

or

Step 3—**Option 3** -Open the message and “remove” the attachment and save the message.

- Open the message and right click on the attachment and select “**Remove**” and then select **Save**.

Automated Tips for Managing Your Mailbox

The following section contains some options that can be set by you to manage your mailbox automatically.

Auto Archiving

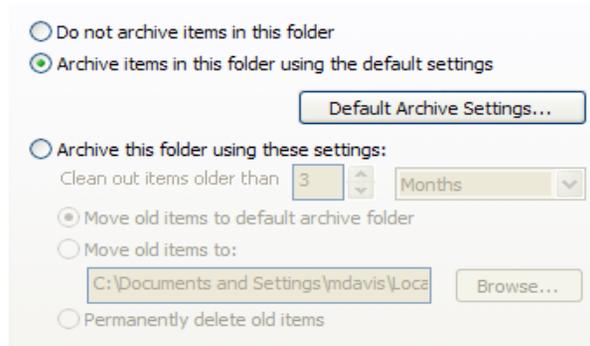
- Select **Tools**, then **Options**
- Click on the **Other** tab
- Check the **AutoArchive** button
- Check the **Run AutoArchive** every check box
- Adjust the day setting to suit your preferences
- Select either “**Move Old Items To**” or “**Permanently Delete Old Options**”
- Click **OK** to apply the settings.



Note: If you select the move items, click the browse button to set the personal folder you want the messages to be moved to. Once you have set up the auto archiving you will need to turn on auto archiving on the folders that you want to have archived.

or

- Right click on the folder
- Click on the **Auto-Archive** tab
- Select “**Archive Items.....**”



Note: If you would like to change the settings for this folder, select **Archive this folder using these settings**.

COMPUTER TRAINING CENTER

If you are interested in taking a computer applications class, please contact the Computer Training Center at 358-1111.

E-mail: ctc@hq.nasa.gov

Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm



HEMI

Outlook Mailbox Management Guide



NASA Headquarters Computer Training Center

Mailbox Limits

What are mailbox limits and what does it mean to me?

A mailbox limit is the amount of email that you can store in your mailbox on the server. These limits are put into affect to ensure the maintainability and recoverability of the email system for all users.

The mailbox limits established for the system are as follows

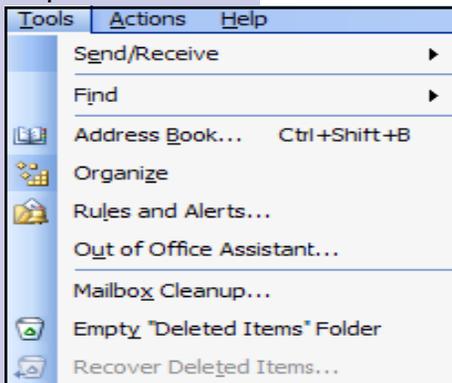
- Warning: 90 Megs (You will receive an automatic system email message stating that you are getting close to reaching your mailbox limit.)
- Prohibit Send :100 Megs (You will not be able to send messages until your mailbox size is reduced to under 100 megs.)

Note: You will not be prohibited from receiving messages, even if you have reached your mailbox limit.

How can I check how much space I'm currently using?

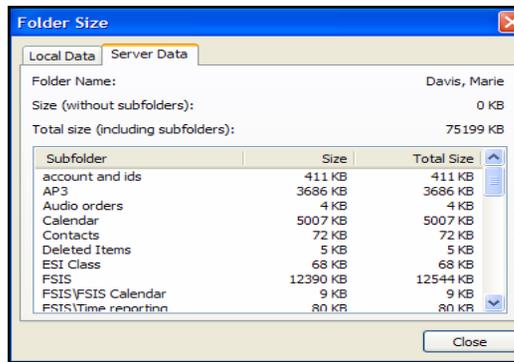
1. From inside the Outlook client select **Tools, Mailbox**

Cleanup



2. Click the **View Mailbox Size** button

3. When the folder size window appears, click the **Server Data** tab.



- **Note:** You are presented with the Total Size of your mailbox and the subfolders which make up that total. The total size is listed in kilobytes, that means you will start to get notifications when your mailbox size reaches 90000 KB and will be prohibited from sending email at 100000 KB.

How can I tell when I'm getting close to my limit?

You will receive an automatic system email message stating that you are getting close to reaching your mailbox limit.

Emptying Your Trash

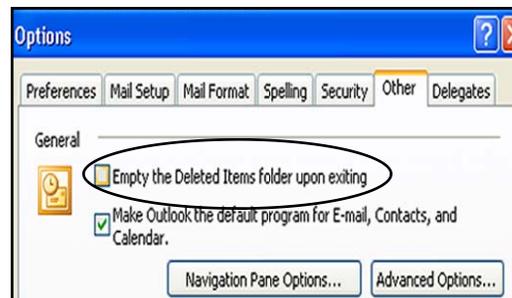
As you delete messages from your mailbox the items are stored in the Deleted Items folder. Here are two ways that are most common in Outlook:

Manual Deletion:

- Select **Tools | Empty "Deleted Items" Folder**

Setup of Automatic Deletion:

- Select **Tools** then **Options**. Next, select the **Other** tab and mark the box to the left entitled **"Empty the Deleted Items folder upon exiting."**



Deleting Sent Items

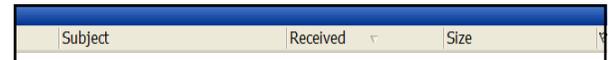
When you send messages, a copy of the message is saved in your Sent Items folder. Items stored in the Sent Items are counted towards your limit.

- Select the **Sent Items** folder from the folder list
- Select the messages you want to delete, (use the control and shift keys to select multiple messages)
- Right click and select **delete**

Delete Messages With Large Attachments

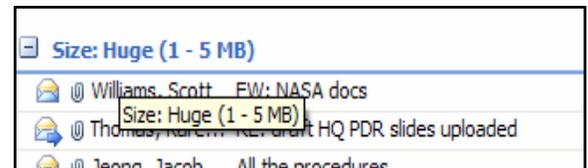
Some times you may receive a message with a large attachment. Follow the tips below for easily identifying and saving these attachments to an alternative location to free up space in your mailbox.

Step 1—Sort the messages in the folder by "Size". To do this click on the "Size" Column at the top of the reading pane.



Note: This step assumes that the you have not modified your current views and removed the "size" column.

Step 2 — Look for the messages that are categorized as Huge.



Step 3—**Option 1**—Delete the entire message if the email and the attachment are no longer useful to you.

or

Step 3—**Option 2** — Open the message and save the attachment off to a folder on your hard drive. After saving the attachment, delete the message