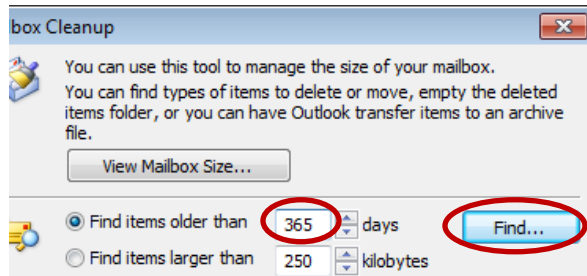
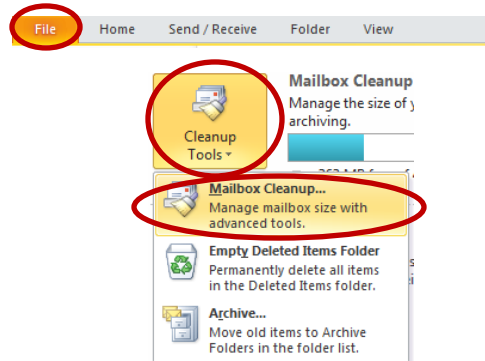
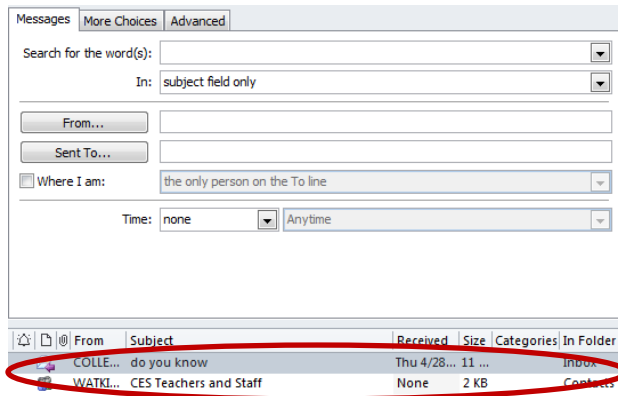


Mailbox Clean Up

1. In Outlook choose **File, Clean Up Tools**, then **Mailbox Clean Up**
2. Change “**Find items older than... to 365 days**” and then click Find.



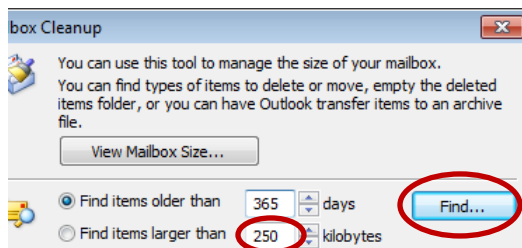
3. Click on the message list, press **CTRL + A** to highlight and **delete** them.



IMPORTANT!

Be sure to...

4. Repeat steps above, selecting “**Find Items larger than... 250 kilobytes.**” Choose **Find**, click on message in the list, press **CTRL + A** to select all and **delete** them.



- Delete email stored in **Sent Items** and **Junk Mail**.
(Do not delete folder, just content)
- Clean the **Inbox** in Outlook (Print and file emails to keep)
- Empty **Deleted Items** in Outlook.