

Reducing your Exchange Mailbox Size

1. Review and empty Emails in “Deleted Items” folder.
2. Review “Sent Items” folder and click on column header to sort them. If you click on “Size” column, you will be able to ID larger files and reduce your “Sent Items” folder quickly.
3. Within Exchange Mailbox folder, click on Search Folders and expand it by clicking on the plus sign next to it. Click on the “*Large Mail*” folder. Review all categories of “*Large Mail*” folder and determine which Emails can be removed.
4. If you have any Emails that are required for future reference but you don’t need on a daily basis, you should create separate PST folders and move Emails from your Exchange Mailbox to these PST folders.

If you require any further assistance, please submit a Footprints ticket (<http://footprints.finance.upenn.edu>) so the ITS staff can schedule a desktop visit at your convenience.