Mailbox Cleanup Tips-Outlook 2010
Quick Reference Card

**TECHPRO**
MAKING IT WORK

If your mailbox size is reaching capacity, you may notice slowness in sending, receiving, sorting, and searching emails.

*Your company may or may not have an automated "prune" policy in place and limit mailbox sizes, but regardless, in the end, you are the one that will be **most** inconvenienced.*

You can manually control mailbox size and benefit from optimal performance yet retain your most important files by following these tips on a monthly basis.

How to determine mailbox size

1. Right-click on full Mailbox. (This is NOT the Inbox, it is the item that displays your email address.)

2. Select **Data File Properties** and click "**Folder Size**…" button.
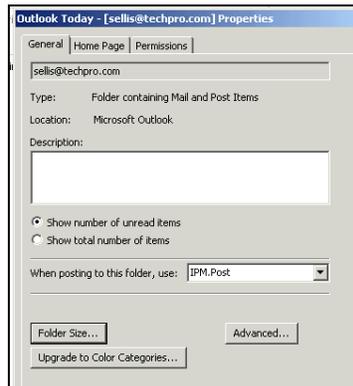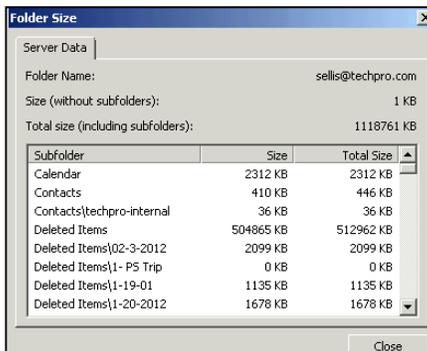
3. The "Total size.,.." **should be less than 200MB (204,800KB)**. As a guideline… 1024KB=1MB and 1024MB=1GB. For example, this mailbox is over 1GB and is too big.

You can also use "Folder Size" to check the size of your individual folders to determine which need to be trimmed down or exported

Inbox or subfolders should not exceed 1000 emails!

Sort and delete any extraneous emails as follows.

1. In **Inbox**, sort on **Subject** and **From** rather than **Date** to alpha sort emails and use Shift+click* to delete multiple items.

2. Sort by **Attachments** and delete any unneeded items.

3. Sort by **Size** and focus on deleting any over 700kb.

4. Still have over 1000 in the **Inbox?** Create subfolders under the Inbox and click and drag the emails into the subfolder/s.

Deleted & Sent Items folders should not exceed 1000 emails !

1. Deleted and Sent Items folders- Sort by **Date**. Just keep the last 90 days. If that's too short, then limit to 6 months.

2. In same folders, sort by **Size** and focus on deleting any over 700kb.

3. Sort by **Attachments**, review, and delete unneeded emails.

4. Sort by **Subject** such as "Newsletters from xxx" then **Shift+Delete** them.

Avoid "Archiving" and use Subfolders

1. If enabled, disable Archive feature* and create subfolders that will be store d on your H drive (or C drive if it is backed up). **Example**: 2009, 2010, 2011, 2012, or by client names

2. Click & drag emails from **Inbox** to these folders.

3. Use File/export to store folder on H or C drive or media for safekeeping

* **NOTE**: *In Outlook 2010, archiving is NOT enabled by default. Click this link for more archiving info.* http://www.howtogeek.com/howto/17877/how-to-manage-autoarchive-in-outlook-2010/

Methods to delete multiple single files and/or contiguous files

If you have many messages to delete at once, here are two helpful tips for selecting multiple messages and working with them as a group.

1. For adjacent messages, click the first message you want deleted, hold down the SHIFT key while you click the last. You will see all of the selected messages highlighted. Use DELETE key on keyboard or Rt-click and select DELETE from menu.

2. For non-adjacent messages, hold down the CTRL key while you click each message that you want deleted. It is not necessary to hold CTRL when making your FIRST selection. Once they are all selected, follow above step to delete..