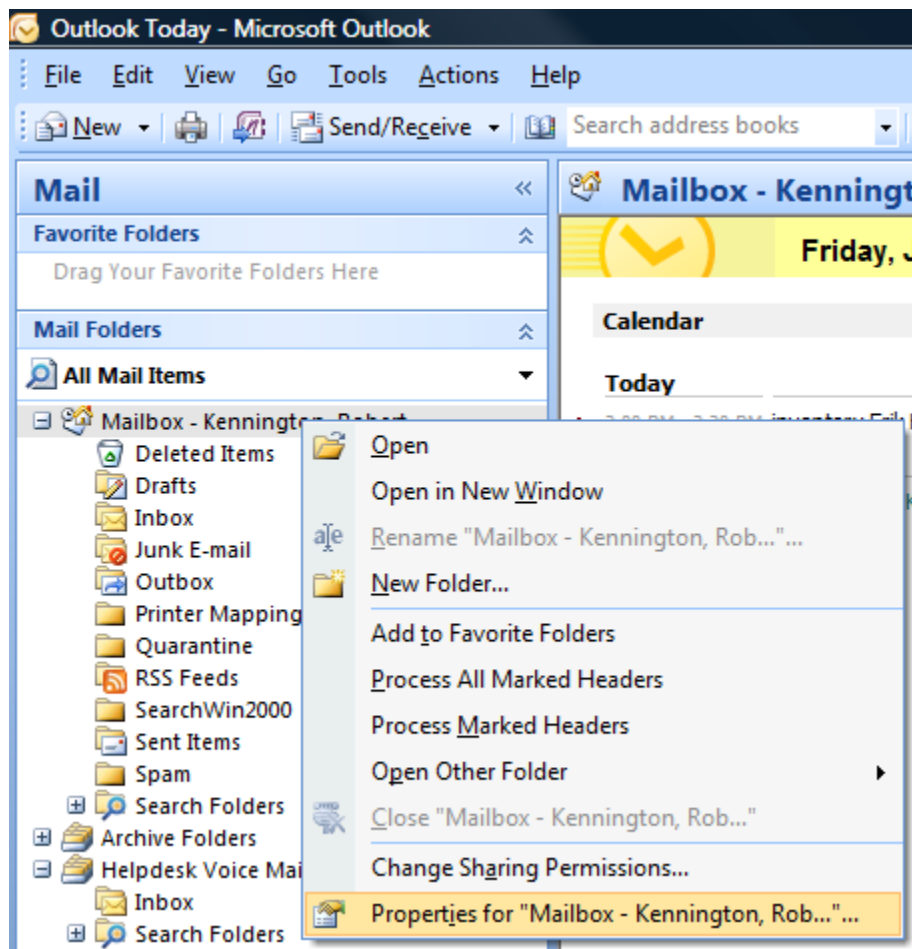


Are You Over The Size Limit On Your OCU Email?

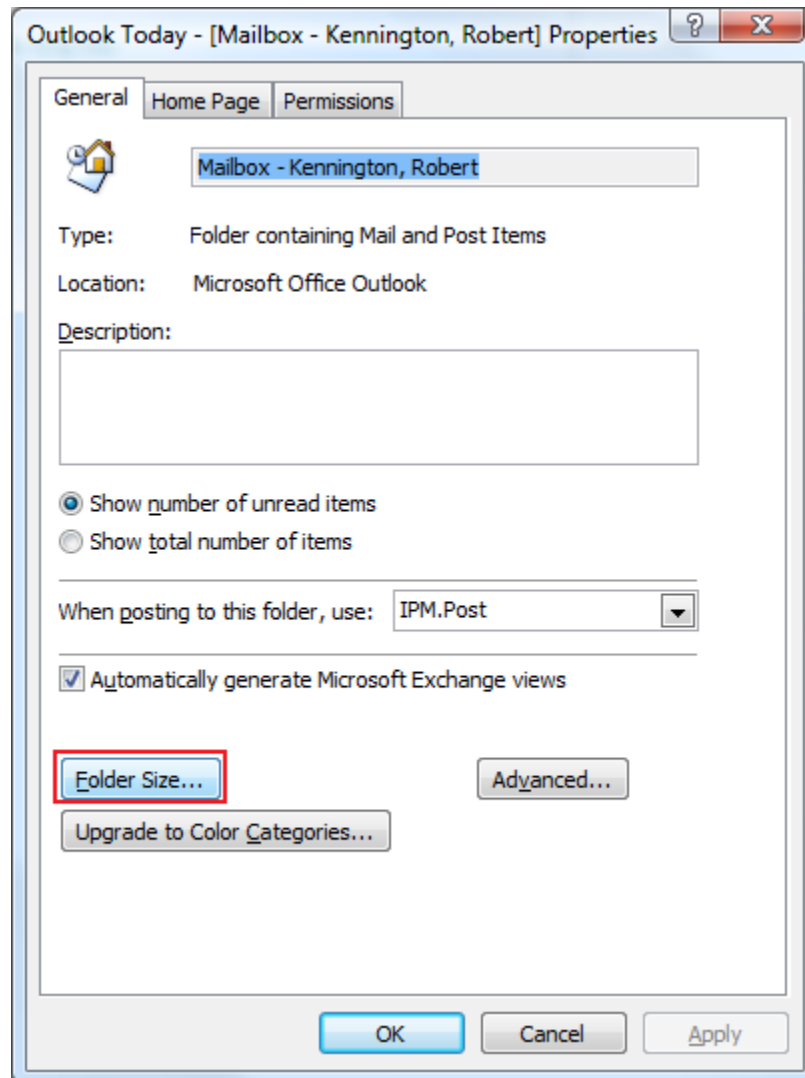
Every OCU email account is allowed 75MB of storage. If you exceed that limit, you will receive automatic messages letting you know. You will also not be able to send or receive new email. Here are some steps to take to clean out your mailbox.

