

Wilkes University

Mail Storage & Housekeeping for Students using Outlook 2003

The following instructions apply to those users who have setup Outlook 2003 on their PCs.

Email systems are not designed for long term storage. The more mail (especially with attachments) each of us keeps on the mail server the larger the email database, this in turn results in longer backup and database maintenance run times. To keep these maintenance activities within a manageable window storage for each Wilkes student is set at 70 MB using a three-tier approach.

When you reach any of these three thresholds the account is sent a warning message. However you may not receive a warning message if you fill your mailbox up quickly. When the second threshold is exceeded the account is blocked from sending e-mail and once the third threshold is exceeded the account is blocked from both sending and receiving mail.

Fwd: Your mailbox is over its size limit

Scott Byers [scott.byers@wilkes.edu]

You replied on 1/14/2006 12:02 PM.
Extra line breaks in this message were removed.

To: Salem, Michael

<postmaster@wilkesu.wilkes.edu>

To: "Byers, Scott" <Scott.Byers@wilkes.edu>

Date: Fri, 13 Jan 2006 23:00:02 -0500

Subj: Your mailbox is over its size limit

Your mailbox has exceeded one or more size limits set by your administrator.

Your mailbox size is 87740 KB.

Mailbox size limits:

You will receive a warning when your mailbox reaches 50000 KB.

You cannot send mail when your mailbox reaches 70000 KB. You may not be able to send or receive new mail until you reduce your mailbox size.

To make more space available, delete any items that you are no longer using or move them to your personal folder file (.pst).

Items in all of your mailbox folders including the Deleted Items and Sent Items folders count against your size limit.

You must empty the Deleted Items folder after deleting items or the space will not be freed.

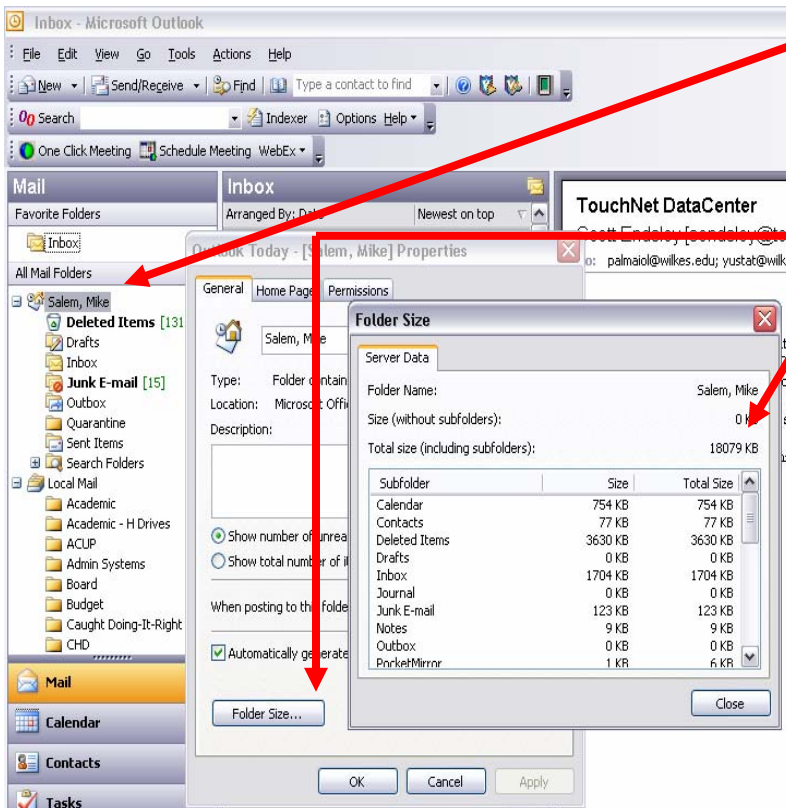
See client Help for more information.

