you can use the "**Save Attachment**" option on the File menu and save the attachments to **My Documents** folder. Once you've saved the attachment, you can delete the message. If you decide to keep the message but not the attachment, you can right-click the **attachment icon** and click "**Remove**".

3. Archive the Sent Items folder regularly

Keeping the messages you send can be a useful way to track the communications. But, you don't necessarily need to keep this kind of record in your mailbox—which is where a copy of the messages that you send are stored. If you need to keep some of your sent messages, they may be archived on your computer. Archiving removes the e-mails from your mailbox and stores them on your computer's hard drive.

- i. To specify archive settings for AutoArchive, right-click the **Sent Items** folder, click **Properties**, and select the **AutoArchive tab**.
- ii. If you prefer to archive manually, click "**Archive**" on the File menu, and scroll to select the **Sent Items** folder.

4. Reduce the Size of your mailbox by moving items off of the server

If you don't want to delete the messages from the **Inbox** or **Sent Items** folder, you can move them to your **Personal Folder**. Please visit our website http://itssweb.sjeccd.org/outlook/ol2k3_pst.htm for instruction of how to create a **Personal Folder**. You can also drag and drop email messages into an MS Word document and delete them from your email folders. Email in saved in Word documents can be opened by double clicking on them.

If you need assistance with any of this please contact the ITSS Helpdesk at X6411