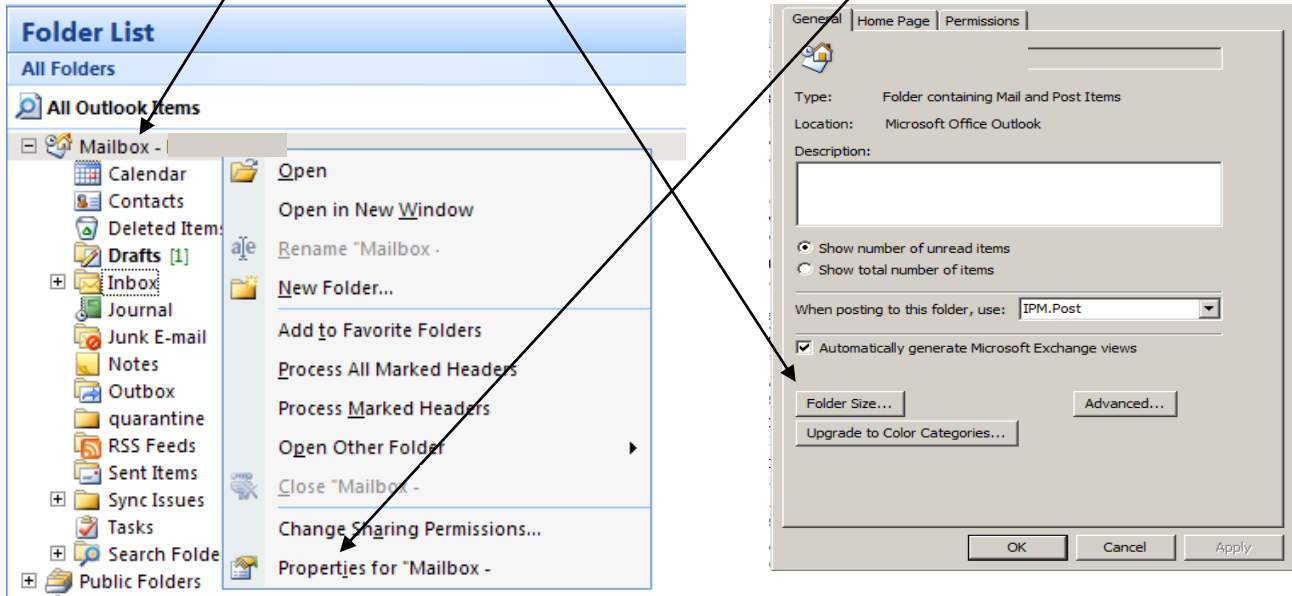


## Tips To Reduce Your Mailbox Size

### How to check the size of your mailbox:

Right-click on "Mailbox – your name" in your Outlook Email and select "Properties for ..."

Then click "Folder Size"



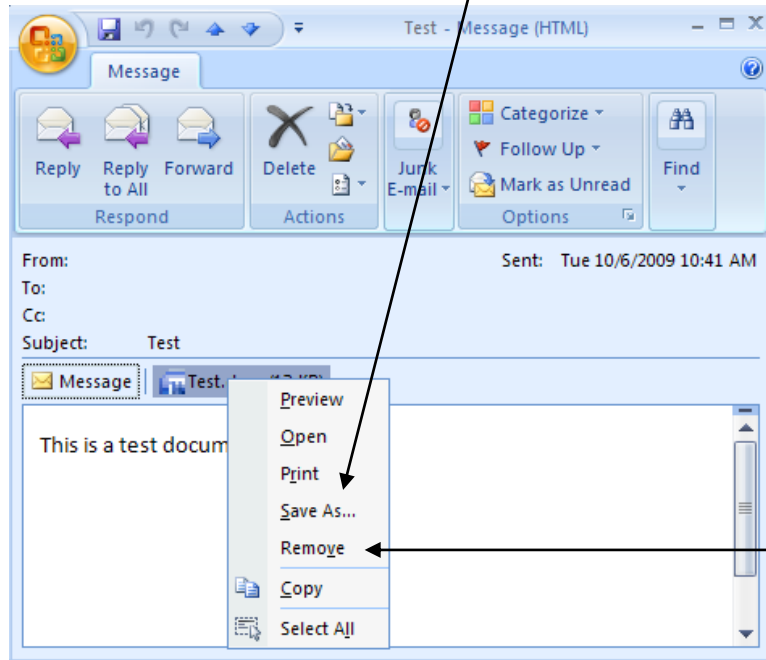
This shows you the total size of your mailbox and if any folders are exceptionally large.

