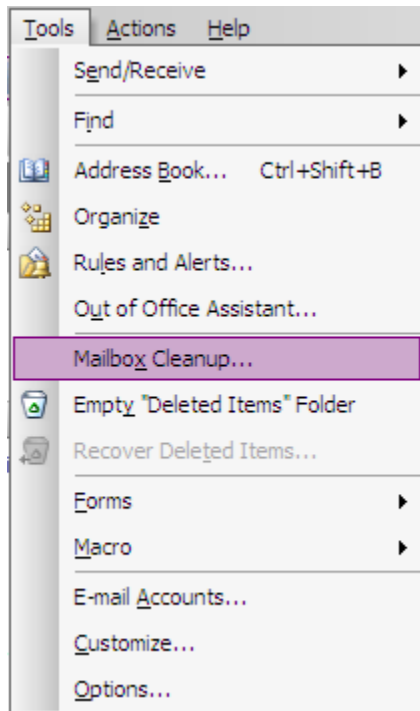


Quickly Clean Your Inbox in Outlook 2003/2007

If you get hundreds of emails every day your inbox can fill up quickly. Outlook 2003 has an easy way to clean up your inbox quickly without having to go through each email individually to decide what needs to be kept.

To get to this window, click on Tools \ Mailbox Cleanup.



In this window you have several options to choose from. The easiest option is to select AutoArchive, which will move older items into the Archive Folder. You could also choose to empty the deleted items.

One of the more useful features however, is to quickly find all large emails using the "Find items larger than" button. Deleting all the largest emails would very quickly bring your inbox size down to a reasonable level.

Mailbox Cleanup



You can use this tool to manage the size of your mailbox. You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file.

View Mailbox Size...



- Find items older than days
- Find items larger than kilobytes

Find...



Clicking AutoArchive will move old items to the archive file on this computer. You can find these items under Archive Folders in the folder list.

AutoArchive



Emptying the deleted items folder permanently deletes those items.

Empty

View Deleted Items Size...



Delete all alternate versions of items in your mailbox.

Delete

View Conflicts Size...

Close