Managing Outlook Data

With use, your Outlook Inbox can get unmanageable or overwhelming unless you perform some maintenance.

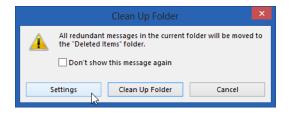
Cleaning Up Folders

To clean up a folder, use the following procedure.

- 1. Right-click on the folder you want to clean up in the Navigation pane.
- 2. Select **Clean Up Folder** from the context menu.

▲ FAVORITES	<	Search
Outlook Trai	ining Messages	All U
▲ OUTLOOK		▲ LAST Mic.
▲ Inbox McAf	Open in New <u>W</u> indow	test This i
Drafts 🛑	New Folder	Oak
Sent Ite I	Rename Folder	Marc
Deleted 🚅	Copy Folder	Attac
Junk E-	Move Folder	Ame
Outbox	Delete Folder	- Heli
	Mark All as R <u>e</u> ad	Oak
My M 🍋	Clean Up Folder	Marc
8	Delete <u>A</u> ll	Attac
MICHEI	Show in <u>F</u> avorites	
Inbox 2 A	Sort Subfolders A to Z	
Outlool	Move <u>Up</u>	1
Drafts Sent Ite	Move D <u>o</u> wn	
Deleted 📰	<u>P</u> roperties	
Junk E-maik	a manual	. Berner

Outlook displays the *Clean Up Folder* dialog box.



3. To see the settings, select **Settings**.

Outlook displays the Outlook Options dialog box.

	Outlook Options	? ×
General	UISPIAY & UES <u>K</u> TOP AIERT Enable preview for <u>Rights</u> Protected messages (May impact performance)	^
Mail	Conversation Clean Up	
Calendar		
People	Cleaned-up items will go to this folder: <u>B</u> rowse	
Tasks	Messages moved by Clean Up will go to their account's Deleted Items.	
Search	When cleaning sub-folders, recreate the folder <u>h</u> ierarchy in the destination folder Don't move <u>unread</u> messages	
Language	☑ Don't move <u>unread messages</u> ☑ Don't move <u>categorized messages</u>	
Advanced	✓ Don't more <u>flagged messages</u>	
	✓ Don't move digitally-signed messages	
Customize Ribbon	When a reply modifies a message, don't move the original	
Quick Access Toolbar	Replies and forwards	
Add-Ins		
Trust Center	Solution of the second	
	Close original message window when replying or forwarding	
	Preface comments with: Michele Wiedemer	
	When replying to a message: Include original message text	
	When <u>f</u> orwarding a message: Include original message text	
	Preface each line in a plain-text message with: >	
	Save messages	
	Automatically save items that have not been sent after this many minutes: 3	
	Save to this folder: Drafts V	
	When replying to a message that is not in the lnbox, save the reply in the same folder	,
	Swe forwarded message OK	Cancel
		cancel

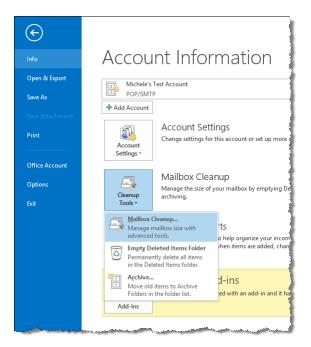
- 4. Scroll down within the **Mail** tab to see the **Conversation Clean Up** area. You can select a new folder for the items that will be cleaned up. Check or clear the other boxes to indicate what types of messages will go to the selected clean up folder. When you have finished, select **OK**.
- 5. To clean up the selected folder, select Clean Up Folder on the *Clean Up Folder* dialog box.

Outlook deletes any messages that match your settings and move them to the default clean up folder (may be your deleted items folder).

Using Mailbox Cleanup

Review how to open the Mailbox Cleanup tool, use the following procedure.

- 1. Select the File tab from the Ribbon to open the Backstage View.
- 2. Select Cleanup Tools.
- 3. Select Mailbox Cleanup.



