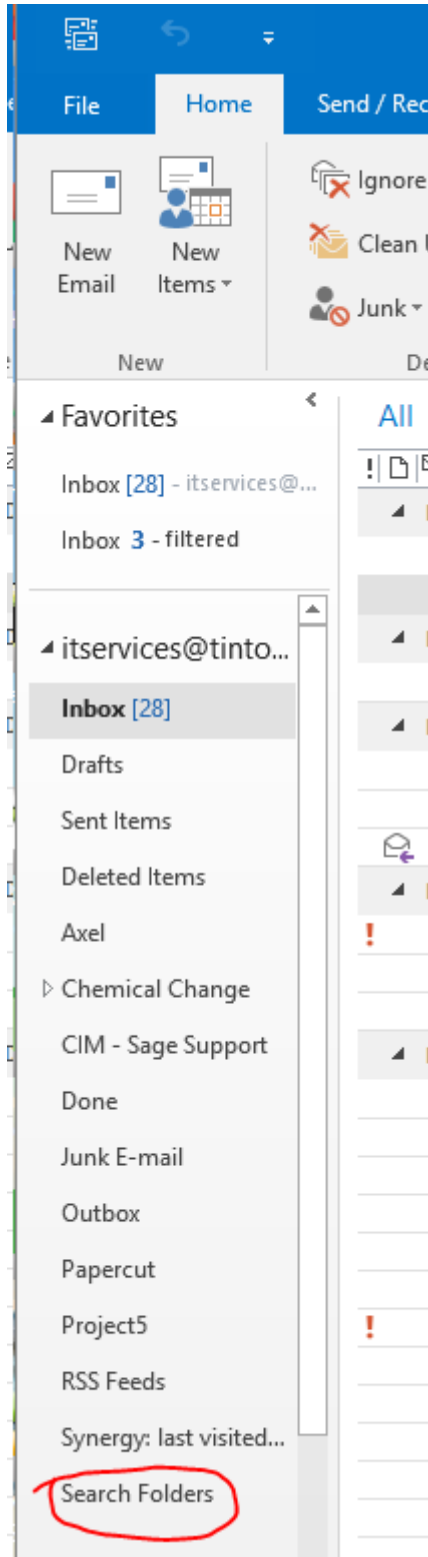
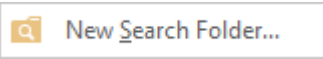


How to clean up old and large emails in Outlook 2016

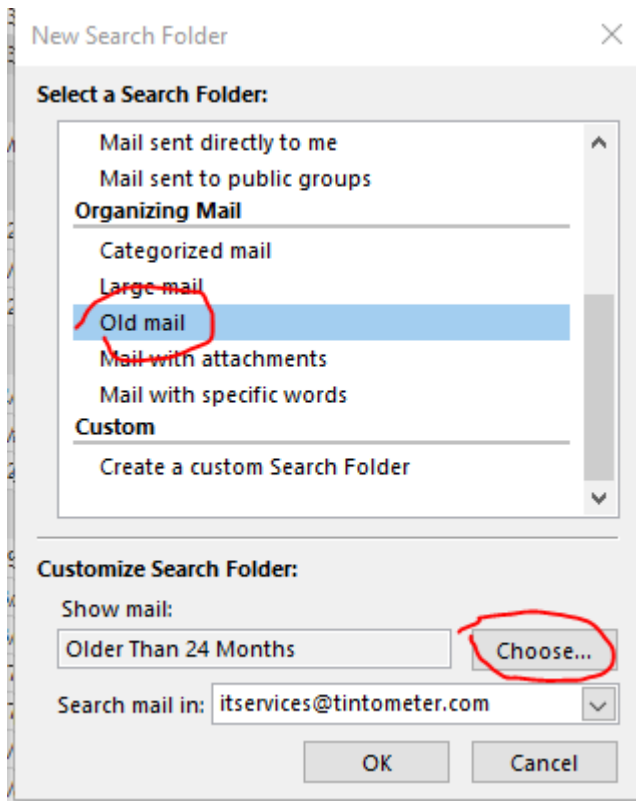
Search Folder for Old Emails



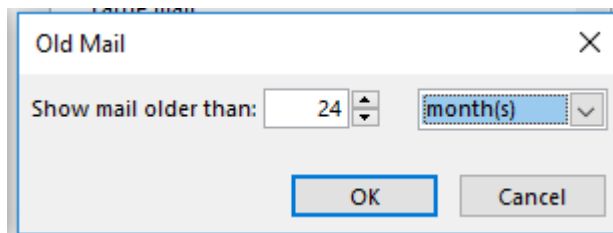
Right Click **Search Folders** and click **New Search Folder**



Select **Old mail** and click **Choose** button



Select **Months** and '**Show mail older than:**' 24



Then Click OK

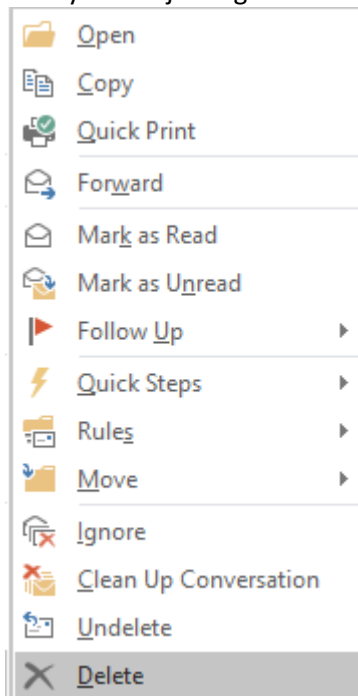
You will then see a list populate with emails greeted than 2 years old and grouped by folder. You can now choose to delete these emails.

