

## Procedures to Reduce Mailbox Size

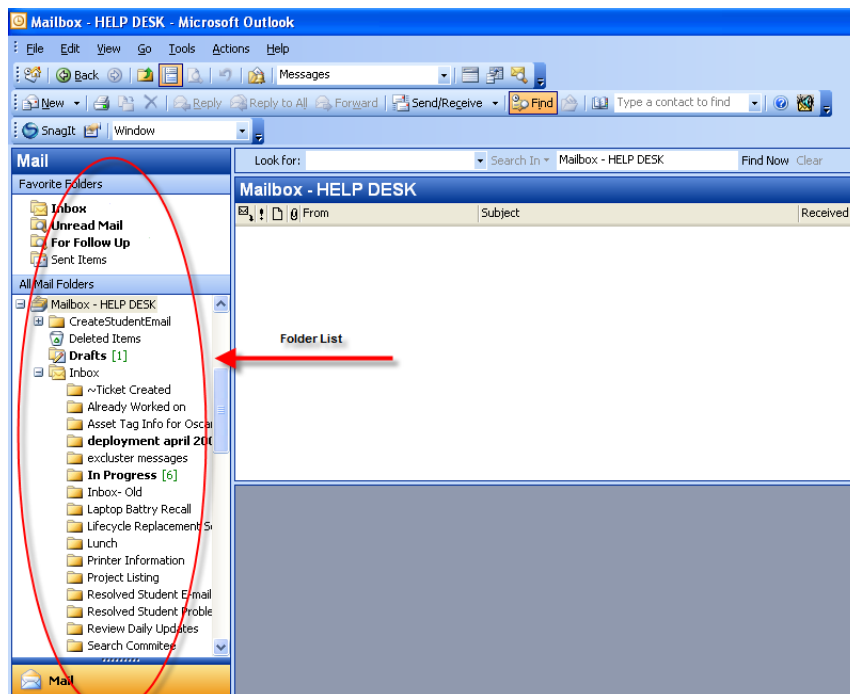
### Mailbox Management

As your mail storage grows you will need to manage your mailbox size. There are a number of things that you can do to assist in this maintenance. Listed below are current recommendations to help reduce the storage space. The reduction of used space can be accomplished by:

- Deleting items in various folders in your mailbox including the **Sent Items** folder and making sure that the **Deleted Folder** is purged or emptied
- Saving the email attachment(s) to a file location on a local drive or “My Documents”
- Archiving your mailbox for long-term storage of important email messages

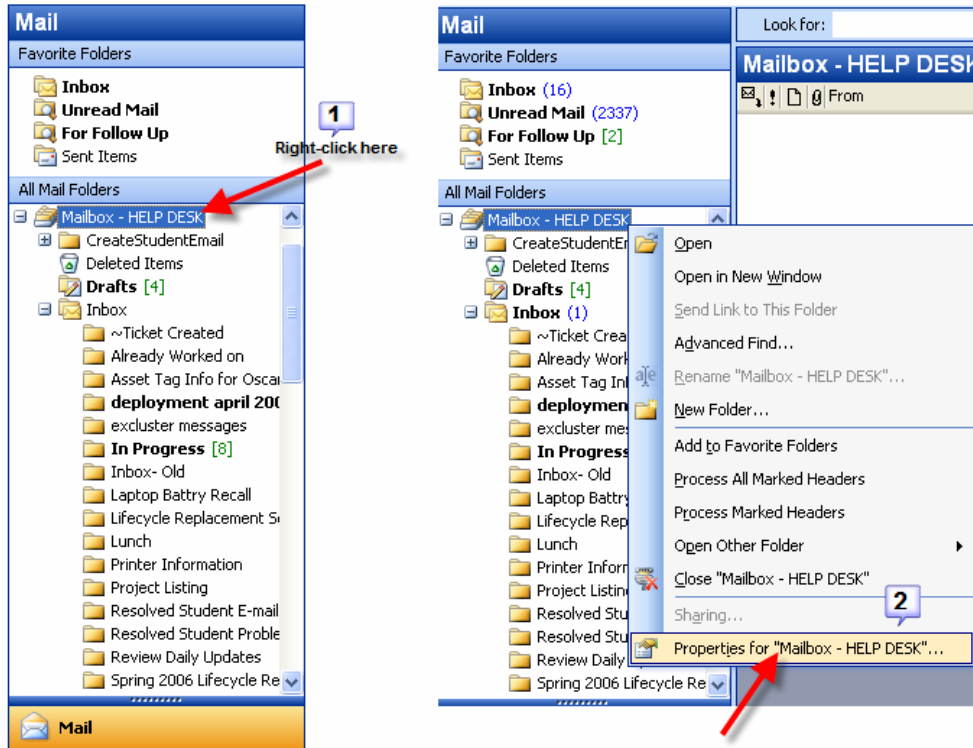
### How big is my Mailbox? (*Microsoft Outlook 2003*)

