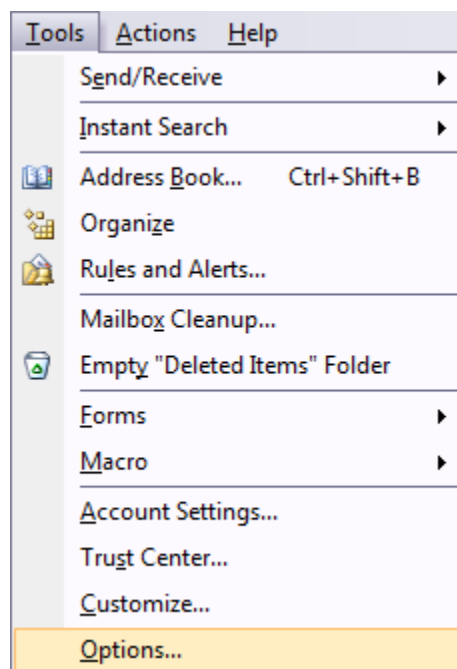


Outlook 2007 Tips Managing your Mailbox Storage Space

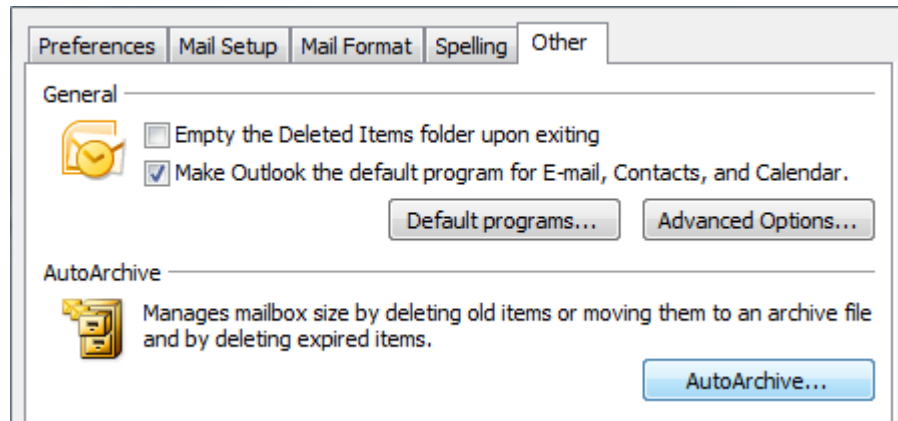
Setup Auto-Archive to Clean Your Mailbox

Keeping a nice, clean mailbox is probably one of the most overlooked aspects of also speeding up your Outlook experience. You can do it yourself by setting up a separate personal folders (PST) file, and then moving old email over there on a regular basis. If you don't want to manage the archiving process yourself, you can turn on the Auto Archive feature and set up your preferences for when to archive to fit your emailing behavior.

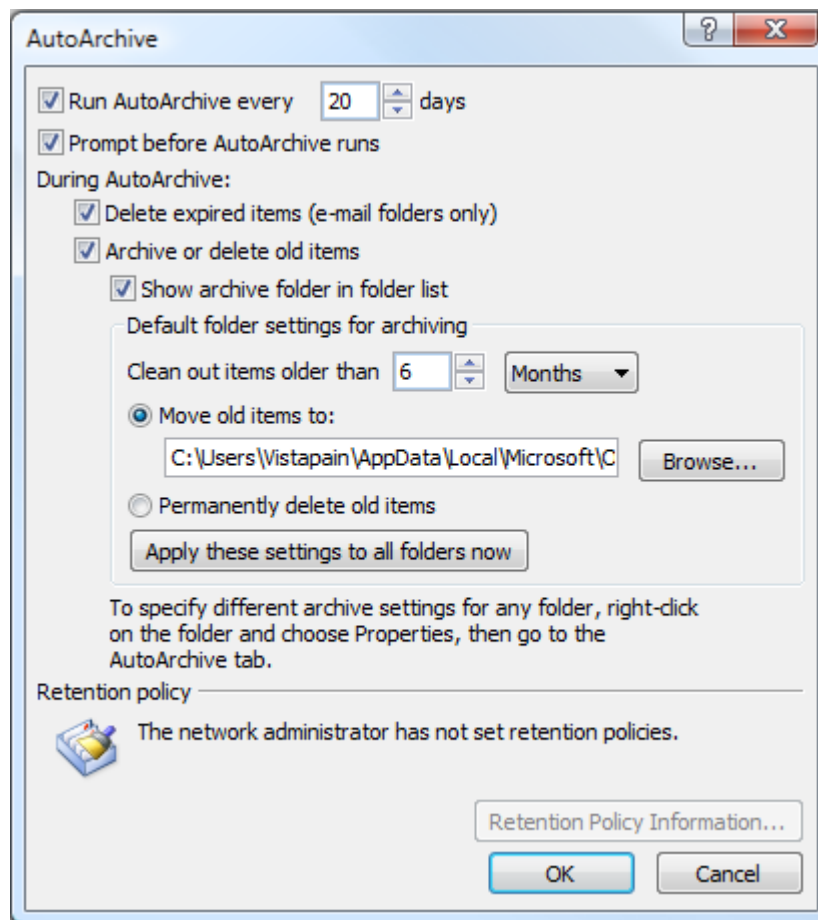
Open Outlook and click on Tools \ Options



Now click on the Other tab and click the AutoArchive button.



This opens up a menu of options and settings to pick from such as how often AutoArchive runs. In this example I picked 20 days. I also placed a check next to “Prompt before AutoArchive runs” just in case there is something I do not want deleted.

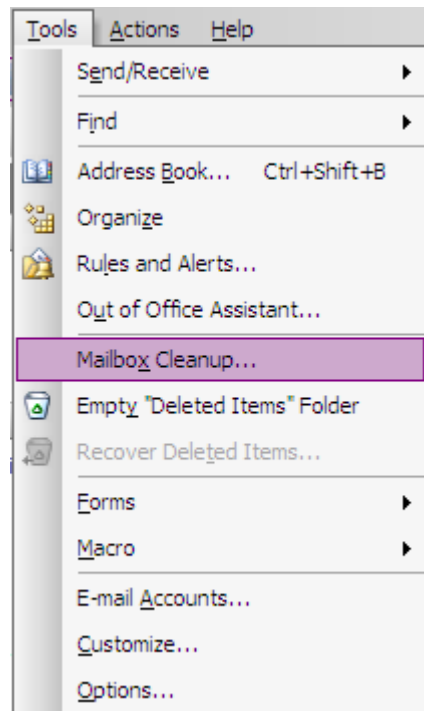


This is also where you decide when to clean out old items and specify the location where you want them saved. You can also select to permanently delete old items if you do not want to keep them around any longer. Once you have made all your selections, click OK and your settings are saved!

Use the Mailbox Cleanup Wizard

It's not that difficult to sort a few columns in your inbox and figure out which messages are wasting the most space—but if you've got a complicated set of folders that you use to organize your email, you can quickly view all email that is older than a certain date, or too large to keep around. Outlook's Mailbox Cleanup wizard is an easy way to clean up your inbox quickly without having to go through each email individually to decide what needs to be kept.

To get to this window, click on Tools \ Mailbox Cleanup.



In the Mailbox Cleanup window you have several options to choose from. The easiest option is to select AutoArchive, which will move older items into the Archive Folder. You could also choose to empty the deleted items.

One of the more useful features however, is to quickly find all large emails using the “Find items larger than” button. Deleting all the largest emails would very quickly bring your inbox size down to a reasonable level.