How to select multiple emails

Click the top one you wish to delete. Slide down to the last email you want to delete. Hold the shift key and click the last email and all the emails in-between will be highlighted.

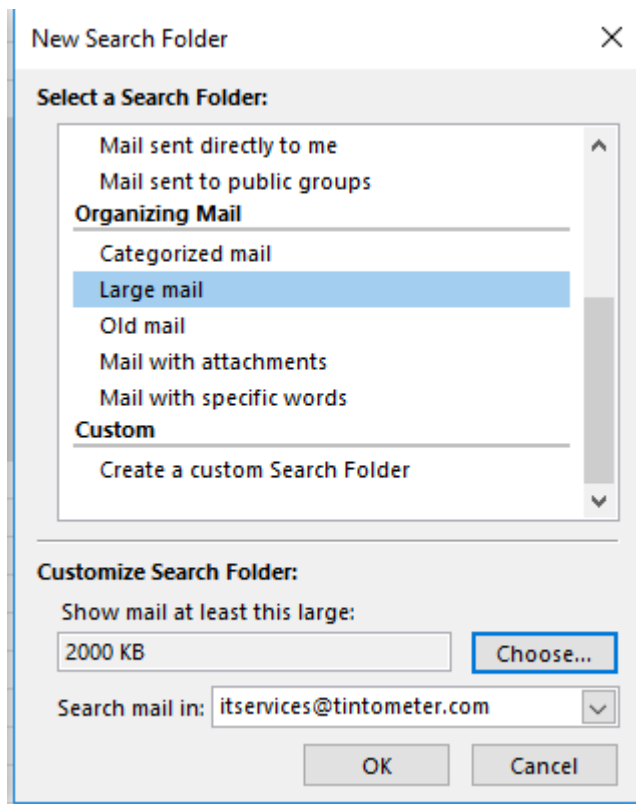
Sharmee Patel	RE: scanned document for Sharmee Patel	Mon 01/03/2016... 11 KB	Done
Steve Strong	RE: change note 570	Fri 04/03/2016 ... 10 KB	Done
Stuart Rowe	Re: Product Dimensions	Thu 03/03/2016... 13 KB	Done
Stuart Rowe	Re: Product Dimensions	Thu 03/03/2016... 23 KB	Done
Steve Strong	RE: Product Dimensions	Thu 03/03/2016... 12 KB	Done
Nick Crowfoot	RE: Product Dimensions	Thu 03/03/2016... 22 KB	Done
Stuart Rowe	Fwd: Product Dimensions	Wed 02/03/2016... 1 MB	Done
Steve Strong	RE: chemgas access	Wed 02/03/2016... 8 KB	Done
Steve Strong	exact access rights	Tue 01/03/2016... 4 KB	Done
Steve Strong	Serialised kits labels	Thu 25/02/2016... 4 KB	Done
Steve Strong	play company exact	Thu 25/02/2016... 4 KB	Done
Sandra Bowers	FW: Change Notes - Item ID570	Wed 17/02/2016... 26 KB	Done
Steve Strong	RE: ups and interlink database.	Thu 28/01/2016... 11 KB	Done
Sandra Bowers	FW: Safety data sheet	Thu 17/12/2015... 87 KB	Done

Now you can just right click on these and select Delete.

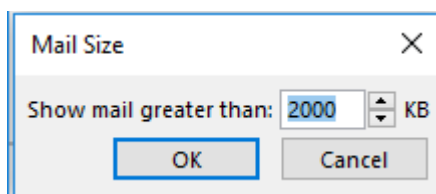


Search Folder for large emails.

As before, right click on search folders and click New Search Folder.



Click Choose and set it to 2000KB



Click Ok.

A list will be created that includes emails above 2MB sorted in order of size.

FROM	SUBJECT	RECEIVED	SIZE	IN FOLDER
Size: Huge (10 - 25 MB)				
itservices	RE: Email account	Wed 17/05/201...	17 MB	Sent Items
smiller	RE: 2017 Prices	Fri 25/11/2016 ...	16 MB	Done
Nowak, Dari...	ssIVPN	Mon 25/07/201...	16 MB	Done
Stuart Rowe	FW: SDS query Chloride Test Tablets 739458	Fri 02/03/2018 ...	15 MB	Done
Stuart Rowe	FW: SDS query Chloride Test Tablets 739458	Tue 27/02/2018...	15 MB	Done
Nick Pitman	All Prices	Thu 24/11/2016...	14 MB	Sent Items
Size: Very Large (5 MB - 10 MB)				
Lynda Toomer	Graham	Thu 18/05/2017...	12 MB	Done
Lynda Toomer	Graham	Thu 18/05/2017...	12 MB	Done
Lynda Toomer	FW: Jon's bench	Mon 26/02/201...	12 MB	Done

As you can see some emails can be very large especially if they have attachments.

