DTO brings a friendly reminder to clean up your mailbox.

For the Office on Aging, often times, files are sent via email instead of being put on K:\\ or L:\\ and pointing people to the file. These attachments can take up large amounts of space in one's mailbox. If the email is no longer needed, it can, of course, be deleted, however, if the email is still needed, but the files are not, the attachments can be removed from the email message by right-clicking on them and choosing "Remove attachment" from the list.
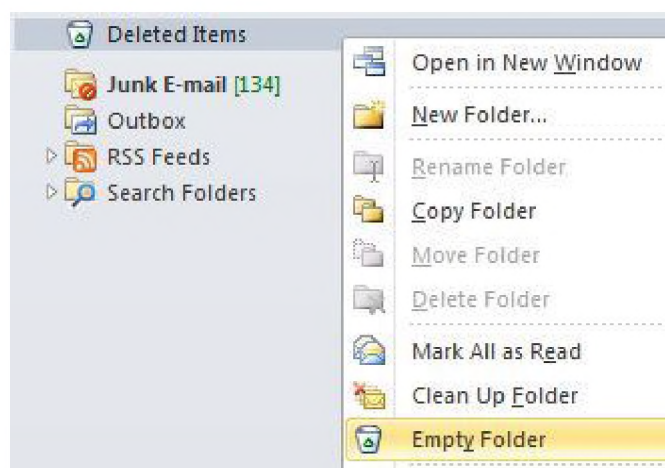
FYI,
 -Kevin

From: CIOHELPDESK
Sent: Wednesday, September 10, 2014 3:54 PM
To: CIOHELPDESK
Subject: ***Notice -Anual Mailbox Cleanup Time***

Valued DTO Customers,

Please forward to all email customers at your organization.

This is a friendly reminder for all DTO Email users to perform a Mailbox cleanup.

DTO does not have a policy in place to auto-delete email or remove email in the Deleted Items folder from your mailbox. Therefore, we are requesting that all Users empty their Deleted Items folder manually. Right Click your Deleted Items Folder and click Empty Folder.

This will ensure that DTO continues to provide a quick, consistent experience when accessing email.

We are also requesting for Users to delete any non-work related emails, recurring mailing list emails and/or any other items that you no longer need. Once you have cleaned up your mailbox, please empty your Deleted Items as well.

Tips for cleaning up your mailbox

Start with the easiest folders and the folders you can delete the most.
- *Deleted Items*
- *Junk E-Mail*
- *Inbox, Sent Items and other mail folders*

Inbox, Sent Items and other subfolders; Large message need to go first

- *Outlook 2007*
  File>New>Search Folder
- *Outlook 2010 and Outlook 2013*
  Tab Folder>Button New Search Folder

In the dialog that pops up, select "Large mail" and set the "Show mail at least this large" option to 5120 KB (which is 5 MB). If not a whole lot of messages are found, you can reduce this to 3072 KB (3MB).

Another Tip

- *Sort email by clicking on the FROM field*
- *Type something in the Search Field to look for emails for example: Recipes, Pictures, Holiday Gathering, After hours, maintenance*

General tips to keep your Mailbox small

- *Don't store attachments in Outlook, but store them outside your mailbox in a folder on your network.*
- *Send as little attachments as possible. When you know the receiver can also access the file on the same network, think about sending links instead.*
- *If you need to send attachments, send them in a compressed format like zip-files. This will save you some bandwidth and the receiver some mailbox space.*
- *Periodically check the size of the individual folders by using the View Mailbox Size Button so you can react on a fast growing mailbox.*

As always, thank you for your cooperation in this matter.

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