

Reduce the Size of Outlook 2003 and 2007 Mailbox

User mailboxes that exceed the **200 MB EMS-CS** quota will not be migrated into the EMS-CS environment. To qualify for migration, all USDA Enterprise email users must delete old messages and reduce the size of their mailboxes to meet the **200 MB** quota mandated by EMS-CS Migration Policy.

The simplest method for reducing the size of an Outlook mailbox is to **Delete** old, unnecessary, unwanted messages.

This document provides instructions for **Outlook 2003 and 2007** Users. It includes detailed descriptions to perform the following tasks:

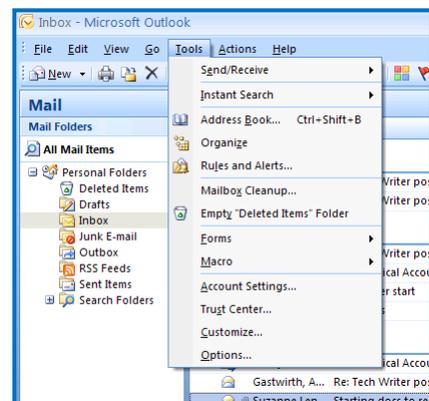
- Use the *Mailbox Cleanup* Tool in Outlook 2003 and 2007
- Use the *Mailbox Cleanup* Tool to Check Mailbox and Subfolder Size
- Use the *Mailbox Cleanup* Tool to Find and Delete Old Messages
- Use the *Mailbox Cleanup* Tool to Find and Delete Large Messages
- Empty the *Deleted Items* Subfolder

If you have any questions about these instructions or this document, please call....

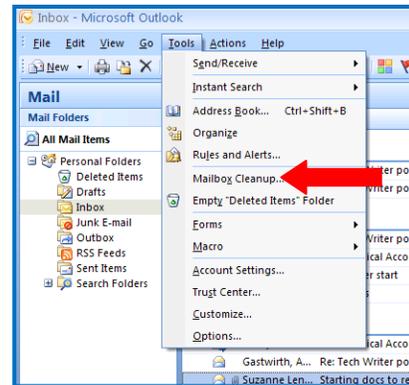
Use the *Mailbox Cleanup* Tool in Outlook 2003 and 2007

Outlook 2003 and Outlook 2007 include a tool that checks the size of a mailbox and cleans up the mailbox and its subfolders.

1. Open **Outlook 2003** or **Outlook 2007**, and display the **Tools** menu.



2. The sixth item on the **Tools** menu is the **Mailbox Cleanup** tool. Select the **Mailbox Cleanup** tool, to display the **Mailbox Cleanup** dialog box.



3. From the **Mailbox Cleanup** dialog box, users can perform any of the following tasks:

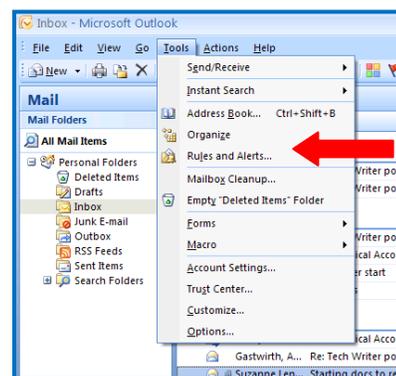
- View the total size of a mailbox and of individual folders within it
- Find items older than a certain date
- Find items that are larger than a specified size
- View the size of the **Deleted Items** folder
- Empty the **Deleted Items** folder
- View the size of the **Conflicts** folder
- Delete the contents of the **Conflicts** folder



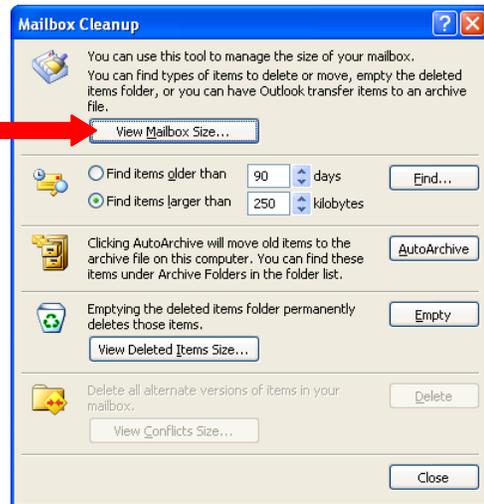
Use the *Mailbox Cleanup* Tool to Check Mailbox and Subfolder Size

Use the **Mailbox Cleanup** tool to determine the size of a Mailbox and its subfolders.

