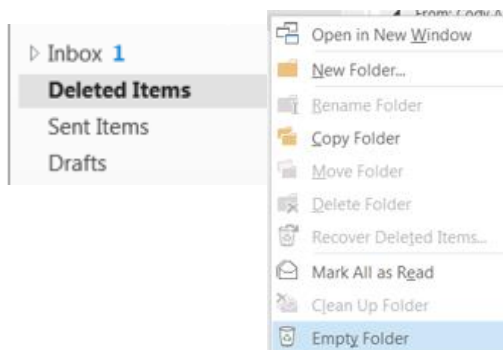


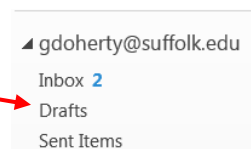
January Topic: Email Cleanup

MY SUFFOLK EMAIL IS FULL *To help clean up your email be sure to:*

- 1) Delete any unnecessary emails
- 2) Right Click on Deleted Items folder:
Choose Empty Folder

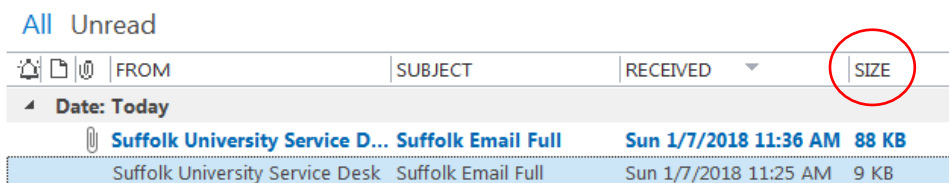


- 3) Remove any duplicate emails
Don't forget to check your SENT folder:
In Outlook: Choose Sent Items in left hand column:

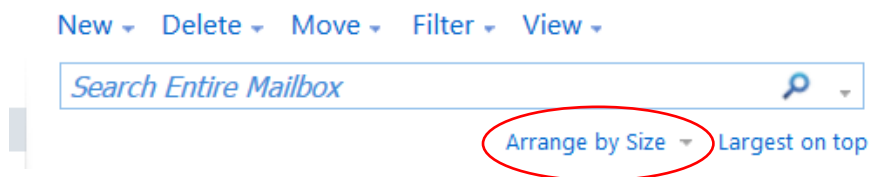


- 4) For personal documents and pictures, save large personal attachments & remove from Email.
To Sort Email by Size

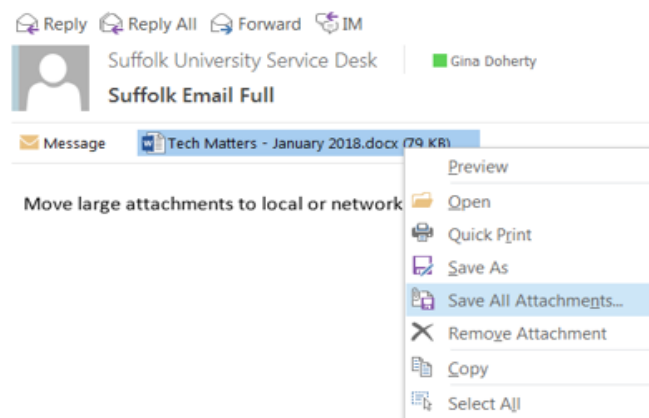
In **Outlook**: Double click on Size category at top of email list



In **umail.suffolk.edu**: Choose Arrange by Size



Right-click on the attachment.
Choose Save All attachments:
Browse to a folder or flashdrive
Once, saved, Right Click on Attachment and Choose Remove Attachment



Please send all questions, comments or suggestions to the Service Desk: Phone: (617) 557-2000
Email: servicedesk@suffolk.edu

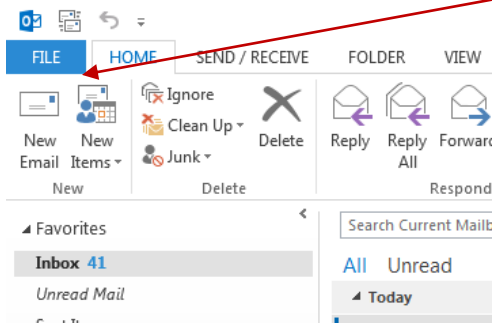
**If you have taken these steps and your mailbox is still too large,
You will need to archive old emails by creating a .pst file.
If you need assistance with these steps, please call the Service Desk**

