



Mailbox Cleanup with Outlook 2003

You can manage the size of your mailbox to improve the overall performance of Microsoft Outlook.

On the **Tools** menu, click **Mailbox Cleanup**. Do any of the following:

- View the total size of your mailbox and of individual folders within it. You may want to focus your cleanup efforts on the largest folders.
- Find items older than a certain date to delete if you no longer need them.
- Find items that are larger than a certain KB size. If you have messages with large attachments, one option is to save the attachment to your hard drive or network drive and then delete the message.
- Archive older items that you would like to keep stored using AutoArchive. To receive a handout about archiving options, contact trainme@neiu.edu.
- Empty your **Deleted Items** folder.