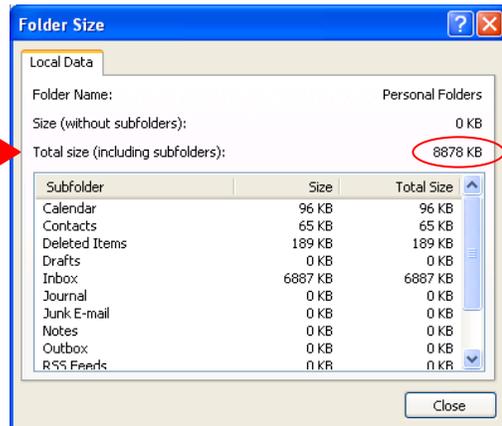
1. Display the **Tools** menu.
2. Click **Mailbox Cleanup**.



3. When the **Mailbox Cleanup** dialog box appears, click the **View Mailbox Size** button.



4. The **Mailbox Cleanup** tool will display the **Folder Size** information box.



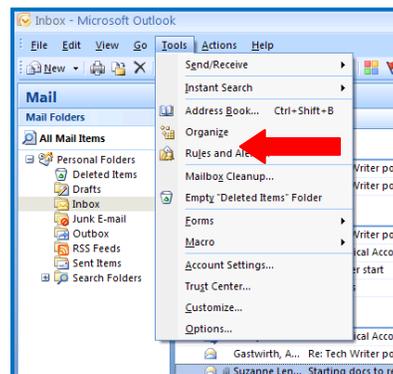
5. Note the **Total size (including subfolders)** that the mailbox uses.

Use the **Mailbox Cleanup** tools to delete old and large messages that are no longer needed

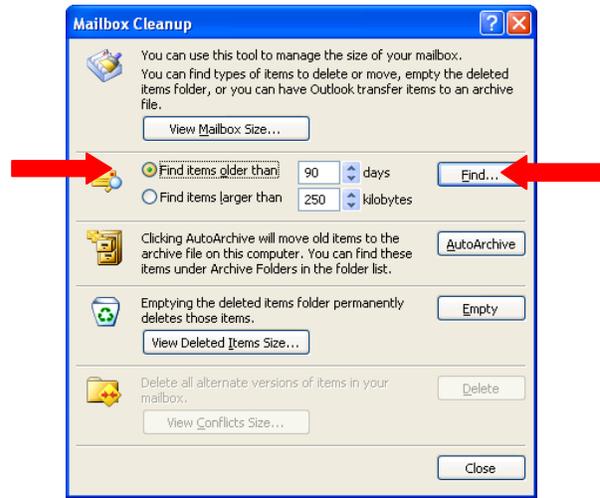
You must delete messages to reduce the size of the mailbox, if the mailbox exceeds the **200 MB quota (200,000 KB)**. Only mailboxes that do not exceed the **200 MB quota (200,000 KB)** will be migrated into the EMS-CS environment.

Using the *Mailbox Cleanup* Tool to Find and Delete Old Messages

1. Display the **Tools** menu.
2. Click **Mailbox Cleanup**.

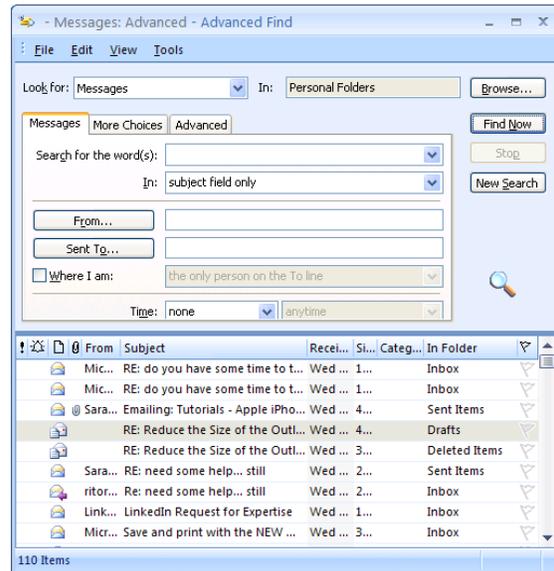


- When the **Mailbox Cleanup** dialog box appears, select the radio button **Find items older 90 days**. The default age of messages is 90 days. This setting can be modified to specify and find messages of any age.