Wilkes Exchange Storage Thresholds	
Warning message sent to user	40 MB
Send Block – User cannot send e-mail	60 MB
Receive Block – User cannot send or receive e-mail	70 MB

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How to check your Email Storage using Outlook 2003



- Right click on your main email server mailbox to open your “Outlook Today Properties” dialog box
- Click on the “Folder Size...” button
- The total size of you mailbox may be determined by taking the “Total size (including subfolders):” value and dividing it by 1024[in this case $18079/1024=17.6\text{mb}$]
- You can determine the size of each subfolder, this is useful in determining where housekeeping is most needed

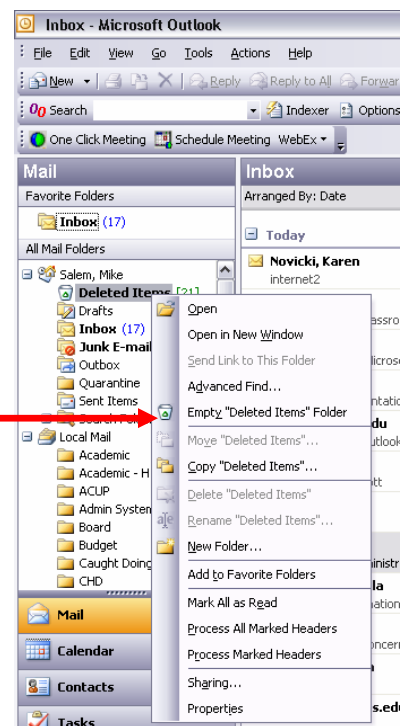
Good Housekeeping

The Email housekeeping process consists of moving mail from your server mailbox to your “Local” or “Archive” filing cabinet. Mail stored in your “Local” or “Archive” filing cabinet does not count against your storage quota since it resides on your desktop system.

Takeout the Trash

A good starting place for your housekeeping is to empty your “Deleted Items” folder on a regular basis.

- Right click on the “Deleted Items” folder
- Select Empty “Deleted Items” Folder to dispose of your trash



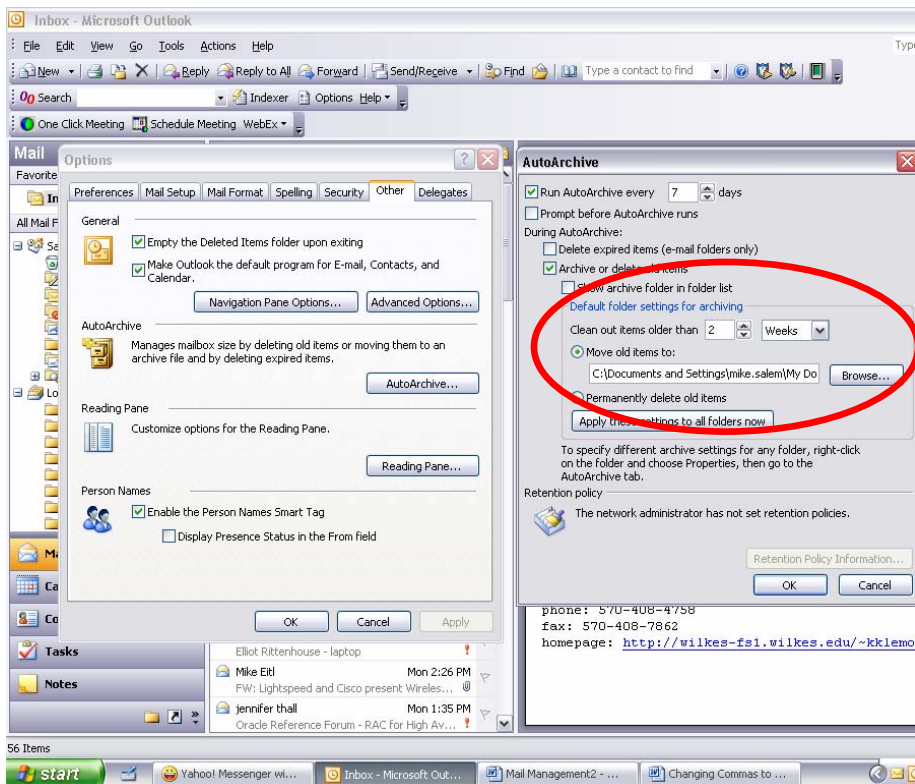
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Automated Housekeeping

Outlook has an AutoArchive feature that will automatically move your Email from the Email server to your personal folders on your PC. You can enable this feature by performing the following steps:

- On the tool bar click on Tools
- On the dropdown menu click on Options....
- On the Options Preferences menu click on the "Other" tab
- Click on the "AutoArchive..." button to open the AutoArchive menu
- Set the "Default folder settings for archiving" to "Clean out items older than" 2 Weeks
- Set the "Move old items to" point at your personal folder that you created when setting up Outlook