You can now choose to delete some of these emails.

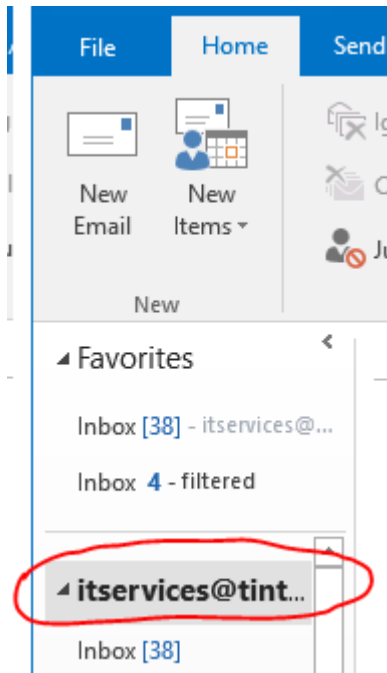
Obviously, the emails at the top of the list is where you may want to concentrate your efforts on.

Mailbox Compaction

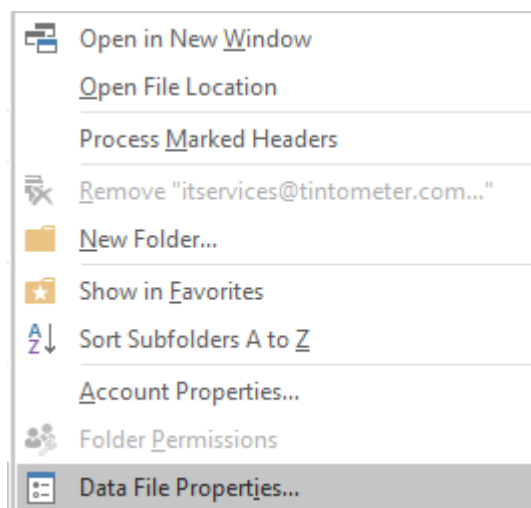
NOTE: Before Compacting your email folders, remember to empty your Deleted Items folder

Next you next to compact your storage folder.

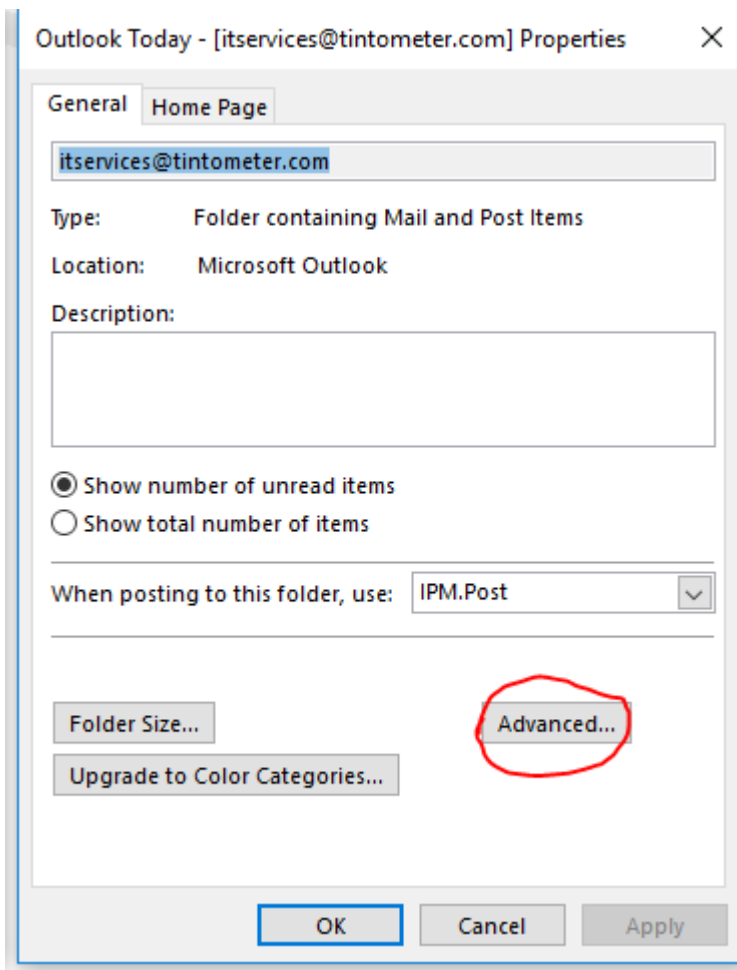
To do this, Right click the top level of your storage folder (will most likely be your email address)



And select Data File Properties



Click Advanced



Click **Compact Now**. This may take some time depending on the size of your mailbox.

