

# Email Clients Available at NTU

## Housekeeping: Keeping your Mailbox Tidy

You could have experienced occasions when your mailbox is full and you find that you are not able to send and receive emails. Once your mailbox is full, it will be closed. It is good practice to housekeep your mailbox to prevent it from getting full. Here are some tips (on Outlook 98/2000/2002 only) to help you tidy your mailbox. Keeping your mailbox size to a minimum also increases your mailbox access speed.

### Checking your Mailbox Size

#### Folder Size

You can find out the amount of space your mailbox has used by:

1. On your *Outlook bar* right-click on the *Outlook Today* icon and select *Properties*. (If your *Folder List* is visible, you may also right-click on the *Outlook Today* on the folder list.) The Mailbox properties window appears.
2. In the *General* tab, click the *Folder Size* button found on the bottom left of the window. A *Folder Size* window appears.
3. The total size of your mailbox is shown together with the folder size of each individual folder in your mailbox. The size is given in kilo-bytes (kb) and 1 mega-byte (Mb) is equal to 1024kb.



Folder Size...

Total Size (Fld+SubFld):

You may repeat the steps for any folder in your mailbox. You may also use this method to check the size of any role-based mailbox added into your Outlook profile. Once you know which are your large folders you can clean those up to free up some space. Sometimes you will notice that your Calendar and Journal folders can be very large.

#### Individual Mail Size

Occasionally you may want to know the size of each individual mail in your Inbox or any other mail folder. You can then decide to delete or archive the larger mails. To add a column showing the mail size:

1. On the *View* menu, point to *Current View*, and then click *Customize Current View*. The *View Summary* window appears.
2. Click on the *Fields* button. The *Show Fields* window appears.
3. In the *Available Fields* column look for *Size* and click *Add*.
4. Click *Ok* twice. You will notice that the mail size column is added.

Fields...

Add ->

### Auto Archive

Outlook has a feature that allows you to automatically archive old items in your mailbox based on rules set by you. However, please note that once the items are archived they **cannot be restored**. Here is how to set-up the auto archive on your Outlook. (Everytime you change your PC you will have to check the settings again.)



#### Auto Archive Default Settings

Firstly, you have to set the auto archive default settings:

1. On the *Tools* menu, click *Options*.
2. Click the *Other* tab.
3. Select the *Auto Archive* button. The *Auto Archive* window appears.
4. Check the boxes accordingly and note the location of the default archive file.
5. Select *Ok* twice to complete the settings.

AutoArchive...

#### Folder Archive Properties

Secondly, you have to set the individual folder archive properties:

1. Right-click on your *Calendar* and select *Properties*.
2. Select the *Auto Archive* tab.
3. Place a tick in the box to select *Clean out items older than* and enter an appropriate time.
4. Choose either *Move old items to* or *Permanently delete old items*. **Note that deleted items cannot be restored.**
5. Repeat for all folders in your mailbox. (Normally *Contacts* should not be archived.)

To manually start an archive, select *Archive* from the *File* menu. Auto archive will start according to your default schedule setting.

#### View Archived Items

Your items are archived into a *pst* file which is a standard *Personal Folder*. You can therefore open the archive file by adding it as a *Personal Folder* into your mailbox.