Outlook displays the Mailbox Cleanup dialog box.



Review the Mailbox Cleanup options.

- Select **View Mailbox Size** to view the total size of your mailbox.
- To locate old items, select **Find items older than** *n* **days** and enter a number between 1 and 999. Select **Find**.
- To locate large items, select **Find items larger than** *n* **kilobytes** and enter a number between 1 and 9999. Select **Find**.
- To move older items in your mailbox to an archive Outlook Data File (.pst), select **AutoArchive**. We'll talk more about archiving data later in this module.
- Select View Deleted Items Size to view the size of your Deleted Items folder.
- Select **Empty** to empty your **Deleted Items** folder.
- Select View Conflicts Size to view the size of your Conflicts folder.
- Select **Delete** to delete the contents of your **Conflicts** folder.

Archiving Data

After you have used Outlook awhile, you may get a message asking whether you want to auto archive old messages now.

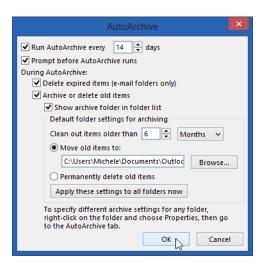
To manage the Auto Archive settings, use the following procedure.

- 1. Select the **File** tab from the Ribbon to open the Backstage View.
- 2. Select **Options**.
- 3. Select the Advanced Tab.

	Outlook Options	? ×
General	Options for working with Outlook.	^
Mail		
Calendar Out	look panes	
People	Customize Outlook panes.	on
Tasks	<u>R</u> eading Pa	ne
Search	look start and exit	
Language Z	Start Outlook in this folder: Start Outlook in this folder:	
Customize Ribbon	Empty Deleted Items folders when exiting Outlook	
Quick Access Toolbar Aut	oArchive	
Add-Ins Trust Center	Reduce mailbox size by deleting or moving old items to an archive data file.	gs
Ren	ninders	
<u></u>	Show reminders Browse Browse	
Exp	ort	
ē	Export Outlook information to a file for use in other programs. Export	ort
RSS	Feeds	
	P₁	
Sen	d and receive	*
	ОК	Cancel

4. Select AutoArchive Settings.

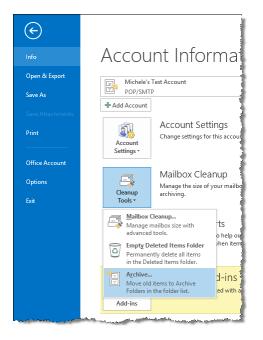
5. In the AutoArchive dialog box, if the **Run AutoArchive Every** ... **Days** box is checked, you can set your auto archive settings.



6. After you have selected your settings, select **OK** to close.

To archive old items, use the following procedure.

- 1. Select the **File** tab from the Ribbon to open the Backstage View.
- 2. Select Cleanup Tools.
- 3. Select Archive.



4. You can select what, how, and where you want to archive items. Select **OK** to perform the archive. Outlook creates a file that you can view in your Navigation pane.

Archive	
 Archive all folders according to their AutoArchive settings Archive this folder and all subfolders: 	
SharePoint Lists Michele's Test Account	^
My Contacts My Contacts Inbox (3) Outlook Training Messages Drafts Sent Items Deleted Items Junk E-mail	
Cutbox	×
Archive items older than: Fri 1/4/2013	
Include items with "Do not AutoArchive" checked	
Archive file:	
C:\Users\Michele\Documents\Outlook Files\ar Browse.	
OK Cancel	

▲ FAVORITES	1
Outlook Training Messages	- 1
OUTLOOK	Ĥ
McAfee Anti-Spam	11
Drafts	
Sent Items	
Deleted Items	- 15
Junk E-mail	1
Outbox	
▷ RSS Feeds	
Search Folders	
My Messages	
ARCHIVES	
Deleted Items	
Inbox	
Search Folders	
Server and the second	التناسه