

Microsoft Outlook Email Box Cleanup Process

More and more people are utilizing email for their daily activities and processes, which is a space constraint on our mail server. In an effort to assist everyone with clearing out unnecessary files and folders, I have created a very brief tutorial to assist in locating the proper files you will need for assisting us with keeping our mail server functional every day without interruption.

I realize that we are currently running multiple versions of Outlook (including Webmail for some) and not all examples will match what your screen will look like so I will do the best I can to assist everyone with their present situation.

This is a necessary and mandatory process for everyone. Please take a few minutes at your convenience and clean out the following main directories:

- Deleted Items (anything over a month old and/or over 1MB in size)
- Sent Items (anything over 6-8 months old and/or over 1MB in size)
- Inbox (anything over 1MB in size)

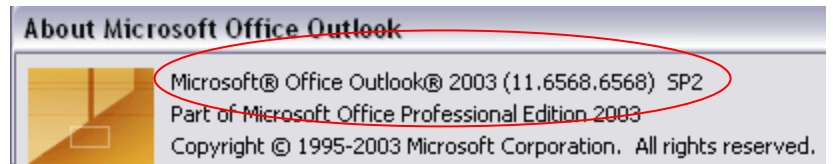
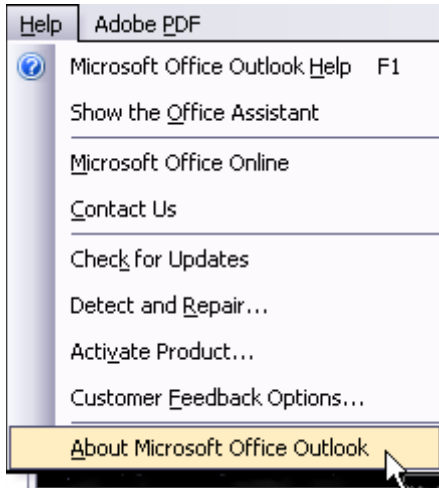
I will show you how to add a field to your Outlook header bar (ie From, Subject, Received, etc...) that will allow you to sort and view the file size of your emails making it easier to pinpoint the possible problem ones.

I know we all like to keep many emails to fall back on but if it absolutely needs to be kept and is of any significant file size, it will then need to be printed and removed from the server. This is the only way to keep our system from shutting down preventing any inbound or outbound email messages.

The first step in this process would be to find out which version of Outlook you are running. This can be done by checking the version under “Help” → “About Microsoft Outlook”

Versions can range from 95,97,98,2000,2002 (XP), or even in some cases 2003.

Example:



Version Style and Format may vary

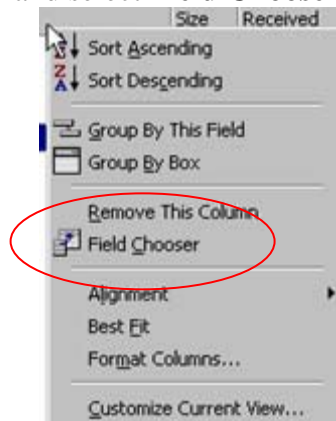
After figuring out which version of Outlook are you running, you will then be able to use the Instructions that better fit your needs allowing you to minimize the time needed to complete the task.

For All Outlook Users (non-webmail users)