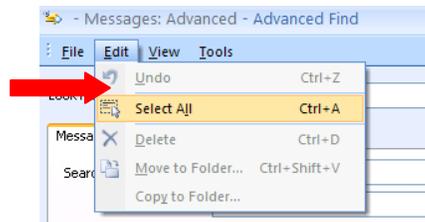


- Click the **Find** button.

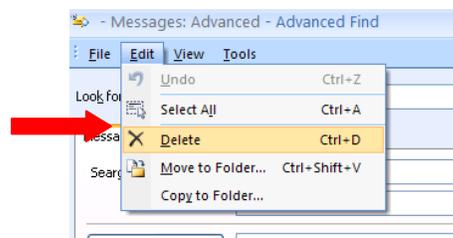
- Outlook will display the **Advanced Find** window. This window will list all messages in the mailbox that are older than the number of days specified on the **Mailbox Cleanup** dialog box, regardless of their subfolder location.



- From the **Edit** menu, choose **Select All** to select all the messages displayed in the **Advanced Find** window.

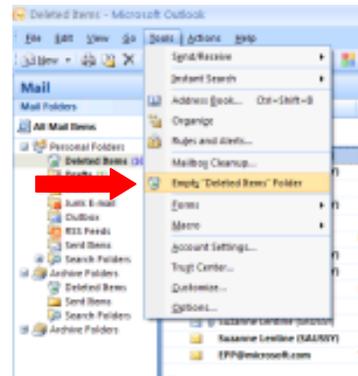


- From the **Edit** menu, choose **Delete** to move the selected messages to the **Deleted Items** subfolder.



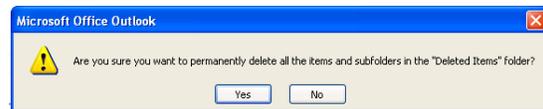
- Close the **Advanced Find** window.

9. Display the **Tools** menu and select **Empty “Deleted Items” Folder**.



10. Outlook will display the **Microsoft Office Outlook** dialog box to allow confirmation of the **Empty “Deleted Items” Folder** action or cancel the action.

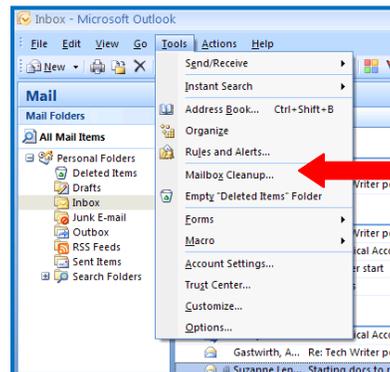
11. Click **Yes** to delete the messages in the **Deleted Items** subfolder.



Note: You do not have to display the **Deleted Items** subfolder to use the **Tools** menu **Empty “Deleted Items” Folder** option. You only need to perform the action from the **Deleted Items** subfolder if you want to verify that the **Deleted Items** subfolder is empty. Alternatively, go to the **Mailbox Cleanup** dialog and then click the **Empty** button to permanently delete the contents of the **Deleted Items** subfolder.

