

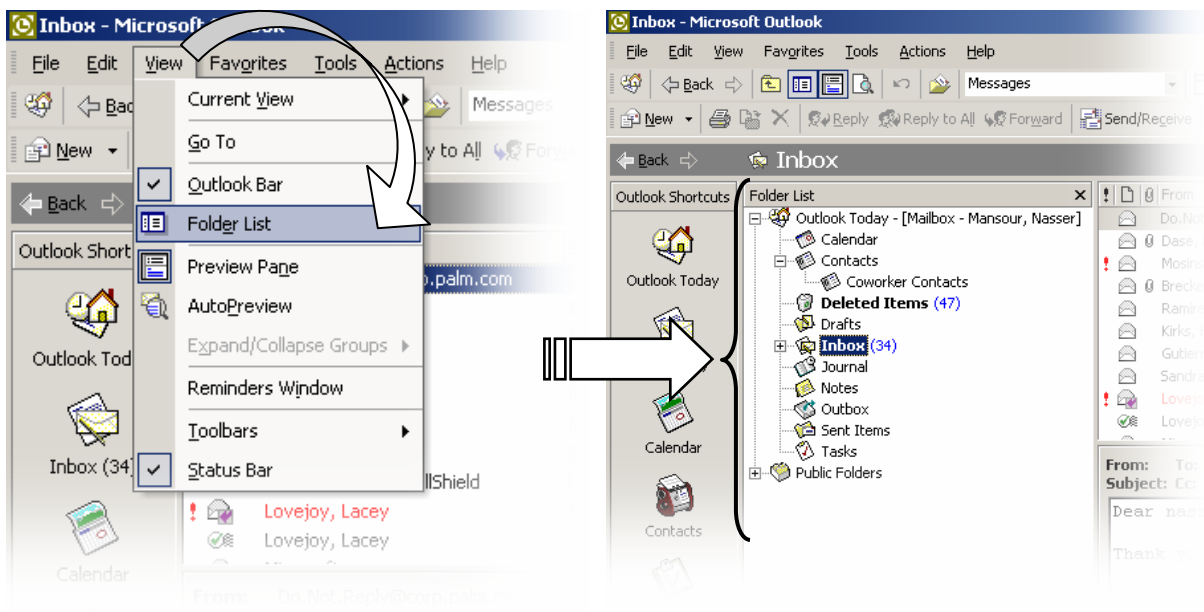
Outlook 2000 Mailbox Maintenance

The contents of your Outlook 2000 mailbox resides on our e-mail server. This includes all e-mail attachments, deleted items, and sent items. Over time mailboxes will accumulate many unused items that are occupying storage space on the e-mail server. As a result:

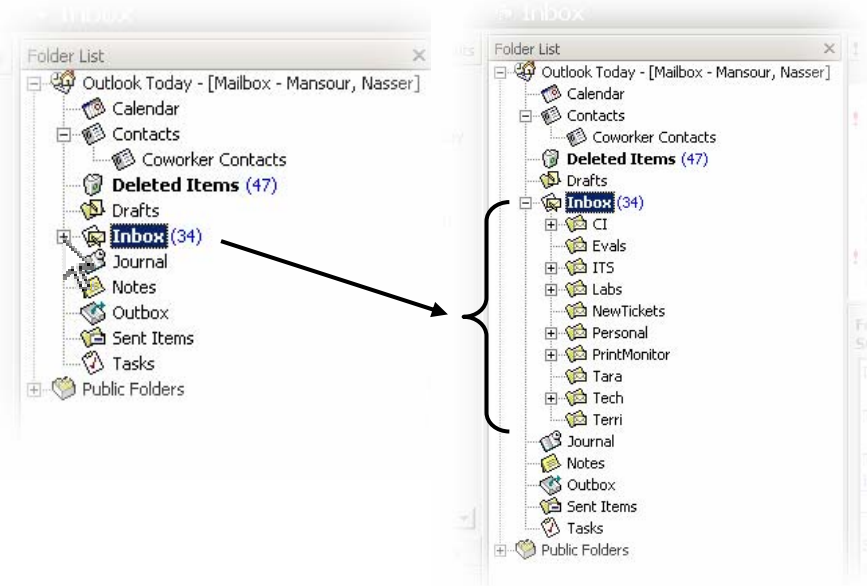
- Outlook 2000 may take longer to start
- The e-mail server's storage is being used inefficiently.

This document will help you maintain the size of your mailbox by showing you how to delete e-mails, folders, etc.

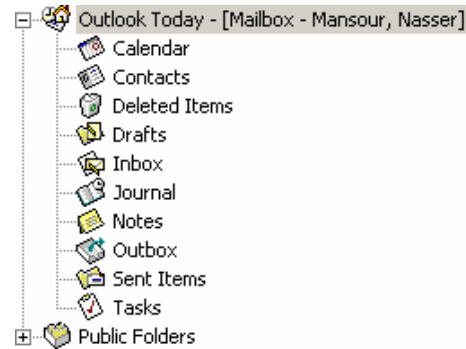
1. Launch Outlook 2000.
2. If your current view does not display your **Folder List**, click **View | Folder List** from the menu bar. This will bring up a list of all your folders.




