

Email Housekeeping - MS Outlook OWA (web client) - Tips & Tricks for cleaning up and organizing your mailbox in preparation for M365 Migration

Option 1: Sort by Size

1. Open OWA on your device (xch.csi.cuny.edu).
2. In the upper right corner, locate the Sort by link.
3. Select **Size** from the field menu. The emails will be sorted into size categories.
4. Delete unnecessary emails from the **Enormous, Huge, Very Large, and Large** categories.
5. Empty your **Deleted Items folder**. Right-click on the Deleted Items folder and select Empty Folder.
Please note: Deleting items from the **Deleted Items folder** will permanently delete the emails.
6. Select the field from the **Sort By** menu to return to a previous sort.

Option 2: Sort Emails with Attachments

Emails with attachments tend to be larger.

1. Open OWA on your device (xch.csi.cuny.edu).
2. In the upper right corner, locate the Sort by link.
3. Select **Attachments** from the field menu.
4. Delete unnecessary emails.
5. Empty your **Deleted Items folder**. Right-click on the Deleted Items folder and select Empty Folder.
Please note: Deleting items from the **Deleted Items folder** will permanently delete the emails.
6. Select the field from the **Sort By** menu to return to a previous sort.