The image shows the 'Folder Size' dialog box with the 'Server Data' tab selected. It displays the total size of the mailbox and a breakdown of folder sizes.

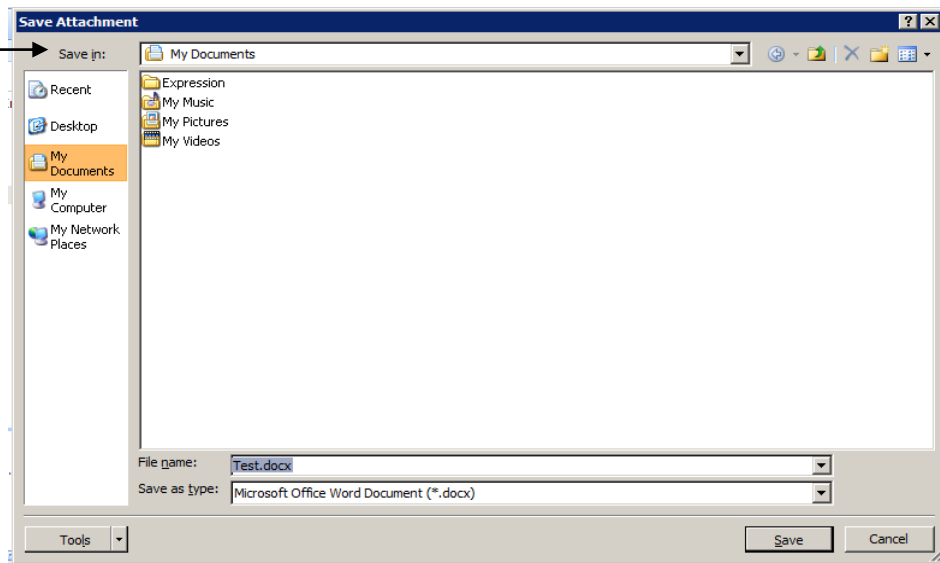
Subfolder	Size	Total Size
Calendar	1452 KB	1452 KB
Contacts	112 KB	112 KB
Deleted Items	6 KB	6 KB
Drafts	36 KB	36 KB
Inbox	7797 KB	34434 KB

## How to save attachments in an Email:

Attachments can take up a large portion of your mailbox. You can save attachments within an email message to your local storage space (ex. My Documents folder or any local storage device). First, open the email and right-click on the attachment. Then select "Save As".



When the "Save Attachment" box appears, be sure to select the location that you want to keep your document and click Save. You can now delete the email or remove the attachment and keep the email message by right-clicking on the attachment and selecting "Remove".