- Collapsed folders are indicated by a “+” next to them. To expand them click on the “+”.

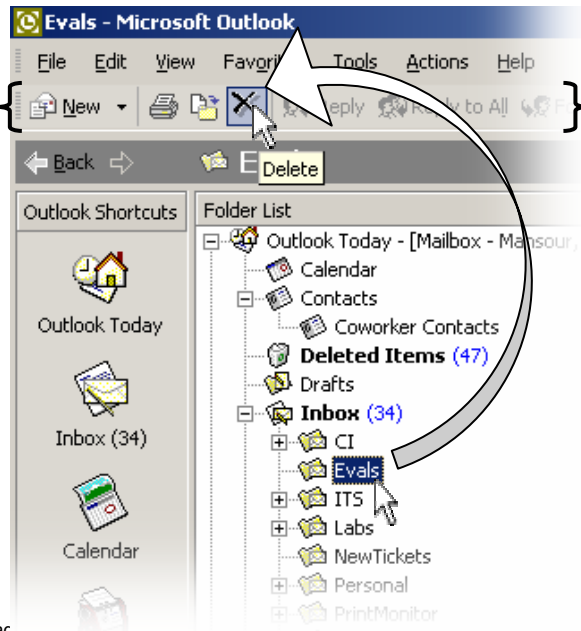



- You cannot delete the following folders; however you can delete items contained within them. **Public Folders** cannot be modified unless you are an authorized user.

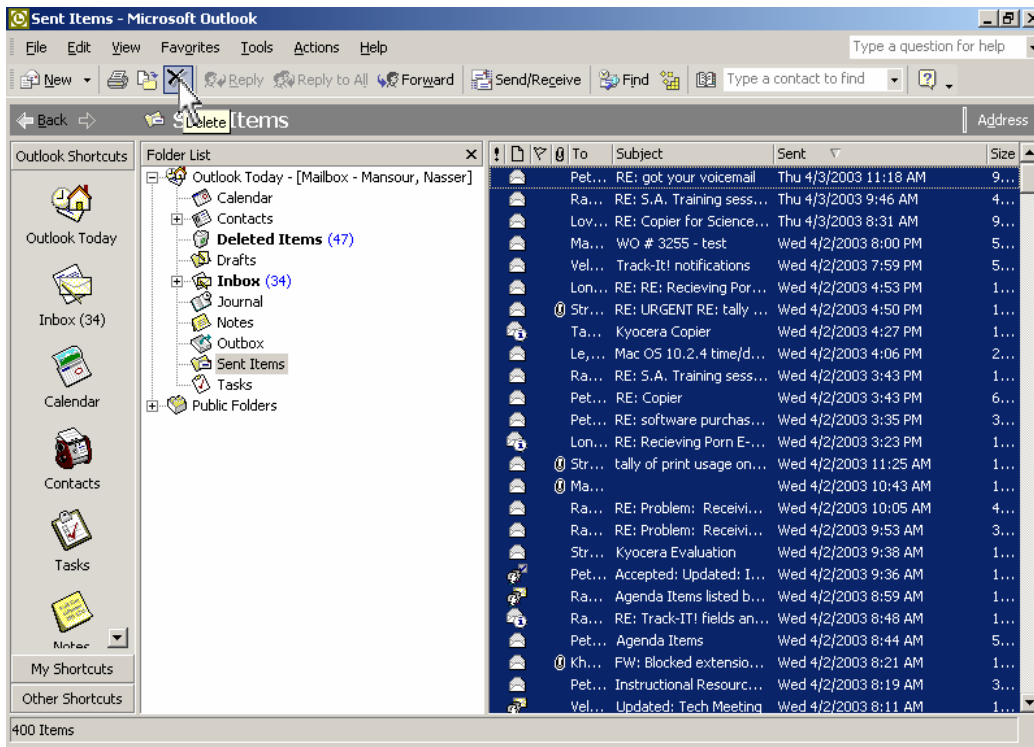


- To delete folders, e-mails, notes, tasks, etc., select them and click on the  **Delete** icon on the **Standard** toolbar. You may also use your “Delete” key on your keyboard to delete items. Once deleted, these items will be moved to the **Deleted Items** folder.

Standard toolbar



- Every time you send an e-mail, a copy is stored in the **Sent Items** folder. As a result, this folder will become very large over time. To empty your **Sent Items** folder, click on the **Sent Items** folder. Click on any message within the **Sent Items** folder and click **Edit | Select All** from the menu bar. Click the  **Delete** icon on the Standard toolbar or use the “Delete” key on your keyboard. Once deleted, these items will be moved to the **Deleted Items** folder.



- To empty your **Deleted Items** folder, Click on **Tools | Empty Deleted Items Folder** from the menu bar.

A confirmation dialogue will appear confirming the deletion. Click **Yes** to empty your **Deleted Items** folder.

