

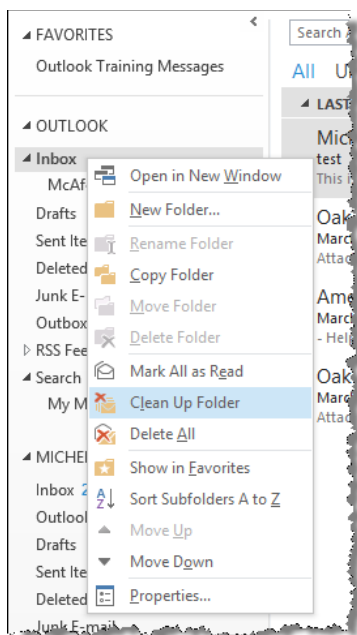
Managing Outlook Data

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

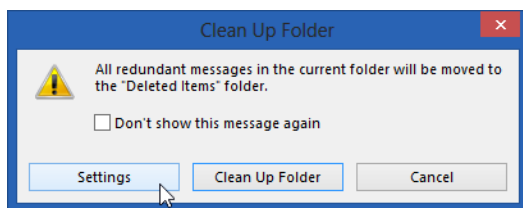
Cleaning Up Folders

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.

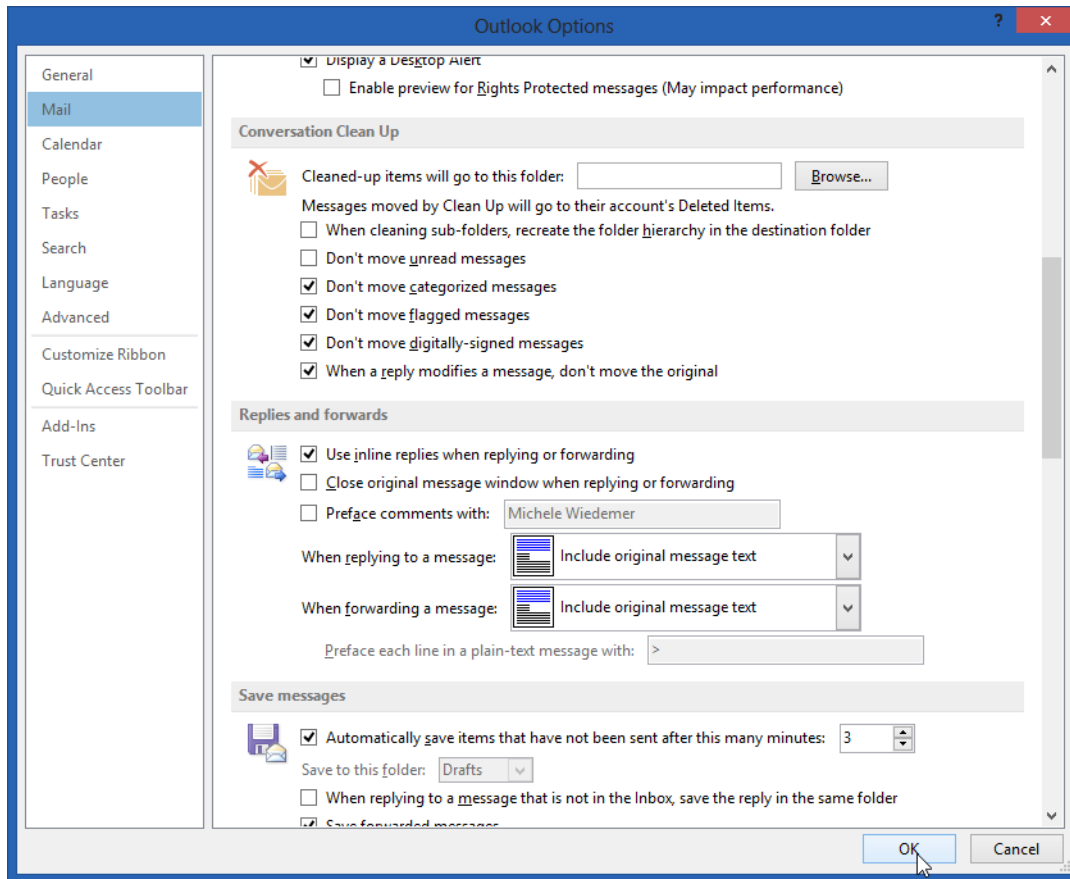


Outlook displays the *Clean Up Folder* dialog box.



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

Outlook displays the *Outlook Options* dialog box.



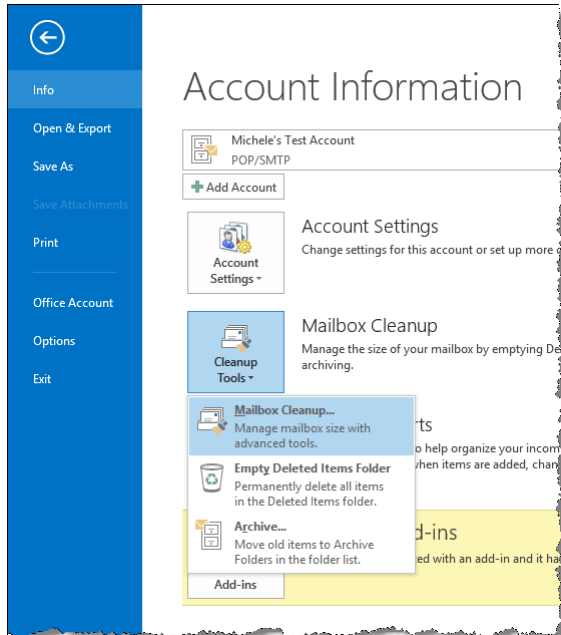
4. Scroll down within the **Mail** tab to see the **Conversation Clean Up** area. You can select a new folder for the items that will be cleaned up. Check or clear the other boxes to indicate what types of messages will go to the selected clean up folder. When you have finished, select **OK**.
5. To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

