Mailbox Cleanup/Saving Space/Archiving

It is important to prune, clean up your Mailbox every so often.

Every item you create in Outlook uses storage space. Attachments **considerably** add to your Mailbox size. The **Mailbox Cleanup** commands offer you ways to view the size of your individual folders, see which items are bulking up your mailbox and you can archive or delete your older items.

1. Click the File tab. You can see the size of your Mailbox (the total allocation per account is 900 MB).

	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items and archiving.
Cleanup Tools *	
	789 MB free of 900 MB

2. Click **Cleanup Tools** then **Mailbox Cleanup**.

	Cleanup Tools ~ <u>Mailbox C</u> Manage m advanced Empty Del Permanent in the Dele	Mailbox Clear Manage the size archiving.					
	Move old i Folders in	items to Archive the folder list.					
Mailbox Cle	anup	-	X		Folder Size		×
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°	 Find items older than Find items larger than 	90 🔷 days 250 🔷 kilobytes	Find	l	Total size (including subfolders): Subfolder Calendar	Size	116744 KB
	Clicking AutoArchive will m archive file on this comput items under Archive Folde	ove old items to the ter. You can find these rs in the folder list.	AutoArchive		Contacts Contacts\Contacts 23 Deleted Items	80 KB 0 KB 24 KB	80 KB 0 KB 24 KB
0	Emptying the deleted item deletes those items. View Deleted Items Size	is folder permanently	Empty		Deleted Items\10 induct Deleted Items\10 Induction Deleted Items\Junk E-mail Deleted Items\Project 10	0 KB 0 KB 0 KB 0 KB	0 KB 0 KB 0 KB 0 KB
	Delete all alternate version mailbox. View Conflicts Size	ns of items in your	Delete	l			Close
			Close				

3. Click **View Mailbox Size**. This displays each folder's size plus the total folder size (marked 2 above).

Other choices (shown in the screen grab above) are: find items by **age** or by size, run **AutoArchive**, empty your deleted items.

Outlook is **size sensitive**; what you may regard as small is huge in Outlook terms. If you sort any email folder by size, you can see this.

4月1日 ◎ From	Subject	Received	Size 🔻	Categories	17
Size: Huge (1 - 5 MB)					
🖂 🛛 ittrain01	Urgent - needs a reply today - An	Tue 14/06/201	5 MB	Urgent	Ÿ
🙈 🛛 Patrick Bra	An example of attachments	Fri 25/06/2010	5 MB		7
📄 🖉 Patrick Bra	An example of attachments	Tue 22/06/201	5 MB	Urgent	7
🖂 🖉 ittrain01	An example of attachments	Tue 07/06/201	5 MB		Ÿ
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Strategies for reducing the Mailbox size

There are various strategies for reducing the size, viz., delete redundant messages (the earlier messages in a thread), archiving, use other mechanisms for making documents available. These are briefly described below:

- 1. Delete all but the most recent message in a thread.
- 2. The Archive facility is described in the next section.
- If the document is on a shared drive, the recipient could be directed to the document via a hyperlink: e.g. <u>K:\Training Docs\Web Searching\Sample</u> <u>Searches18 print.doc</u> (Insert tab then Hyperlink).
- 4. **SharePoint**: increasingly directorates and Schools are using SharePoint. Rather than send an attachment, staff members or students can be sent a link to documents on a SharePoint site or sub-site (if the recipients have access).
- 5. **QUB Dropbox** this is a facility where you can drop a file off for a colleague to pick up. The allowance is more generous that email (1 Gb). See http://go.qub.ac.uk/qubdropbox

Archiving

Users who have reached their email space allocation may have to consider using Outlook's **AutoArchive** facility.

This facility allows you to save or delete items on the basis of age. It can be automatically set up to run as often as you wish. The older items are written to a file, e.g. **archive.pst**. This PST file can be opened and accessed via Outlook, so the items are not gone (unless you chose to delete older items).

The steps for setting up AutoArchive are: click the File tab, click **Options** then click **Advanced**. Under **AutoArchive** click **AutoArchive Settings**.

Advanced	Empty Deleted Items tolders when exiting Outlook	
	AutoArchive	
Quick Access Toolbar	Reduce mailbox size by deleting or moving old items to an archive data file.	

In the example shown below, AutoArchive is set to run every two weeks, and will **move** anything older than 6 months to the H: drive.

	AutoArchive
	Run AutoArchive every 14 ays
	✓ Prompt before AutoArchive runs
	During AutoArchive:
	Delete expired items (e-mail folders only)
	Archive or delete old items
	Show archive folder in folder list
1	Default folder settings for archiving
	Clean out items older than 6 🚔 Months 💌
	Move old items to:
	H:\outllook\archive.pst Browse
	Permanently delete old items
	Apply these settings to all folders now
	To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.
	OK Cancel

Within **Mailbox Cleanup** you can choose to run **AutoArchive** now (once you click the **AutoArchive** button).

Once archived the message in the archive are still available to you: click the File tab, click **Open**, then **Open Outlook Data File** and then locate the archive.

If you are uncertain about archiving please contact the Help Desk on <u>advisory@qub.ac.uk</u> or extension 3760.