

Mailbox Cleanup with Outlook 2000

Before moving to Outlook Exchange, you will want to clean up your mail folders so that you are not moving old, unneeded messages and taking up unnecessary space on the new server. Here are some options for that process:

Find messages with large attachments

1. On the **Tools** menu, click **Advanced Find**.
2. In the **Look for** list, click **Messages**.
Click **Browse** if you want to change the folder you want to search in.
3. Click the **More Choices** tab.
4. In the **Size (kilobytes)** list, click **greater than**.
5. In the box next to the **Size** box, type **1000**.
6. Click **Find Now**.

Save attachments to your hard disk

1. Open the item that contains the file attachment you want to save.
2. Right-click the icon for the attachment, and then click **Save As**.
3. Enter a name and location for the file, and then click **Save**.

Note If the item includes more than one attachment, you can hold down SHIFT and click any number of attachments to save them to the same location. On the **File** menu, click **Save Attachments**.

Empty the Deleted Items folder

- In the Folder List, right-click the **Deleted Items** folder, and then click **Empty Deleted Items Folder** on the shortcut menu.

Archive items

1. On the **File** menu, click **Archive**.
2. To archive folder, click **Archive this folder and all subfolders**, and then click the folder that contains the items you want to archive.
3. In the **Archive items older than** box, enter a date. Items dated before this date will be archived.
4. In the **Archive file** box, allow the default file name. If needed, type a file name and location for the archived items file. Archive files are typically named archive.pst. Click **OK** to run the archive process.