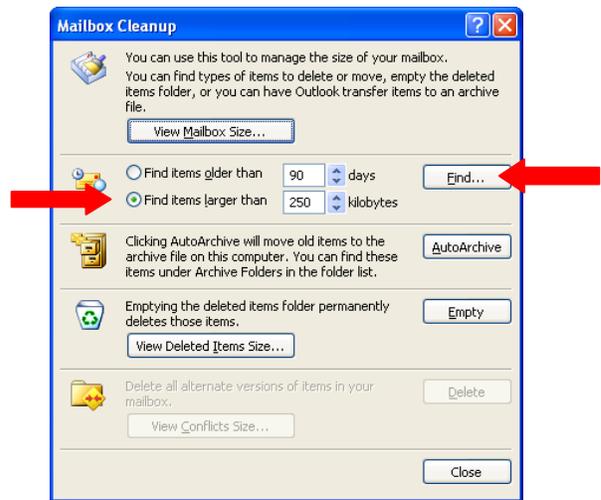
Use the *Mailbox Cleanup* Tool to Find and Delete Large Messages

1. Display the **Tools** menu.



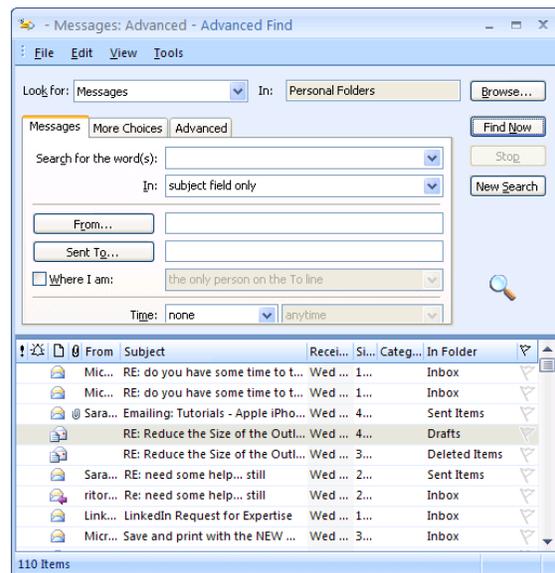
2. Click **Mailbox Cleanup**.

- When the **Mailbox Cleanup** dialog box appears, select the radio button **Find items larger than 250 kilobytes**. The default size of messages is **250 KB**. This setting can be modified to find and delete messages that exceed any size specified.

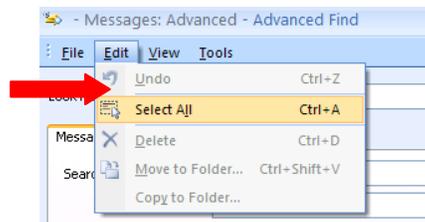


- Click the **Find** button.

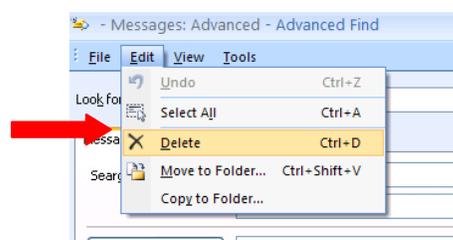
- Outlook will display the **Advanced Find** window. This window will list all messages that exceed the size criteria specified on the **Mailbox Cleanup** dialog box, regardless of their subfolder location.



- From the **Edit** menu, choose **Select All** to select all the messages displayed in the **Advanced Find** window.

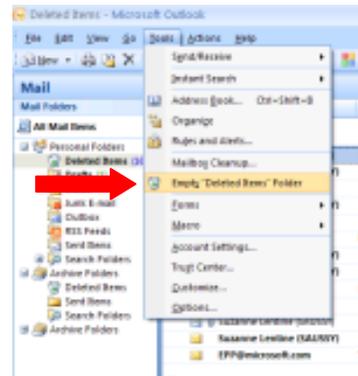


- From the **Edit** menu, choose **Delete** to move the selected messages to the **Deleted Items** subfolder.



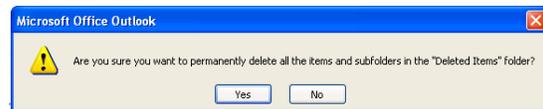
- Close the **Advanced Find** window.

9. Display the **Tools** menu and select **Empty "Deleted Items" Folder**.



10. Outlook will display the **Microsoft Office Outlook** dialog box to allow confirmation of the **Empty "Deleted Items" Folder** action or cancel the action.