Verify Your Folder Size

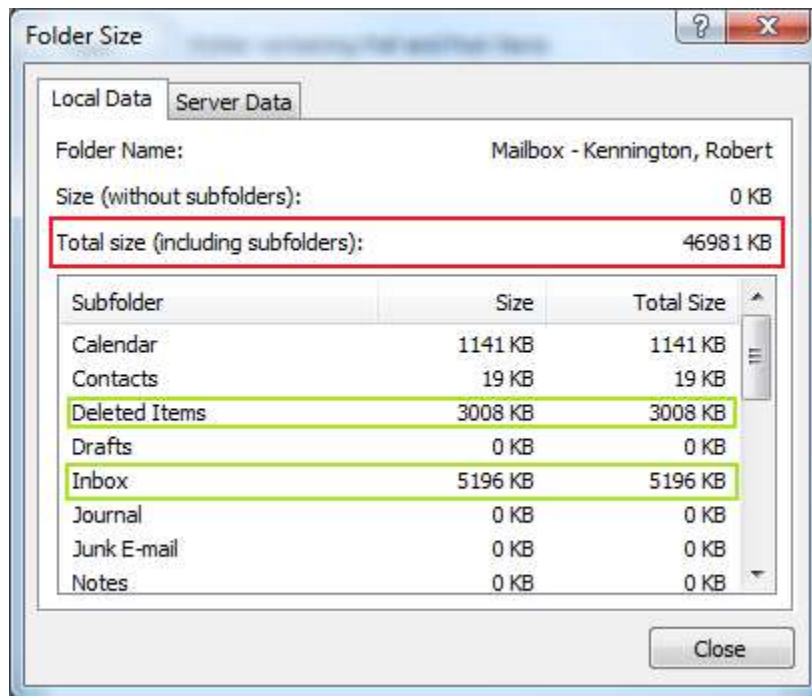
Step 1: To find the total size of your mailbox, and the size of each folder, right-click on your mailbox name, then choose *Properties* on the sub-menu.



