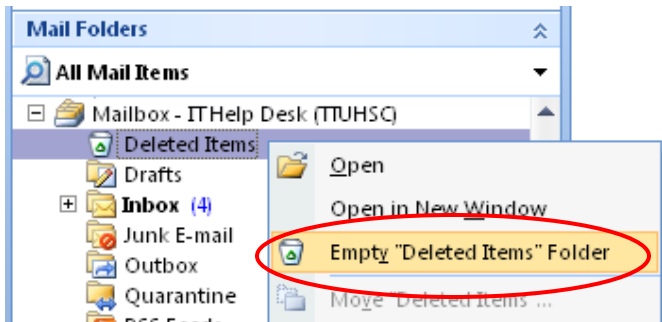


TTUHSC - Mailbox Management Cleanup

Recommendations on keeping your mailbox size reduced include emptying the **Deleted Items** and **Junk E-mail** folders, removing message items with a large size and AutoArchiving.

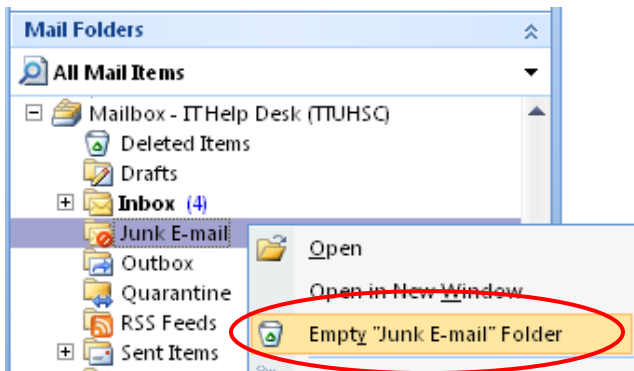
How to empty Deleted Items

To empty your Deleted Items folder, in the **Mail Folders List**, right-click the **Deleted Items** folder, and then select **Empty "Deleted Items" Folder**.



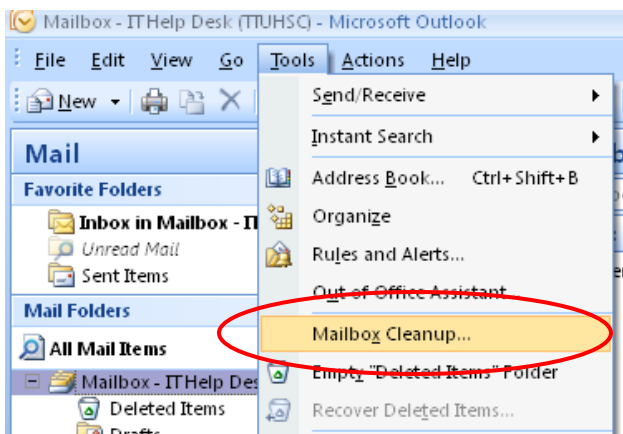
How to empty Junk E-mail

After checking your Junk E-mail folder to make sure there is no legitimate e-mails, to empty your Junk E-mail folder, in the **Mail Folders List**, right-click the **Junk E-mail** folder, and then select **Empty "Junk E-mail" Folder**.

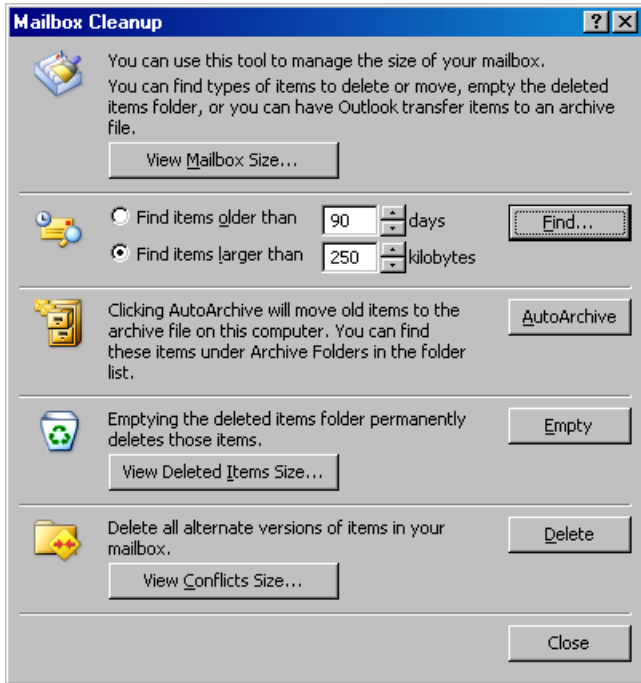


Mailbox Cleanup tool

Microsoft Outlook has a Mailbox Cleanup tool, located under the menu **Tools – Mailbox Cleanup...**

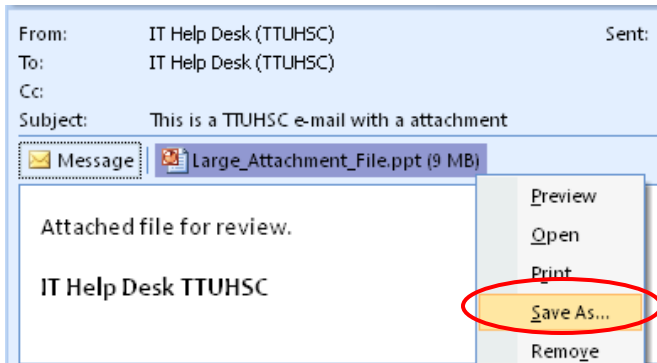


This tool allows you to view your mailbox size, find large items, AutoArchive, empty Deleted Items and delete alternate items in your mailbox.

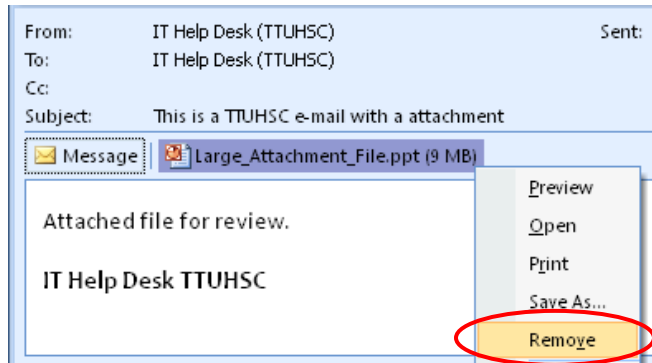


When using the **Find items larger than**, for e-mails that are found to have large attachments, it is recommended to open those e-mails and right-click on the attachment and select **Save-As...** to save the file to a designated location you choose outside of the e-mail client and then remove the message attachment from your mailbox to reduce the mailbox size.

First save attachment:



Then remove attachment:



AutoArchive

The Mailbox Cleanup tool can be used for AutoArchive; we have additional instructions on how to AutoArchive located on the web site <http://www.ttuhs.edu/it/helpdesk/outlookmgmt/>.

Please contact your local campus TTUHSC IT Help Desk, Monday through Friday 8am to 5pm, with any questions or concerns.

- Amarillo: (806) 354-5404 helpdesk.amarillo@ttuhsc.edu
- El Paso: (915) 545-6800 elp.helpdesk@ttuhsc.edu
- Lubbock: (806) 743-2875 ithelpdesk@ttuhsc.edu
(The Lubbock IT Help Desk is available Monday through Friday from 8am to 6pm)
- Odessa: (432) 335-5108 helpdeskodessa@ttuhsc.edu