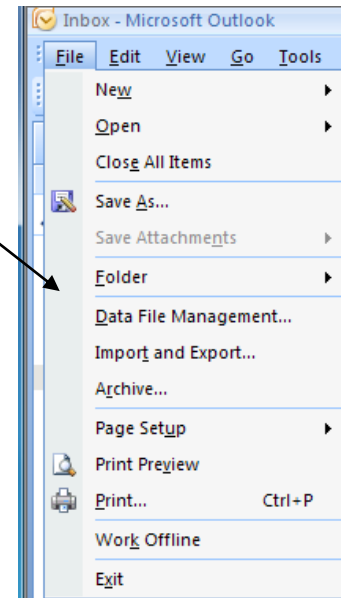
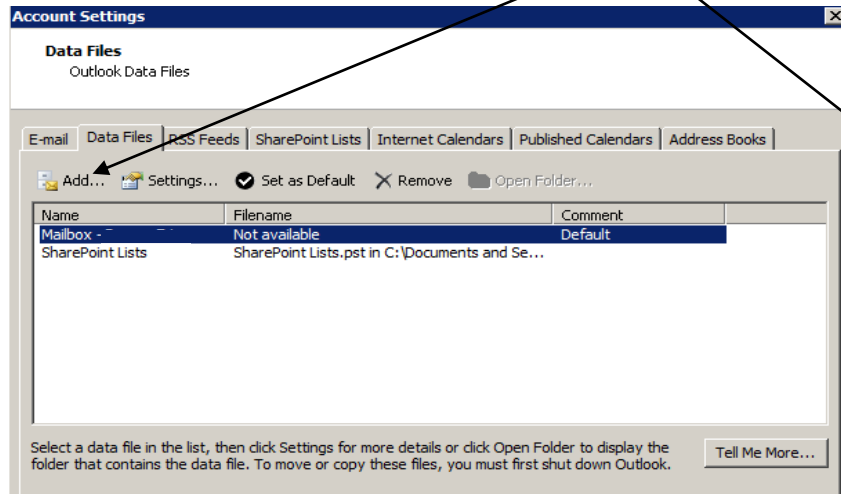


## How to Create a Personal Folder:

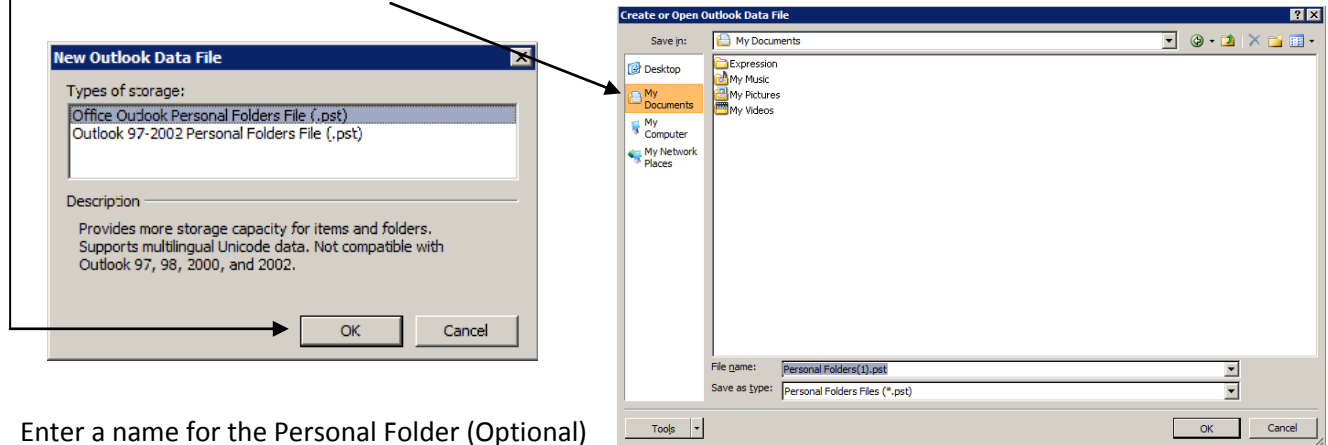
A Personal Folder helps reduce email size by allowing you to move emails to a local storage location.

In Outlook, click on "File" and select "Data File Management".

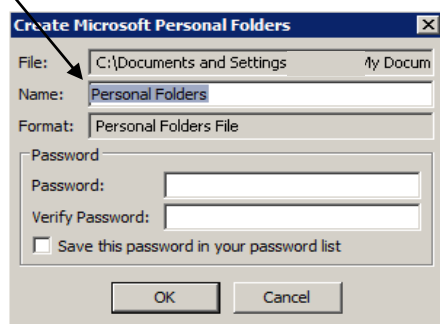
When the Account Settings box appears, click "Add"



Click "OK" for the Office Outlook Personal Folders File. Then choose where to save the personal folder file. Please select the My Documents Folder and click ok.



Enter a name for the Personal Folder (Optional)



Personal Folder will show up here in Outlook  
Now you can create folders and move emails that you wish to keep here