To Create a PST File to Archive Mail

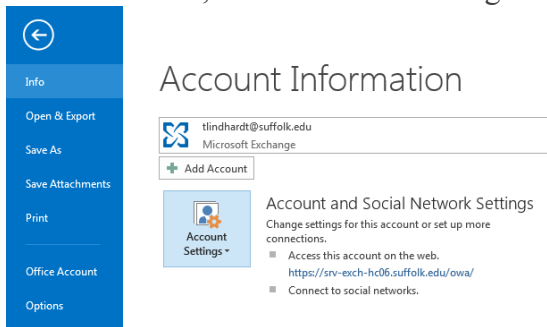
What are PST files? They are the files Outlook users to store email, contacts and calendar data outside of your email account. Put simply, .PST files are offline data files for Outlook 2013 which store all your email client data locally.

How to Create PST Files in Outlook 2013

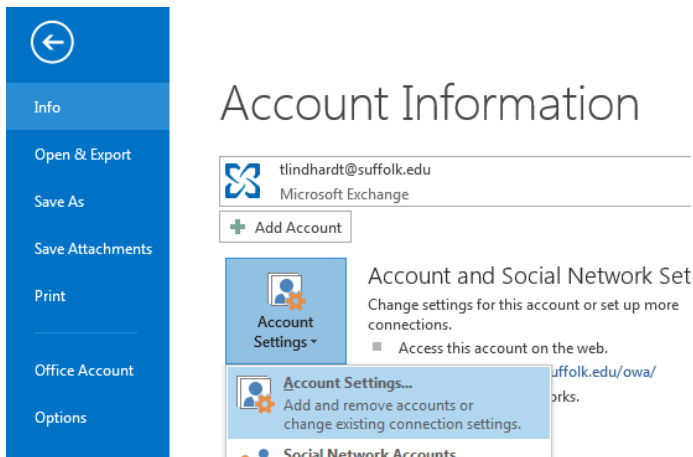
Open Outlook 2013 and click File in the Top Ribbon.



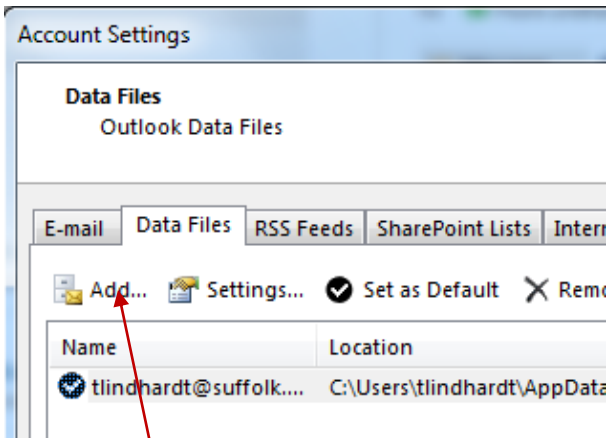
Under Info Tab, Click Account Settings.



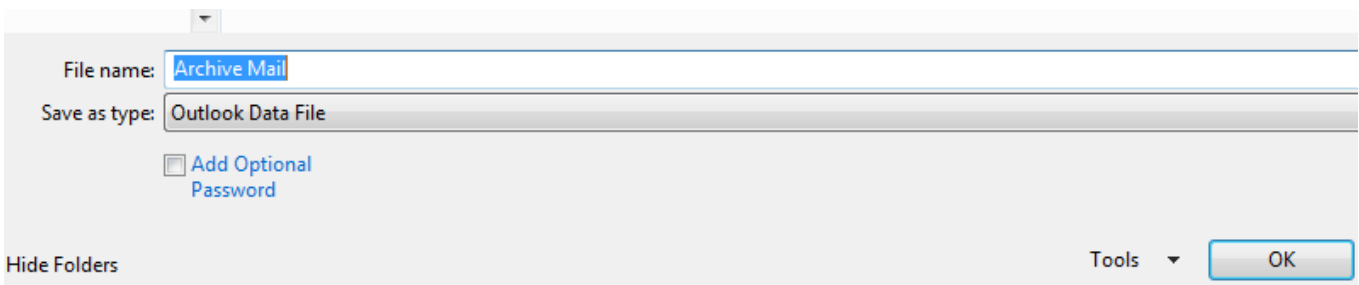
And Click Account Settings again.