Step 2: Click on the *Folder Size* button

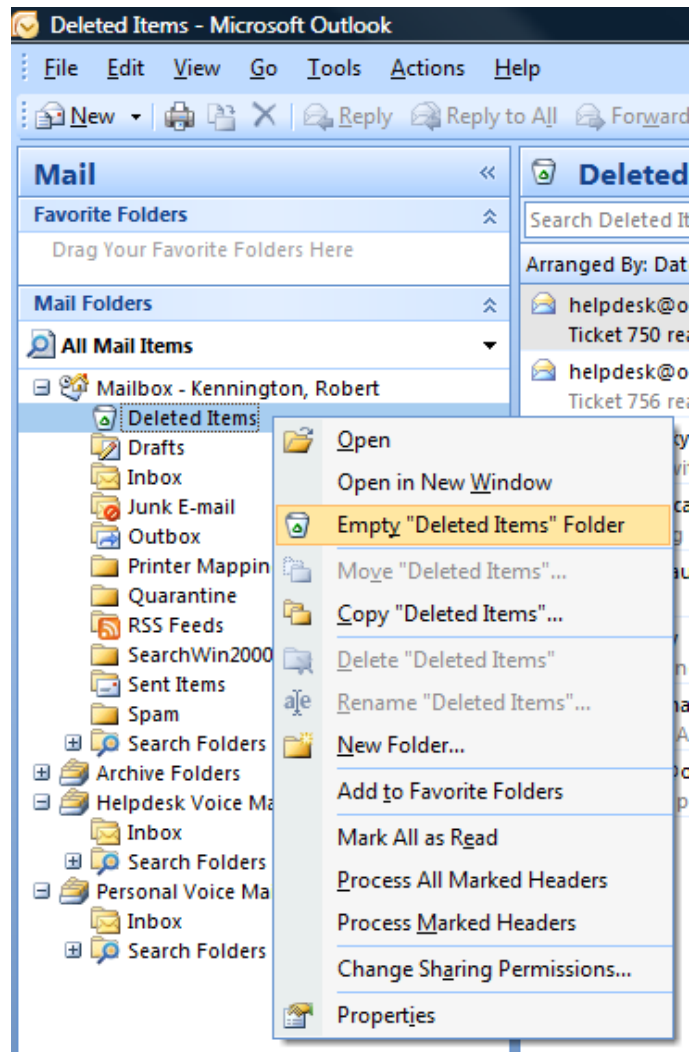


Step 3: Look at the total size of your mailbox, and the size of each folder. This will tell you which folder is taking up the most room, and should be cleaned up to save space.



Empty Your Deleted Items Folder

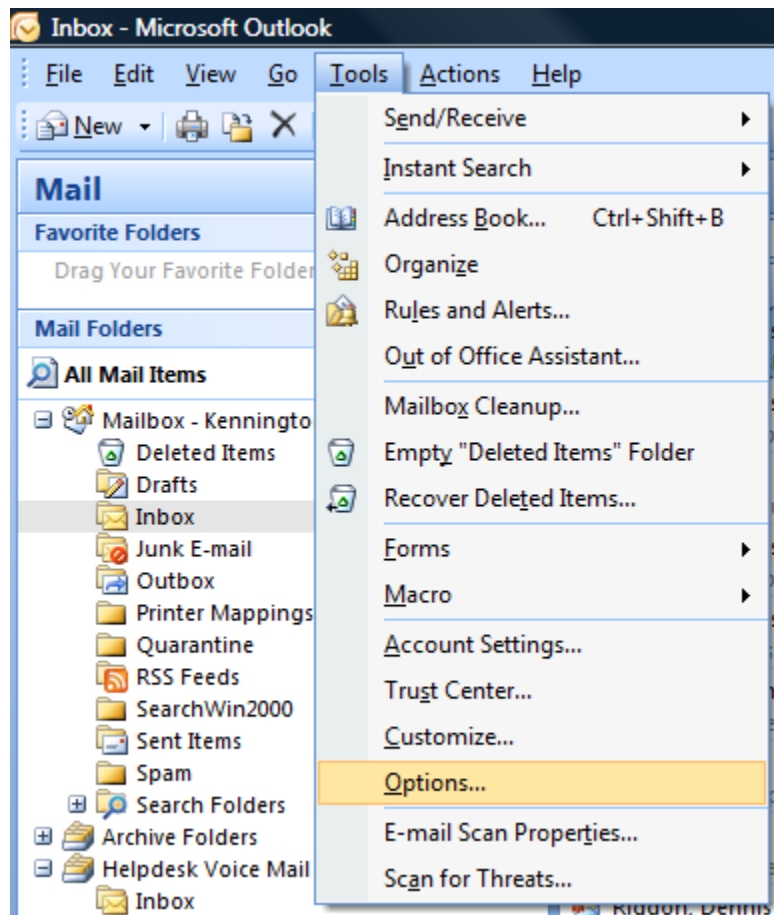
When you delete an email from your mailbox, it gets transferred to the Deleted Items folder. Until you empty the Deleted Items folder, the message still counts against your quota. Right-click on Deleted Items and choose *Empty "Deleted Items" Folder*.



