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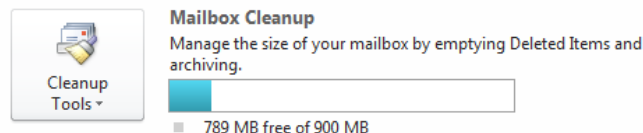
2. Click **Cleanup Tools** then **Mailbox Cleanup**.
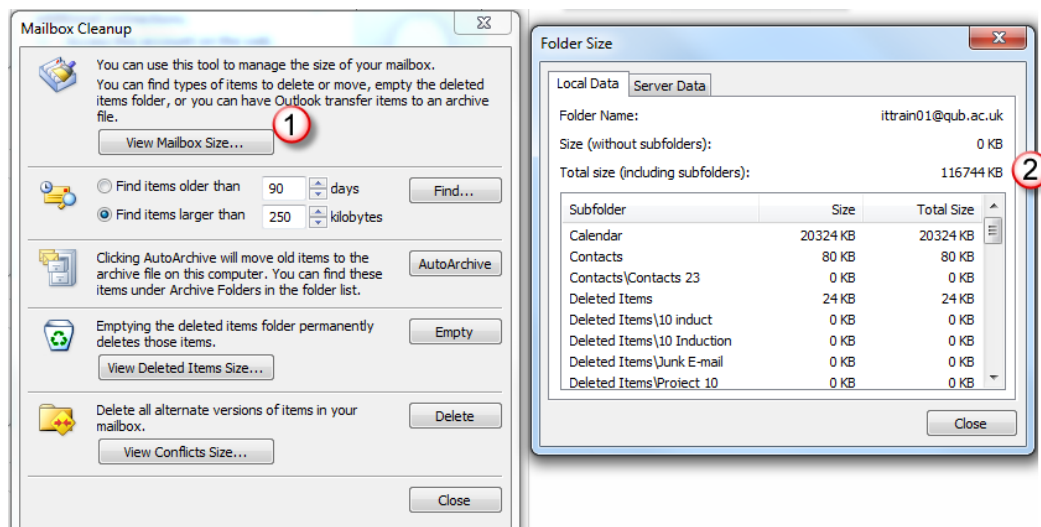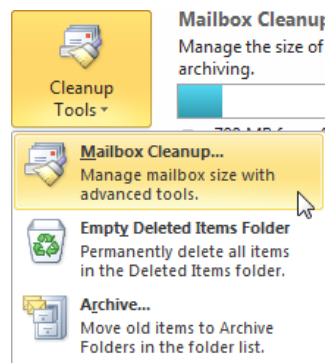
3. Click **View Mailbox Size**. This displays each folder's size plus the total folder size (marked 2 above).

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.

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.
3. If the document is on a shared drive, the recipient could be directed to the document via a **hyperlink**: e.g. K:\Training Docs\Web Searching\Sample Searches18 print.doc (**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**.
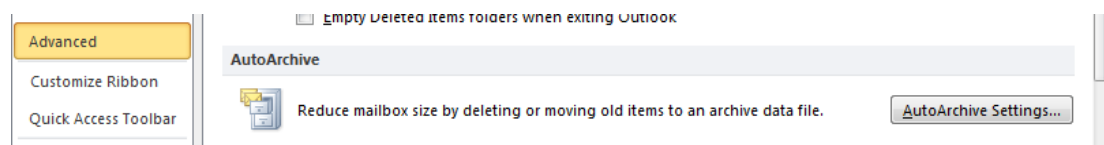
In the example shown below, AutoArchive is set to run every two weeks, and will **move** anything older than 6 months to the H: drive.
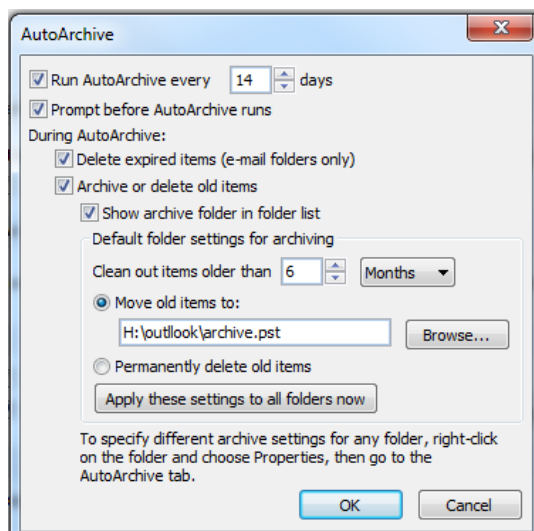
Within **Mailbox Cleanup** you can choose to run **AutoArchive** now (once you click the **AutoArchive** button).

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 advisory@qub.ac.uk or extension 3760.