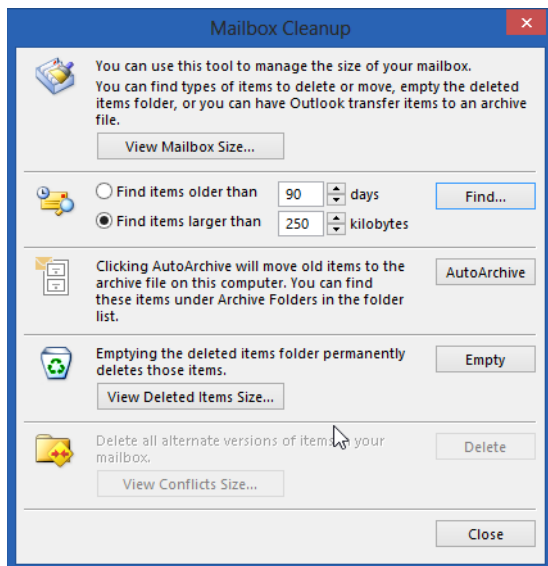
Using Mailbox Cleanup

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.

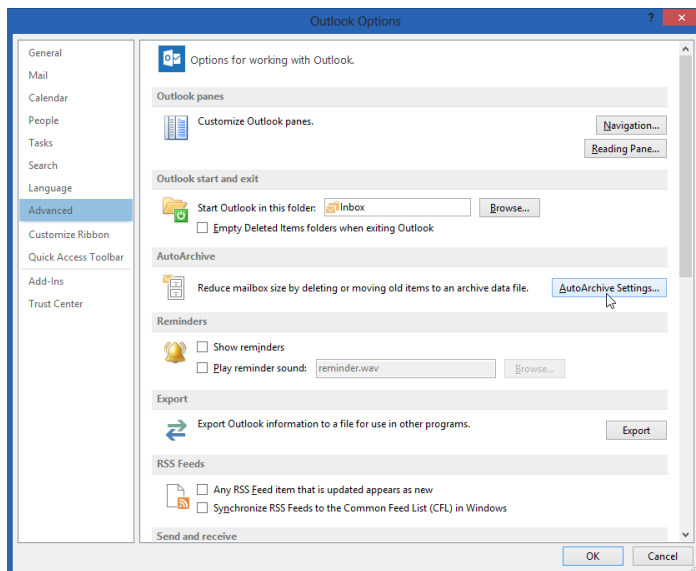
- Select **View Mailbox Size** to view the total size of your mailbox.
- To locate old items, select **Find items older than *n* days** and enter a number between 1 and 999. Select **Find**.
- To locate large items, select **Find items larger than *n* kilobytes** and enter a number between 1 and 9999. 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.

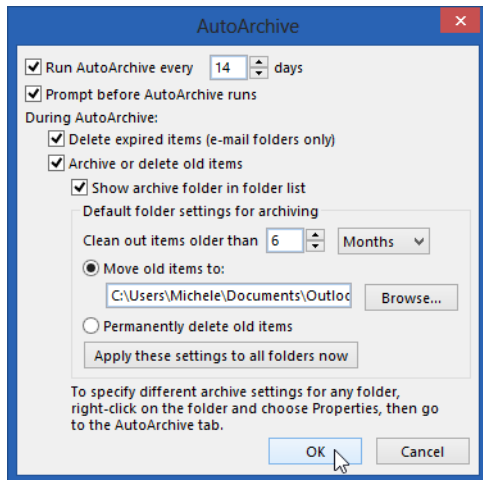
To manage the Auto Archive settings, use the following procedure.

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



4. Select **AutoArchive Settings**.

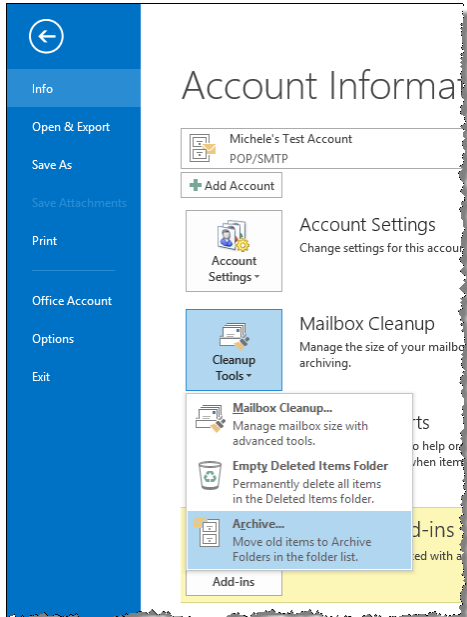
5. In the AutoArchive dialog box, if the **Run AutoArchive Every ... Days** box is checked, you can set your auto archive settings.



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.

