

# Outlook Email Account Size Reduction



## Grouping Emails to Delete

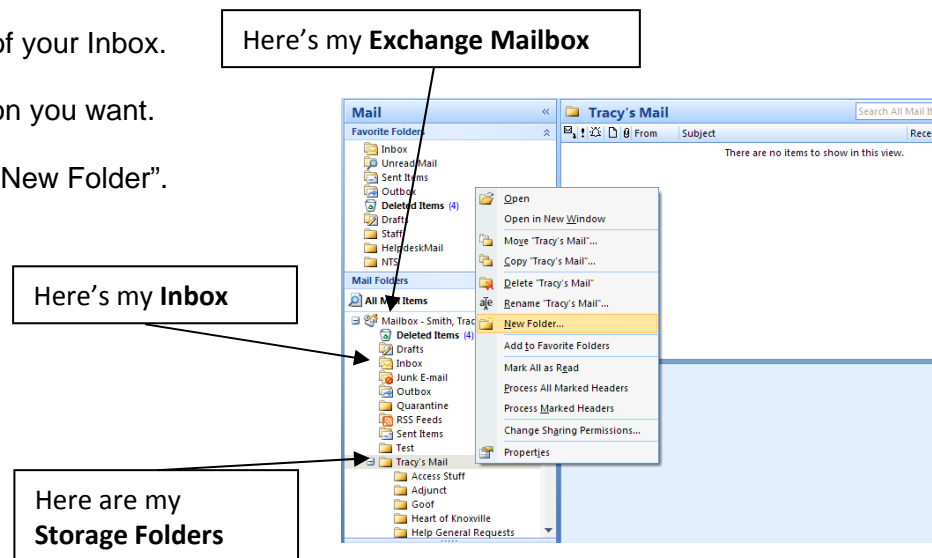
1. One way to reduce email is by **Sorting**. Sort by **date, sender, size, attachments** etc. to do a quick look for unnecessary messages! **And Delete!**
2. **Create Rules**

Another quick way to reduce your email is to group like emails together. Creating a folder and attaching a rule to catch similar incoming emails gives you a quick glance in one location to review. For example, sending all “*fac-staff-L*” emails into a folder called *Staff* can catch all your college announcements. You can periodically review these and delete dated emails that have information in them that is long past. You can add this folder to your favorites list for give it greater visibility so that you don’t overlook new incoming messages to “*fac-staff-L*”. Upon creating the rule initially you can run it on your entire mailbox. **This is a great way to do a quick clean up of your email!** Following the steps below:

### Creating Folders

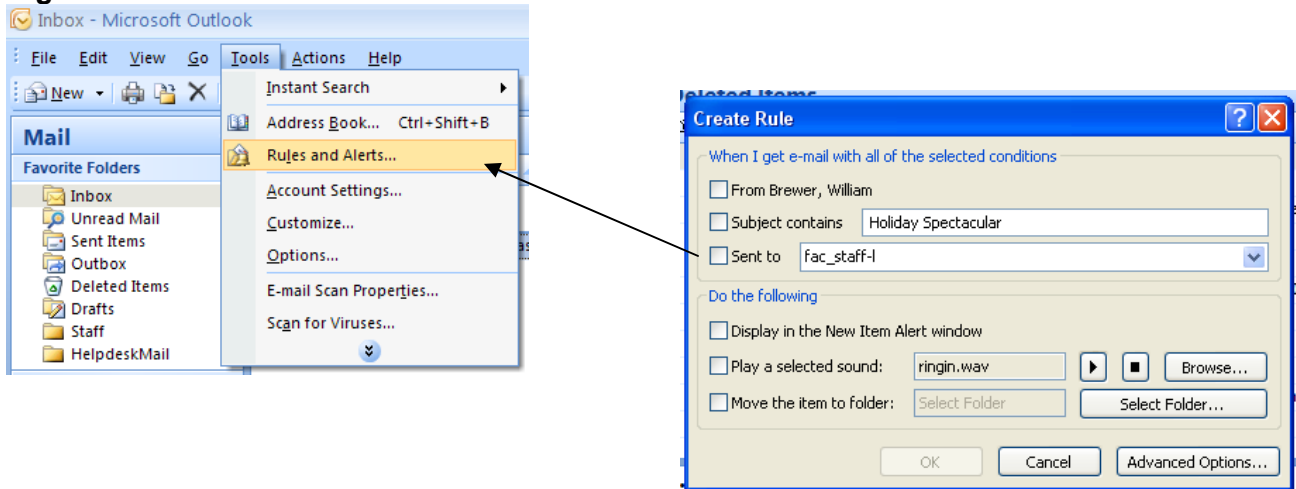
Mail should be store out of the Inbox for best performance. Folders are a great way to optimize performance as well as a good habit for organization. Please refer to the attached document for instructions on creating folders. Also, once folders are establish, they can be very useful in conjunction with Rules for organization.

1. Create a Folder Outside of your Inbox.
2. Highlight the folder location you want.
3. Right Click and Choose “New Folder”.