11. Click **Yes** to delete the messages in the **Deleted Items** subfolder.

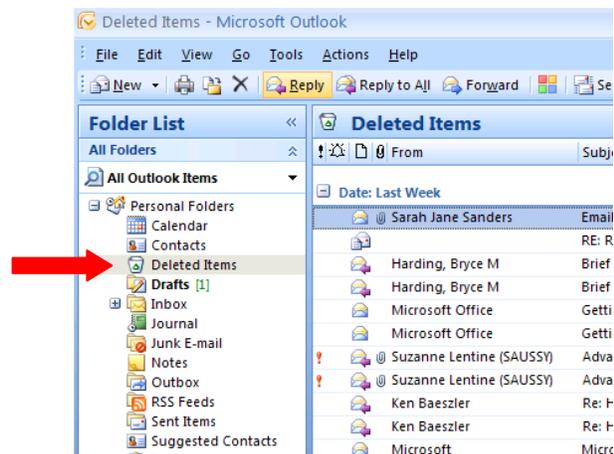


Note: You do not have to display the **Deleted Items** subfolder to use the **Tools** menu **Empty "Deleted Items" Folder** option. You only need to perform the action from the **Deleted Items** subfolder if you want to verify that the **Deleted Items** subfolder is empty. Alternatively, go to the **Mailbox Cleanup** dialog and then click the **Empty** button to permanently delete the contents of the **Deleted Items** subfolder.

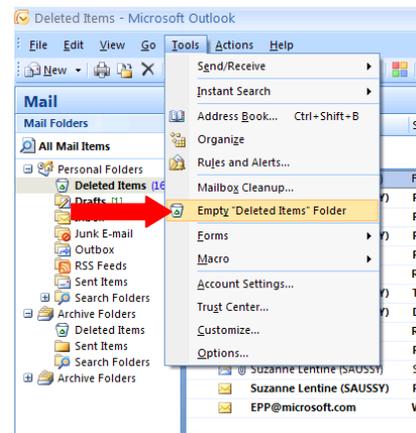
Empty the Deleted Items Subfolder

After Identifying the messages no longer needed and moving them to the **Deleted Items** subfolder, empty the **Deleted Items** folder to release the space the messages use and reduce the size of the mailbox. Follow these steps to delete messages from the **Deleted Items** subfolder.

1. Select **Deleted Items** in the **Navigation Pane** to display the messages in your **Deleted Items** folder.

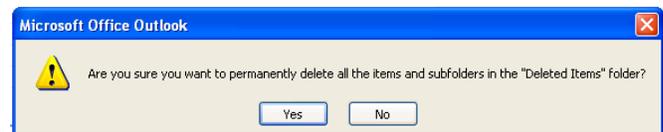


2. Display the **Tools** menu and select **Empty "Deleted Items" Folder**.

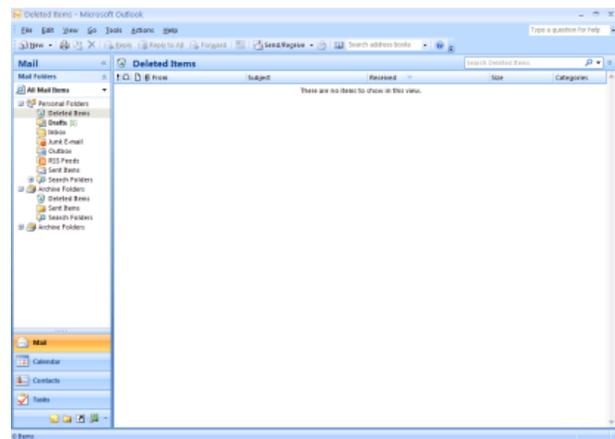


3. Outlook will display the **Microsoft Office Outlook** dialog box to allow confirmation of the **Empty "Deleted Items" Folder** action or cancel the action.

4. Click **Yes** to delete the messages in the **Deleted Items** subfolder. Outlook will redisplay the visibly empty **Deleted Items** subfolder.



5. Outlook will delete the messages in the **Deleted Items** folder and display the empty folder.



Note: You do not have to display the **Deleted Items** subfolder to use the **Tools** menu **Empty "Deleted Items" Folder** option. You only need to perform the action from the **Deleted Items** subfolder if you want to verify that the **Deleted Items** subfolder is empty. Alternatively, go to the **Mailbox Cleanup** dialog and then click the **Empty** button to permanently delete the contents of the **Deleted Items** subfolder.