On the left side of your Outlook window, you will see the folder list:

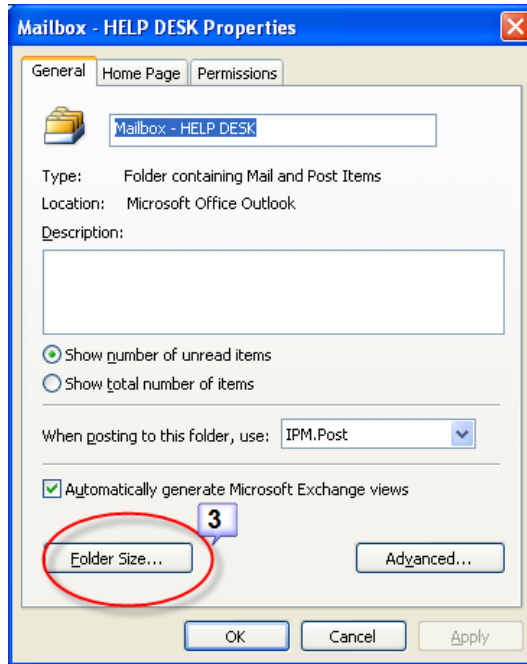


1. In the folder list, right-click on “Mailbox”

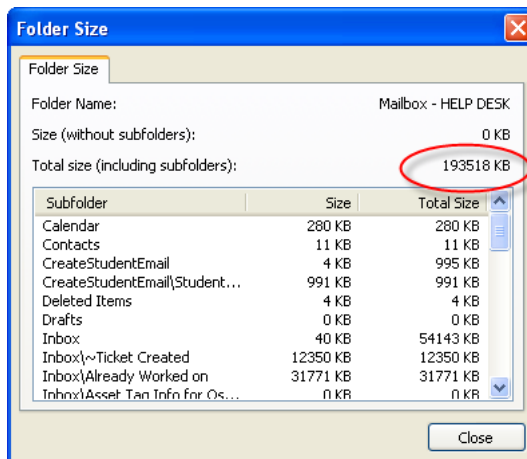
2. Choose “Properties”



3. Click the “Folder Size” button:



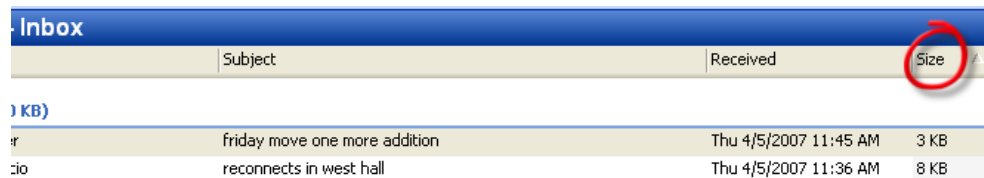
The total size of the mailbox will be displayed as in the window below. All of the folders listed count toward your overall mailbox size.



The size is listed in kilobytes. 1000KB is approximately 1MB. 250,000KB is approximately 250MB. If your **Total Size** exceeds 250,000KB you will receive system messages warning you of exceeding the size limit for your account. If your total size exceeds 350,000KB you will no longer be able to send email. If your total size exceeds 500,000KB you will no longer be able to send *or* receive email.

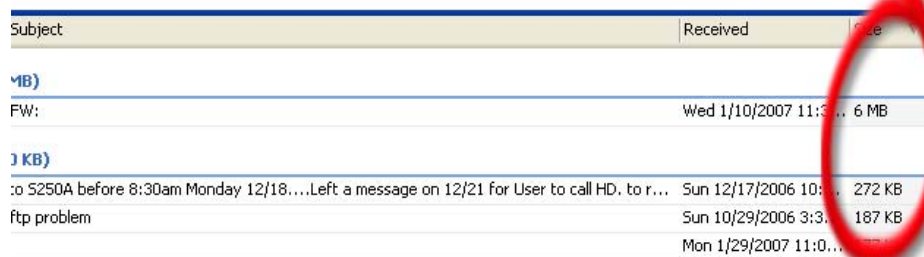
### Sorting Email By Size

Mailboxes are usually sorted by date received, or date sent. When cleaning your mailbox, sorting by **size** is a good way to identify which messages have large attachments. Click on “Size” to sort.