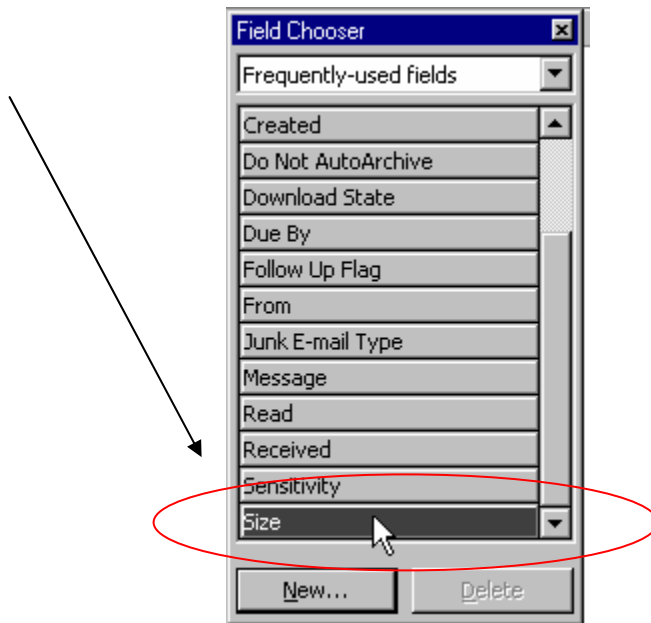
1. First, we will need to add the necessary field(s) to your Outlook header bar in order to easily sort through the larger emails. This can be done by hovering your mouse pointer over the **Outlook header bar**




2. **Right Click** on the bar and select **Field Chooser**



3. **Left Clicking** on this item will bring up the following box, please scroll down to the “Size” option.



4. **HOLD in the Left Click and DRAG** the option to your Outlook Header Bar. Your cursor will look something like this  while moving the option field.

5. **DRAG** the option field to the top of your Outlook Header Bar after the “Received” Field (or last field to the right). Two little **RED** arrows will form where it will insert this new option field.



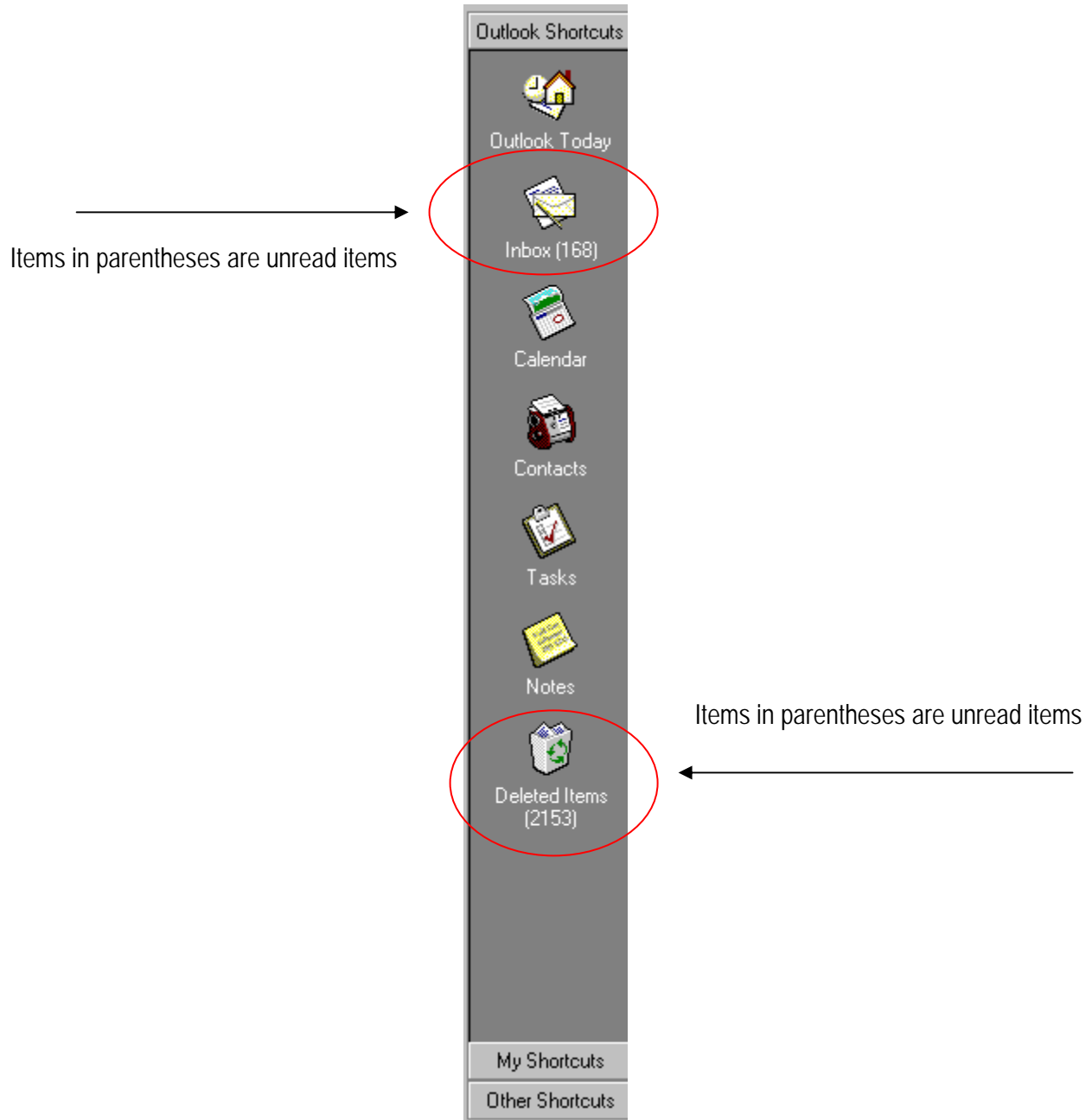
6. **Release** the Left Mouse Click and you should now have a “Size” option field in your Outlook Header Bar. You can now sort your messages by this field to group together all of the major sized emails in that particular directory.