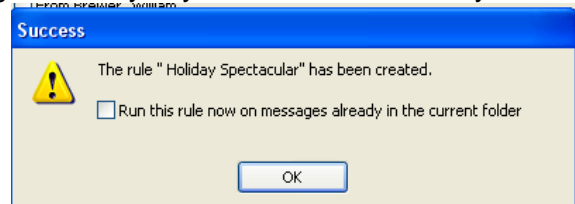


How to use Rules – Please refer to the attached document for instruction and examples on creating rules for OWA. Please reference the following for use in the client Outlook version.

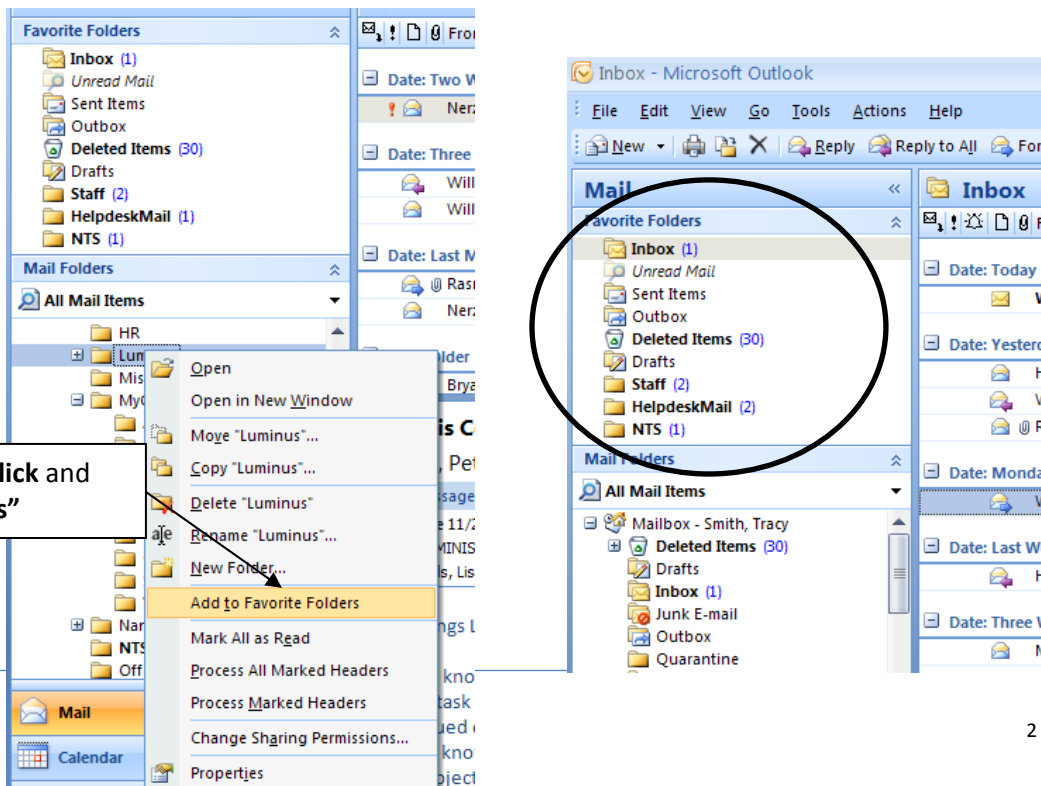
1. Choose a message on which to base your Rule.
2. **Right Click and Choose Create Rule** or Go to Tools > Rules and Alerts



3. This dialog box will step you through the rule making process. You can base rules on who it is sent to, sent from, subject etc. Also, you can have messages immediately moved to a specific folder or even have a sound played once an item is received.
4. You also have the option to rule the rule on messages already in your folder. Do it! And you have a quick clean up.



Use the Favorites Window – Using the Favorites option gives you quick visibility to any folders you may have with new messages.



Highlight desired folder. Right Click and Choose "Add to Favorite Folders"



# AutoArchiving vs. Personal Folders: Backing-up to a cd

AutoArchiving and Personal folders both remove messages from the server to storage on your desktop and enable you to backup these email messages (files .pst) to a cd. Also, upon getting a new computer, you would want to make your tech aware that these files also need to be migrated to your new machine. Setting them to be stored in a folder you create as **Personal** on your desktop is a good way to store any files that would potentially need to be copied over to a new pc. The Microsoft link can explain this further: [Use AutoArchive](#).

Note: Any AutoArchived or Personal Folder files will not be available on OWA (Outlook Web Access).

