

Determining Mailbox Size

Mailbox Cleanup is an Outlook tool used to manage the size of your mailbox. You can use this tool to view the size of your mailbox and individual folders. It can locate items by size or date. You can also View or Empty items in your Deleted Items folder.

Open Outlook. Select Tools | Mailbox Cleanup.



Finding Total Size of Mailbox and Individual Folders

Click *View Mailbox Size...*. The total size of the mailbox and individual mail folders will be displayed.

Finding Large Messages

Select *Find items larger than*. Fill in a size, such as 250 kilobytes. **Click** *Find...* An Advanced Find window will open and locate the messages. You can sort the results by the *Size column* to find the largest messages in your mailbox. You can delete the messages you no longer need or save large attachments elsewhere.

To save an attachment to another location, open the message, right-click the attachment, and **select** *Save as*. Browse to the desired location and save the attachment. Another option is to **select** *Remove* (**Note:** when an attachment is removed, it will be deleted and there will be no indication that the email previously included an attachment).

Finding Old Messages

Select *Find items older than*. Fill in the desired number of days. **Click** *Find....* The Advanced Find window will open and locate the messages. You can delete the messages you no longer need.

Cleaning Out Your Deleted Items

Click *View Deleted Items Size...* to view items in your Deleted Items folder. **Click** *Empty* to delete items from your Deleted Items folder. You can still retrieve them using the Recover Deleted Items feature for 30 days.

You can set your Deleted Items folder to be emptied upon each exit from Outlook. To do this, **select** *Tools | Options | Other...* Place a checkmark in the top box next to *Empty Deleted Items Folder upon exiting*.

Extra Cleaning Tips

- In the Navigation Pane in Outlook, there is a section called *Search Folders*. Use the *Large Mail* option to identify large messages. Messages will be grouped by size categories (Enormous, Huge, Very Large and Large). Review and delete those you do not need any longer.
- Sort your *Sent Items* folder by size and remove large unneeded messages.
- Look for mail items you may have in your *Junk E-mail* folder. Review and delete unwanted messages.