Please keep in mind this size option field will need to be ADDED to each individual directory (Sent Items, Deleted Items, Inbox). The same steps can be followed for each.


How to access your directories (Sent Items, Deleted Items, Inbox)

The individual directories can be located very easily by following the very simple steps stated below.

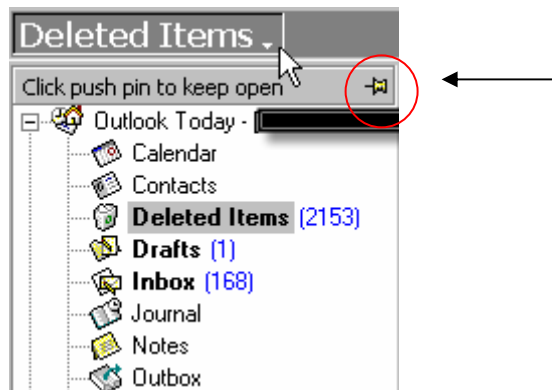
Most email boxes are setup with the Standard **Outlook Shortcut Bar** allowing for access to the most commonly used directories. Unfortunately, it normally doesn't include the "Sent Items".



You will need to access the additional folder(s) through another method which can be done by the following. **Please note – you may already have the Standard Folder Listing as your Default viewer**

1. **Left click** in Inbox, , this will **OPEN** the Standard Email Folder Listing.

2. In the **Upper Right Corner (of the Standard Email Listing)**, there should be a little Thumb Tac icon, if you click on this, it will lock that Standard Email Listing into place allowing you to move from one folder to another.



3. Locate your Sent Items, add the “Size” header option, sort (by clicking on the size header) and delete any items that are over 1MB in size. **Remember, if you want any items for reference, please print them and file.**

For All Webmail Users

Access your email as you normally would.

1. Let’s start off with the “Sent Items”, this can be located by clicking on the Folder Icon



2. Double click on the little folder and it will bring up your Standard Folder Listing



3. You will then see the listing on all available folders, you can select the necessary folders with a single click.

4. First start with your “Sent Items”, put a **Check Mark** in any message that you would like to remove.



5. Then select the Delete Key  (NOT the trash can)



6. You can check all available messages by shifting through the Page Counter at the top of the page.



Webmail Users – If you need any assistance, please contact me via email.



Note: Webmail may not have the same sorting capabilities as standard email. Please use good judgment when deleting these files.

I would suggest starting with your **Inbox**, then **Sent Items**, and finally **Deleted Items** to make sure all necessary items have been removed.

Obviously, if you have any questions, please feel free to email me for I will be able to handle more efficiently on an individual basis.

Thank you for your time and cooperation in this matter.
Together we can make a difference!

Jeffrey Schuyler