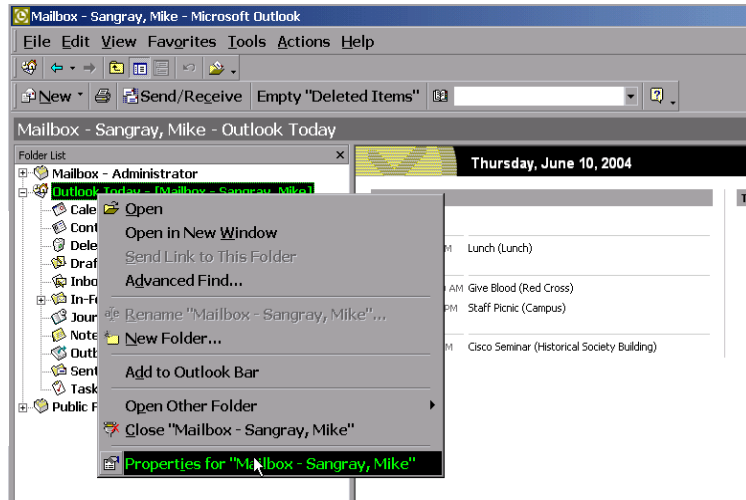


Instructions for Cleaning Up Your Email Mailbox

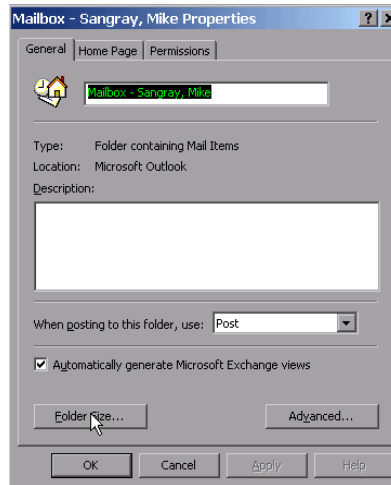
Contact the Help Desk if you have questions, or would like some help at x4357.

Step 1. Get the Properties of your mailbox:

- Open Outlook
- Right-Click on "Outlook Today – [Mailbox – "Your Name"]"
- Click on properties.



Step 2. Click on the Folder Size button



Step 3. How big is your mailbox?

The "Total Size" number tells you how big your entire mailbox is: 1,000K = 1MB, so in this example, the mailbox is about 59MB (too big).

You can scroll down through your list of SubFolders to see which ones are the biggest and need the most cleaning.