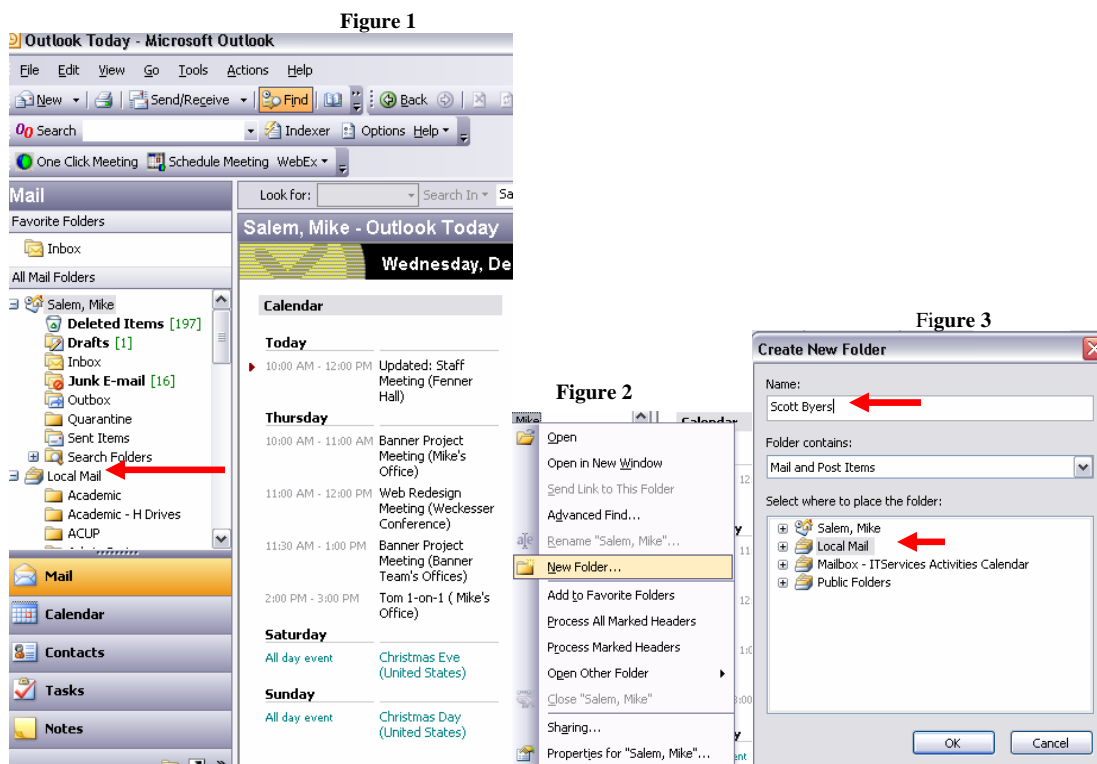
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A Place for Everything

The first step to good housekeeping is to create folders in your “Local” or “Archive” filing cabinet. You can create new folders by:

- Right-click on your on “Local” or “Archive” file cabinet icon (Figure 1)
- A popup window will appear (Figure 2)
- Select the New Folder... option from the menu
- The Create New Folder window will open (Figure 3)
- Type the name of your new folder in the “Name:” text box and click OK
- Your new folder will appear (in alphabetical order) under the “Local” or “Archive” file cabinet icon



You could put everything into one folder but its better to create separate folders for different message senders or topics.

