

**Here are some easy tips to you manage the size of your mailbox:**

1. Empty your "Deleted Items" folder often.  
When you delete an e-mail, the message will be moved to the "Deleted Items" folder waiting to be purged. This is to protect you from accidentally deleting e-mails. Please remember to empty your "Deleted Items" folder on a regular basis.
2. Empty your "Junk E-mail" folder often.  
As spam becomes more prevalent, the technology to detect these messages also improves. However, the university prefers to err on the side of caution. By default our systems mark messages as spam or move them into a junk e-mail folder to be sorted out later. Sometimes this build-up of messages goes unnoticed. Please take the time to go through your "Junk E-mail" folder and empty them.
3. Find and delete your largest e-mails.  
Use the "Large Mail" search folder that can be found "Search Folders" to help you quickly locate the largest e-mails to be deleted.
4. Remove large attachments.  
Relatively speaking, text e-mail messages are small. Attachments take up the majority of resources in our e-mail systems. It is possible to delete attachments in e-mails you have sent or received while retaining the rest of the e-mail message for record keeping.
  - a. To remove an attachment, double-left-click the e-mail message to open it in a separate window
  - b. Right-click on the attachment
  - c. Left-click on "Remove"
  - d. Close the windows
  - e. Answer "yes" to the save option
5. Create local "personal" or "archive" folders on your computer.  
By default we encourage all users to store their e-mail on the server in order to be accessible via webmail and get backed up. However, you may wish to move some personal/non-critical/old e-mails off the server and onto your computers locally. If you are interested in this option, please contact the Help Desk to help configure this option.