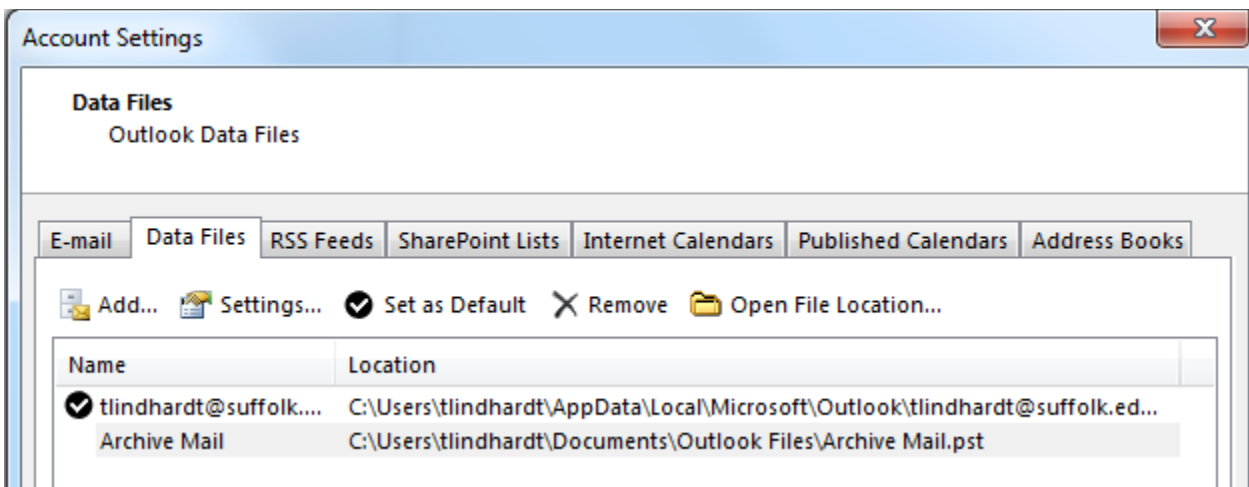
Click Data Files.



Click Add.

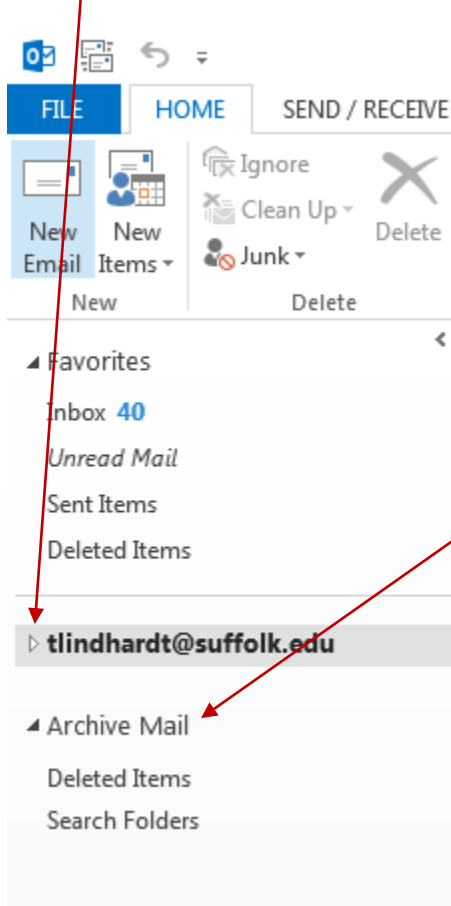


Type Archive Mail for File name and Click OK. Your Archive Data Files / PST files will be listed along with their path.

