

Email Housekeeping - MS Outlook - Tips & Tricks for cleaning up and organizing your mailbox in preparation for M365 Migration

Option 1: Sort by Size

1. Open the MS Outlook Desktop Client.
2. Locate the Size field on the field bar.
3. Click on the Size field to rearrange your emails in size order.
If you do not see the size field, right-click on the field bar, select Arrange By, and select Size.
4. The emails will be sorted into the below categories.
5. Delete unnecessary emails from the **Enormous, Huge, Very Large, and Large** categories.
6. 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.
7. To return to a previous sort, click on the field on the field bar or right-click on the field bar, select Arrange By and choose the field you would like to sort by.

Option 2: Sort Emails with Attachments

Emails with attachments tend to be larger.

1. Open the MS Outlook Desktop Client.
2. Locate the Attachment field on the field bar.
3. Click on the Attachment field (paper clip) to rearrange your emails with attachments appearing first.
If you do not see the Attachment field, right-click on the field bar, select Arrange By, and then select Attachments.
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. (Refer to page 1.)

Option 3: Remove the attachments from an email.

Since it is usually the attachment that increases the size of an email, it might be helpful to delete just the attachment from an important email. Tip: Create a similar folder structure in both your email and device to help you find the attachments and/or email if needed.

1. Open the email that contains the attachment.
2. Click the dropdown arrow to the right of the attachment.
3. Select from **Save As, Save All Attachments, or Remove Attachment**.
4. Be sure to remove the attachment(s) from the email once you have saved them to your device.