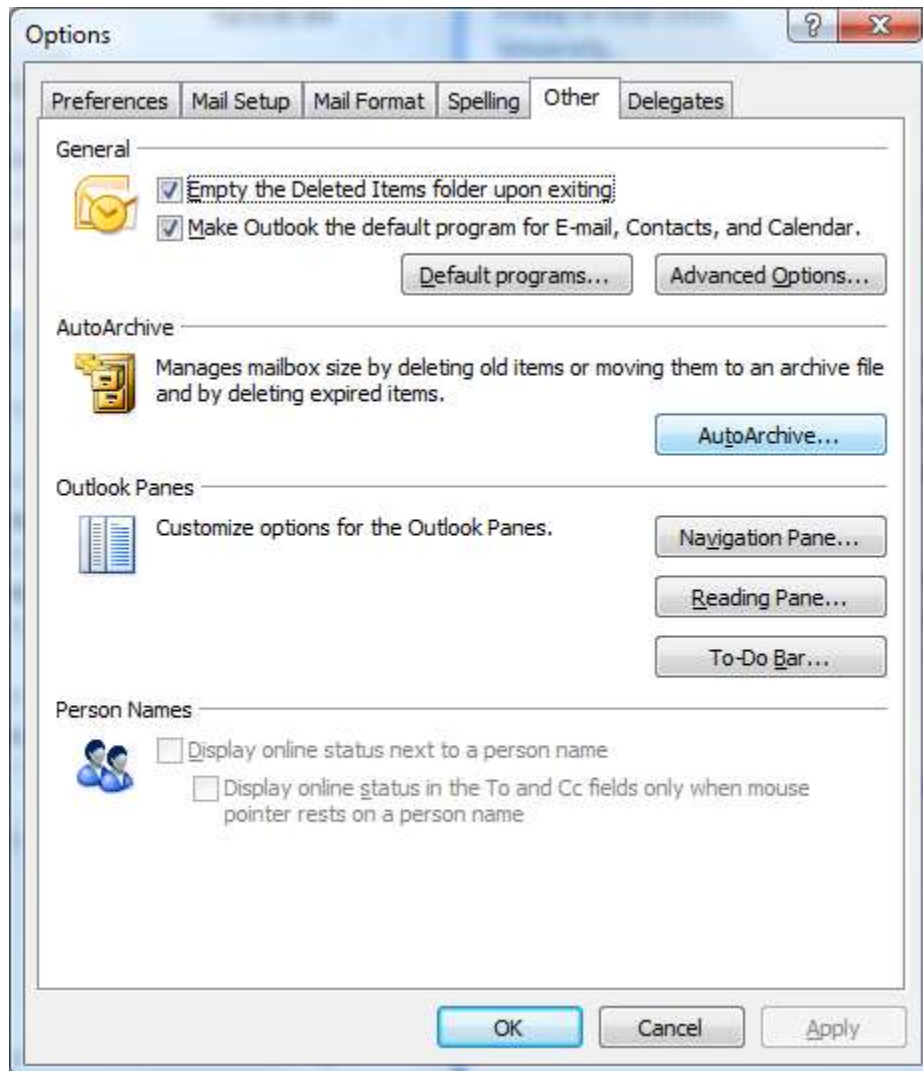
Turn on AutoArchive

Archived emails are deleted from the email server, and saved to your computer instead. Remember that these emails will *not* show up if you check your email from another computer or through the web site.

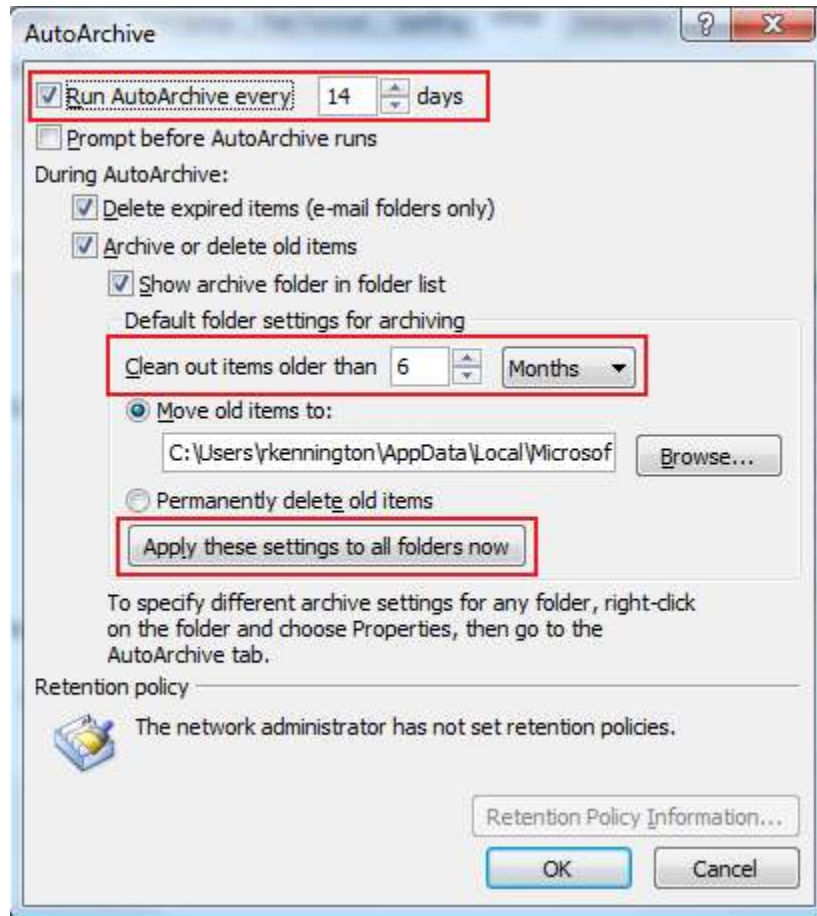
Step 1: Click on *Tools*, then *Options*.



