

Cleaning Out Your Mailbox

1. Check out what you have in your Outlook account by selecting:
 - *Tools* pull down menu
 - *Mailbox Cleanup*
2. Immediately delete what isn't necessary. Conduct regular evaluations of items and remove what is no longer needed.
3. Erase unneeded files from the *Inbox*, *Sent Items*, *Deleted Items*, *Drafts*, *Personal Folders*, *Calendars*, and *To Do lists*.
 - To delete a list of files at one time you can:
 - Click on the first item, hold down your shift key and click on the last item. Then push the delete key on your keyboard.
 - To select multiple files by skipping around, you can:
 - Click on the first item, hold down your control key, and click on the items you wish to select. Then push the delete key on your keyboard.
4. Clear out your deleted files by clicking on
 - *Tools* pull down menu
 - Select *Empty "Deleted Items" Folder*.
5. Outlook can automatically empty the Deleted Items. Click on:
 - *Tools* pull down menu
 - *Options*
 - *Other Tab*
 - Check the box reading *Empty the Deleted Items folder upon exiting*.
6. Outlook can automatically empty the Sent Items. Click on:
 - *Tools* pull down menu
 - *Options*
 - *E-mail options*
 - Uncheck the *Save copies of messages in Sent Items folder*.
7. Messages with attachments usually take up large amounts of disk space. If the attachment is important and you wish to save it:
 - Open the message
 - Right click on the attachment
 - Click on *Save As* on the menu that appears
 - Choose the place where you would like it saved and click *Save*.
8. If you wish to delete the attachment but save the email:
 - Open the message
 - Right click on the attachment
 - Click on *Remove*