## AutoArchiving vs. Personal Folders

	Archive	Personal Folders
Messages Moved By	Outlook Moves based on your setup parameters	You manually move specific messages
Folder Name in Mailbox Tree	Archive Folders	Personal Folders
Default file name	Archive.pst	Personal Folders.pst
Subfolder Creation	Automatic and Mirrors your Mailbox folders	Individual folders created by user
Default file name	Archive.pst	Personal Folders.pst

## Creating Personal Folders

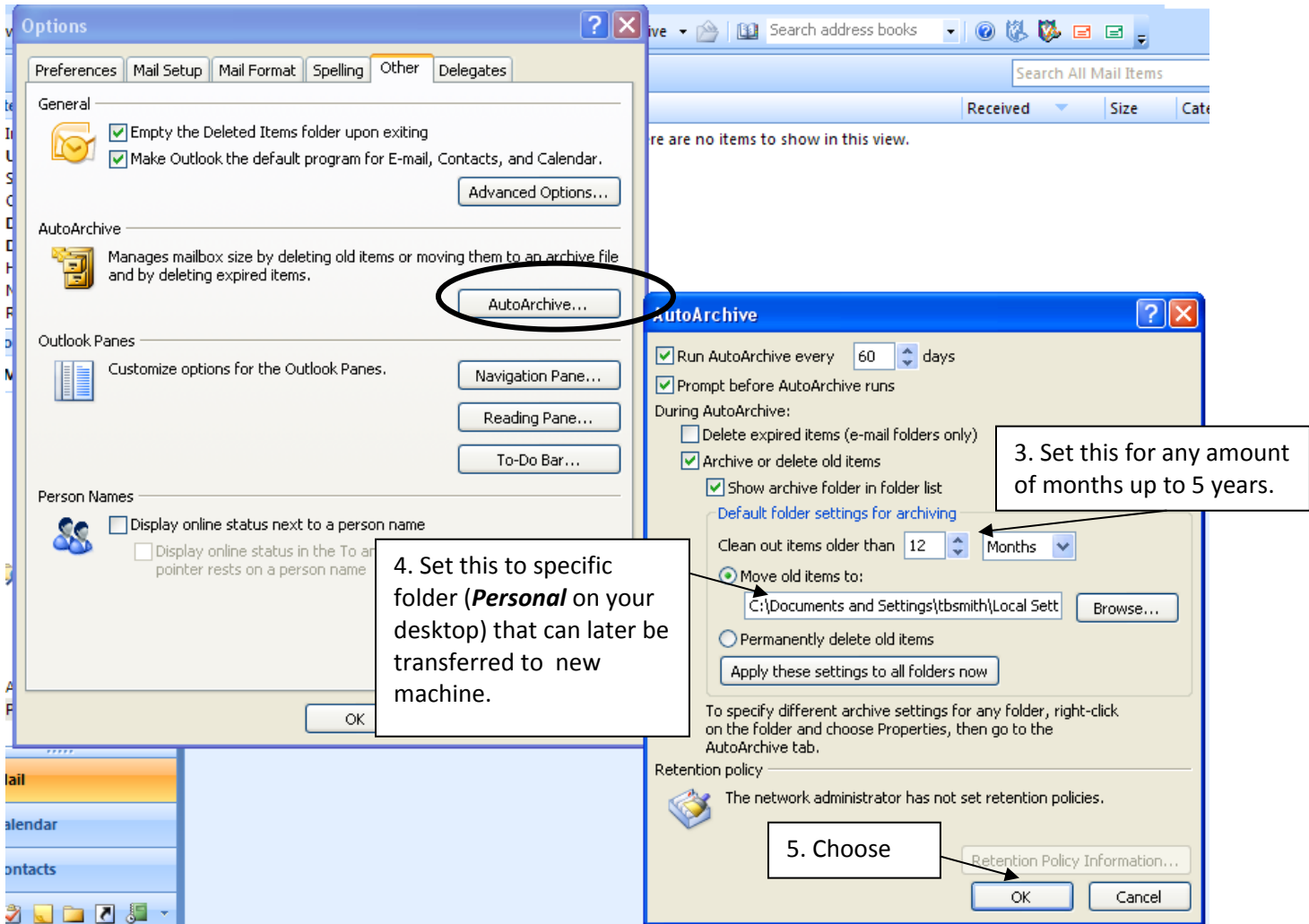
Follow these Step:

1. Go to **File** menu and choose **New**, and then click **Outlook Data File**.
2. Select **Office Outlook Personal Folders File (.pst)**, and click **OK**.  
Choose the *Office Outlook Personal Folders File*
3. In the **Create or Open Outlook Data File** dialog box, type a file name for your file in the **File name** box and choose a location. It is recommend you put this in a **Personal** folder (perhaps on your desktop) that can be later copied to a new pc.
4. In the **Create Microsoft Personal Folders** dialog box, type the name that you want to be displayed in the Navigation Pane in the **Name** box, and click **OK**.
5. Can then create folders with these Personal Folders, and move messages manually.

# AutoArchiving

Follow these Step:

1. Go to **Tools** menu and choose **Options**, and then click on the **Other** tab.
2. Choose **Auto Archiving**



6. Outlook will now move messages automatically based on your settings.

## Backing up to CD

Once you have created either .pst file (AutoArchived or Personal Folder) you can copy this file to a cd for backup. Storing these in a folder called *Personal* (perhaps on your desktop) will give you a quick reference for future use.