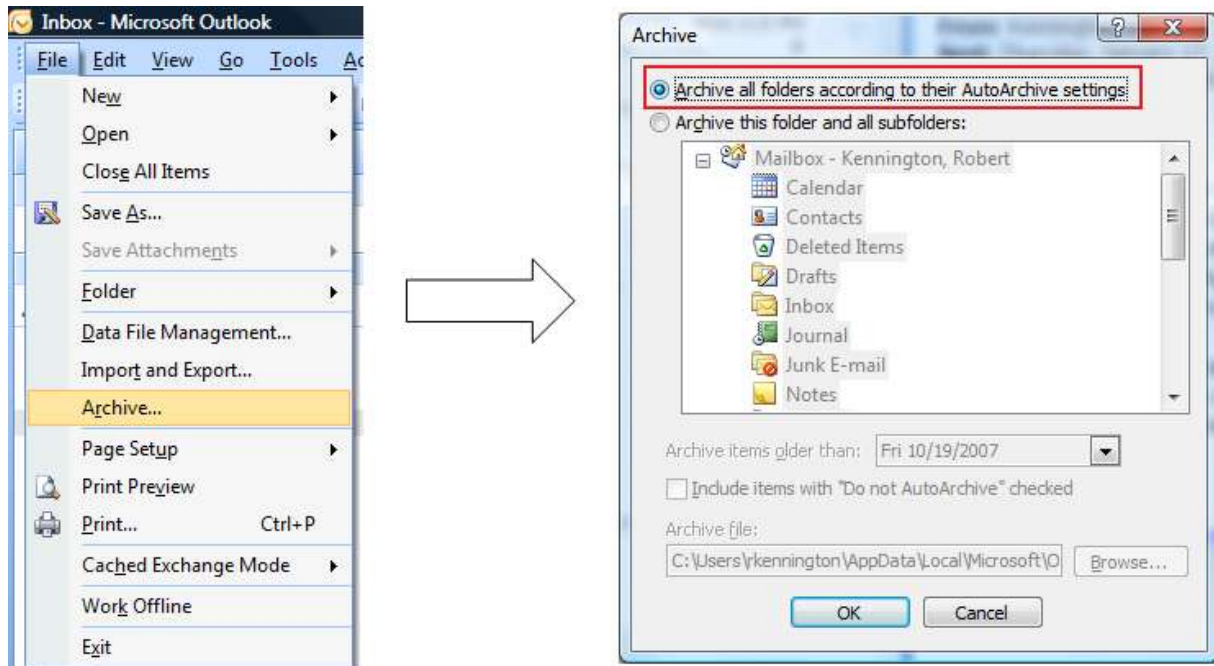
Step 2: Click on the *Other* tab, then click the *AutoArchive* button.



Step 3: Select how often you want AutoArchive to run, and the age of the emails that should be archived. When you are finished, click *Apply these settings to all folders now* and click OK to exit.



Step 4: Run Archiving by clicking File, then Archive. Click the radio button to *Archive all folders according to their AutoArchive settings*. Click OK.



Save Attachments

Attachments, especially images and PDF documents, can take up a lot of space. If someone sent you an attachment that you need to keep, save the attachment to your computer, a CD, a USB key, your X drive, or a department share, then delete the email.