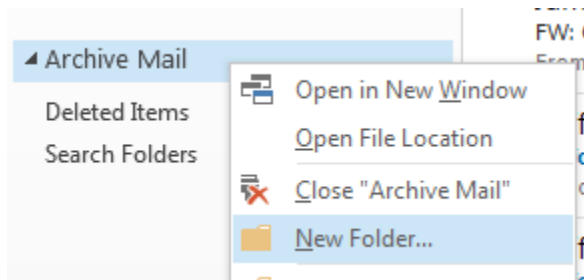


Click Close to continue on the Account Settings page.

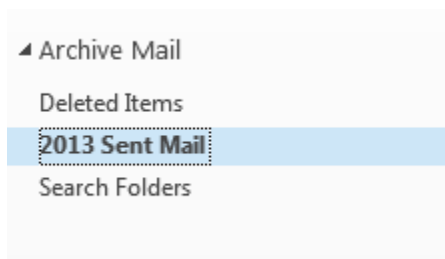
Outlook will take you back to your Inbox HOME tab. Minimize your Default Mailbox by clicking on arrow:, your new Archive Files and Folder Structure will be listed Under your Default Mailbox:



To create folders in the new Folder, Right click on Archive Mail and Click New Folder.



Name the Folder (ie: 2013 Sent Mail) and Click OK.:



From here you can Drag-and-Drop email from your current Inbox into your new Archive Inbox.

IMPORTANT STEP

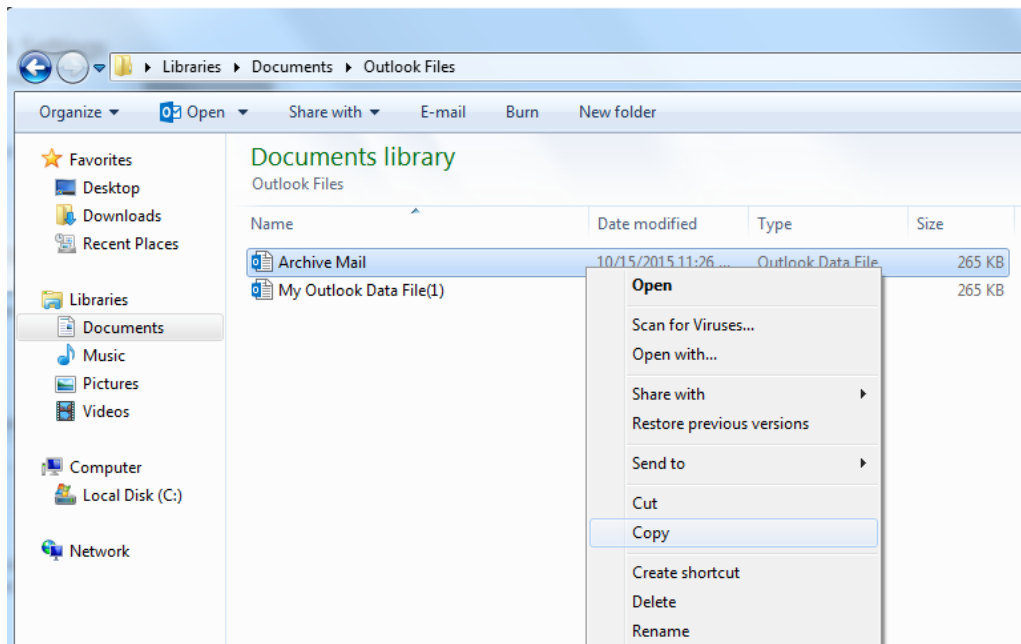
This creates a LOCAL PST file – which mean these emails are no longer taking up data space on your email account.

This Archive Folder is located on your local machine.

To backup the local .pst folder – YOU will need to periodically copy this folder to your network (Home Folder) drive.

To do this, open your My Document Folder -> Outlook Files,

Right Click on Archive Mail File:



And choose Copy

Open your Network Home Folder, Choose the folder you would like to store this file.

Right Click and choose Paste