

# **Email Tips and Techniques #2**

From the IT Department

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# Technical benefits for cleaning up your mailbox:

- Faster loading of Outlook
- Less emails in your Search results
- Quicker backups since your mailbox is smaller

Most important, not having all those emails staring you in the face

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# Steps to cleaning out your mailbox:

- Find out the size of your current mailbox
  - Find out how big are your emails
  - Delete your Deleted Items
  - Delete your Junk email
  - Search for large emails in your Inbox and subfolders
  - Delete newsletters or other outdated events
  - Cleanup conversations
  - Cleanup your Sent Items
  - What to do with old items?
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# Personal Archives

A new way to archive messages in Exchange 2010 and Outlook 2010 (also called archive mailbox) it replaces the .pst

- These files are accessible from any computer and Microsoft Outlook Web App
- You can move messages from .pst file to your archive mailbox

Problems with .pst files

- Unmanaged files
  - Increased discovery costs
  - Inability to apply messaging retention policies
  - Risk of data theft
  - Fragmented view of messaging data
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- SHIFT + DELETE to delete the message permanently
- To be prompted to empty items folder when you close Outlook? Outlook 2010 – File – Options – Advanced – Select Empty Deleted Items folders when existing Outlook
- If you want to delete an attachment from a sent message, include attachment name in email for future reference
- Sort by subject to delete conversations
- Sort by size to delete big messages
- You have 14 days to recover a permanently deleted email

# TIPS

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# **Your Inbox is not a Filing Cabinet**

If you use your mailbox as a mail delivery system, and not a filing cabinet, you will have better performance from your Outlook as well as your computer.

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**Questions?**

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