Inbox			
	Subject	Received	Size
1 KB)			
r	friday move one more addition	Thu 4/5/2007 11:45 AM	3 KB
io	reconnects in west hall	Thu 4/5/2007 11:36 AM	8 KB

Now that your large messages have been identified, you can choose to save or delete them.



Subject	Received	Size
4 MB)		
FW:	Wed 1/10/2007 11:3...	6 MB
1 KB)		
to S250A before 8:30am Monday 12/18....Left a message on 12/21 for User to call HD. to r...	Sun 12/17/2006 10:...	272 KB
ftp problem	Sun 10/29/2006 3:3...	187 KB
	Mon 1/29/2007 11:0...	

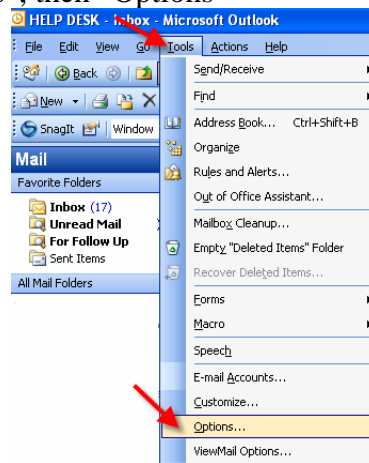
### Cleaning out Sent Items Folder

Many times the **Sent Items Folder** is overlooked. Every message that you send, including any attachments, is placed in this folder. Be sure to delete these items when they are not needed or save the attachments (see below) if you desire to keep them.

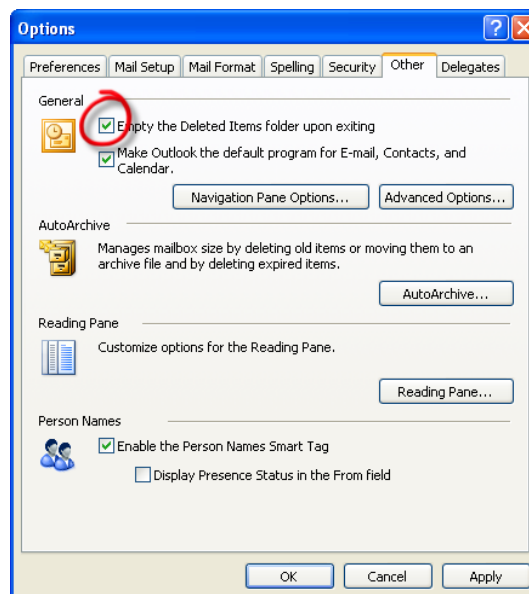
## Emptying Deleted Items

Messages in the **Deleted Items** folder are still counted in the total mailbox size. Prompt deletion of unwanted message in this folder will help keep your mailbox size from growing. Users can set up **Microsoft Outlook 2003** so the **Deleted Items** folder is automatically emptied each time the program is closed. Follow the directions below to set up automatic deletion.

1. In Outlook, click “Tools”, then “Options”



2. Choose the tab marked “Other”, then check the box next to “Empty the Deleted Items folder upon exiting” and click “OK”.



### **Saving Attachments to Another Location**

To save attachments to another location follow these guidelines:

- Saving/clearing attachments:
  - In the message with an attachment, right mouse click on the attachment, choose **Save As**.
  - Select the location where the attachment should be saved: local drive or your My Documents folder.
  - The attachment is now saved and can be cleared from the message by selecting the attachment and pressing the **Delete** key on the keyboard.
  - Select **File** menu, **Close** and click on **Yes** when prompted "**Do you want to save changes?**"

### **Auto Archiving Your Mailbox**

Auto Archiving can free up space in your mailbox. To learn more about it auto archiving, or to set up auto archiving on your computer, you can follow the instructions [here](#).

If you have questions, please contact the Help Desk at [helpdesk@bergen.edu](mailto:helpdesk@bergen.edu) or 201-447-7109, option 1.