

## Managing the Size of Your Outlook Folders

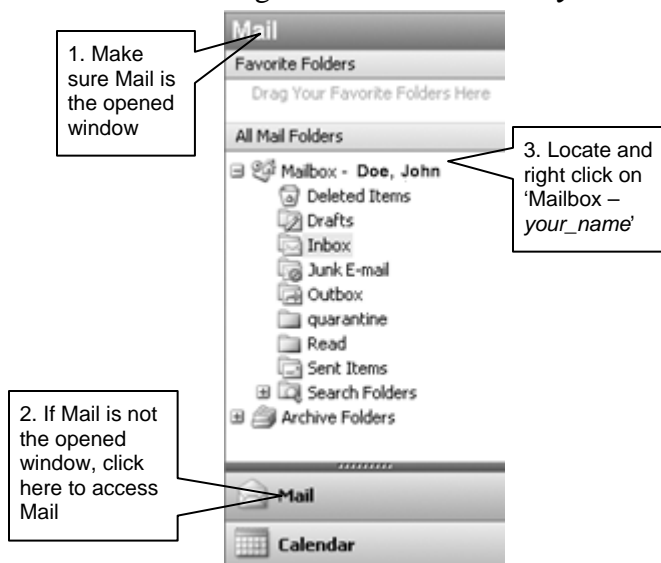
AgIT Operations

FAQ No. S1.1.5

### How can I check and manage the size of my Outlook folders?

#### Checking the Size of your Outlook Folders

1. Open the Outlook program.
2. Logon to Outlook using your Exchange username and password.
3. Make sure **Mail** is the window that is open in Outlook. If it is not, click on the **Mail** button, located on the Navigation Pane on the left side of the Outlook window.
4. Locate **Mailbox – your\_name** under **All Mail Folders** on the left side of the Outlook window.
5. Right click on **Mailbox – your\_name**. This will open a side menu.



6. On the side menu, select **Properties for Mailbox – your\_name**. This will open the **Outlook Today – [Mailbox – your\_name]** Properties window.
7. On the **Outlook Today – [Mailbox – your\_name]** Properties window, locate and click the **Folder Size** button. This will open a **Folder Size** window.

Frequently Asked Questions

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8. Locate **Total size (including subfolders)** on the **Folder Size** window. The size of your folders should not exceed 500,000 KB. (500,000 KB is not negotiable. AgIT can not increase the size of your personal folders.) If your folder size is larger than 500,000 KB, see the next set of instructions.



### Managing the Size of Your Outlook Folders

Easy steps you can do everyday to lower the size of your Outlook folders:

- Empty your Outlook deleted items folder on a regular basis
- Clean out your Outlook sent items folder on a regular basis

Other important steps you can do to lower the size of your Outlook folders:

- Do not use Outlook as a filing system to store copies of office documents such as newsletters, PowerPoint presentations, etc that you have received as email attachments. Save them in a folder on your home server or burn them onto a CD if they are not needed on a regular basis. You will find this to be a more efficient use of storage than keeping documents in your Outlook folder.
- Do not use Outlook to store pictures that you have received as email attachments. Save them in a folder on your home server or burn them on to a CD if they are not needed on a regular basis.

The key to managing your Outlook folders is to remember NOT to use Outlook as a storage space for email attachments. Save all your attachments in a folder on your home server instead of storing them in Outlook.

### Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

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