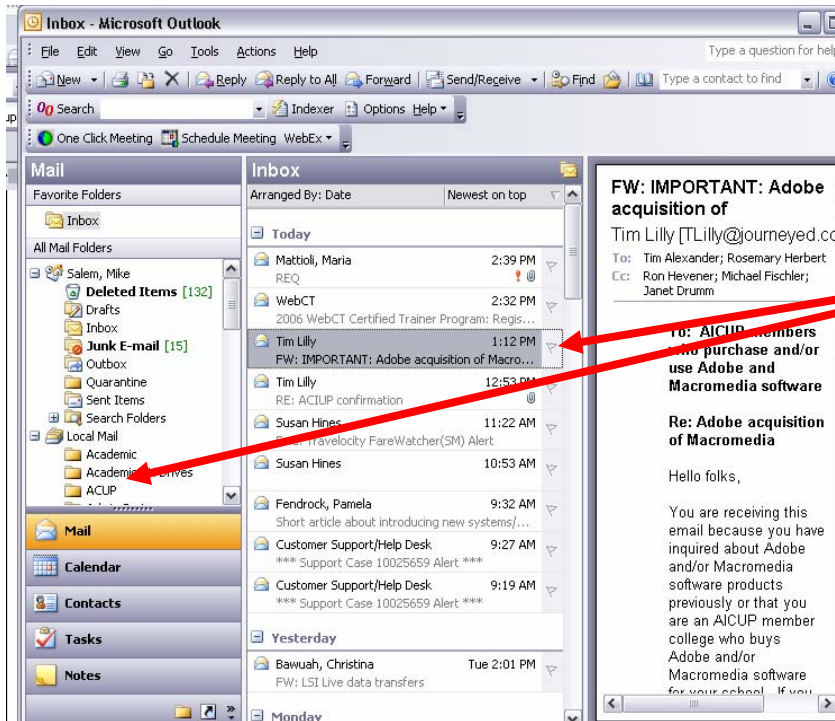
Your “Inbox” and “Sent Items” folders on the mail server are the two locations where most of you mail will accumulate.

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Inbox Cleanup

You should either move or delete messages from your mail server Inbox on a regular basis. Moving messages from the mail server to your “Local” or “Archive” filing cabinet is a simple drag and drop operation.



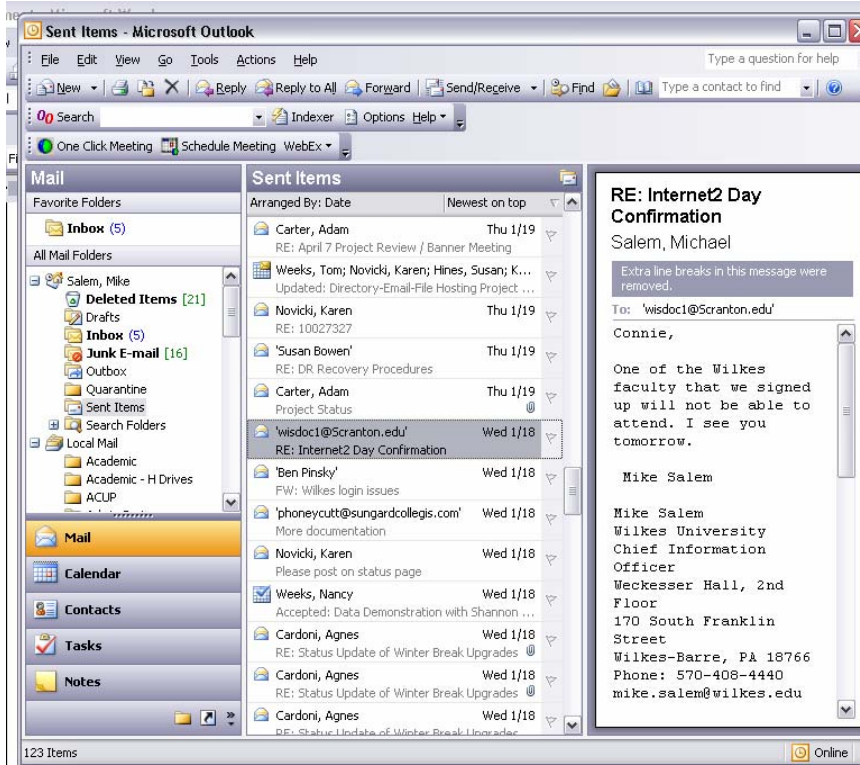
- To move the highlighted message from the Inbox to the folder ACUP
- Drag the highlighted message over to the ACUP folder and drop-it
- Notice that the ACUP folder is under the “Local” filing cabinet

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Sent Items Cleanup

You will not have to create a “Sent Items” folder under the “Local” or “Archive” filing cabinet as one has been created for you. To moving messages from your “Sent Items” folder on the mail server to your “Sent Items” folder on your “Local” or “Archive” filing cabinet is a drag and drop operation.



- Click on your “Sent Items” folder on the mail server
- Scroll down and click on the first message you want to move
- Scroll down to the last message in the “Sent Items” folder
- Hold the Shift key and Click on the last message

- This will highlighted all messages between the first and last message you selected
- Click and hold down the right mouse bottom and drag the highlighted messages over to the “Sent Items” folder under the “Local” or “Archive” filing cabinet and drop-it
- All of the highlighted messages will be moved

