


Right click and delete any emails that are no longer needed. You can select multiple emails by holding down the “Ctrl” button when selecting them. Large attachments can be saved/moved into a folder on your machine.

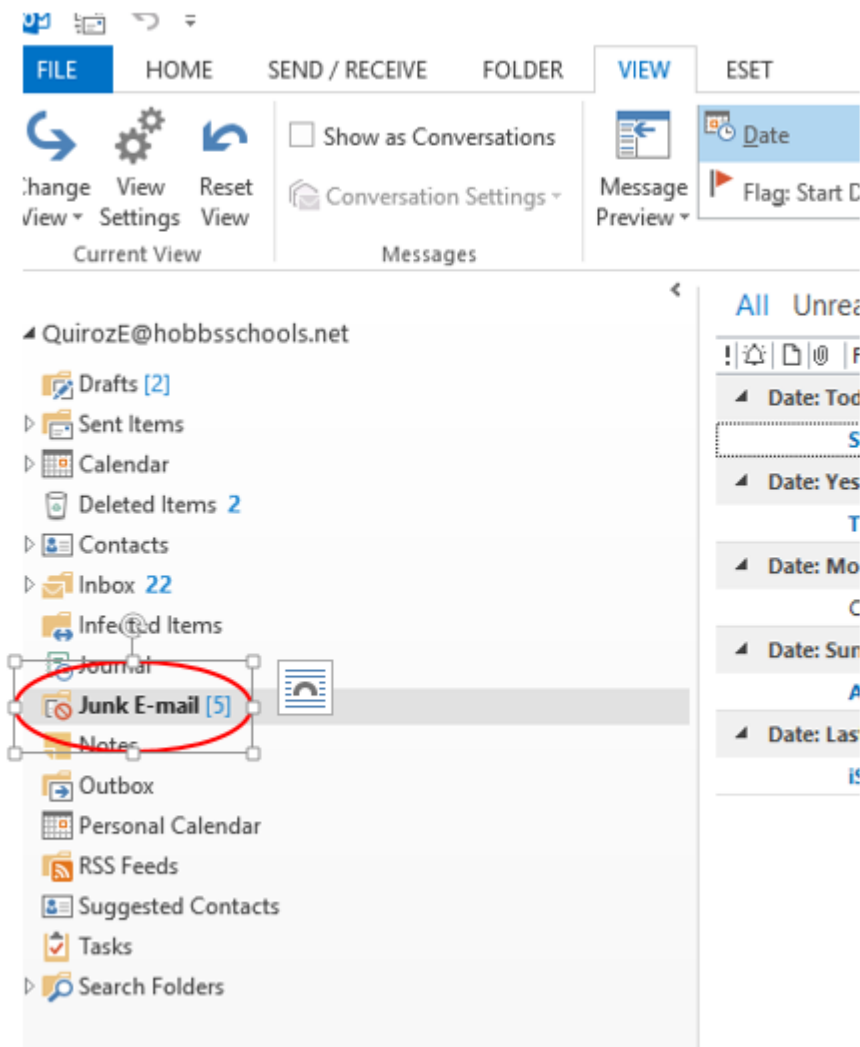
The screenshot shows the Outlook interface for the mailbox 'Inbox - QuirozE@hobbschools.net - Outlook'. The left sidebar shows the folder structure, with 'Inbox 17' selected. The main pane displays a list of emails sorted by date. A context menu is open over the email from 'Andrew Benesh', with the 'Delete' option highlighted. The right pane shows the details of the selected email, including the sender's name and contact information.

To switch back from viewing emails by size to the normal view of by date, Right Click the Attachment Icon  , which is the paperclip icon then click on “Arrange By” and then click on “Date”.

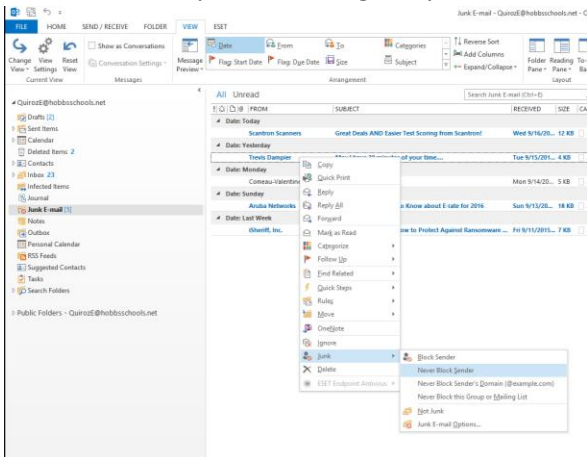
Here are a few tips when deleting items out of your inbox:

1. If you have replied back and forth with somebody, only keep the last email. It will have a copy of each previous in it.
2. Delete emails with large attachments after you have downloaded the attachment to your computer.
3. Use the search box to search for emails either by sender, subject, or contents that you know you do not need and then delete them all at once. For example you could search for JCPenny’s and delete all the ads you get because you gave them your email at one point when you signed up to get a discount and now they keep sending you emails every day.

After you have deleted all unneeded email from your Inbox, select your “**Junk E-mail**” folder and deleted any unwanted email from that folder.

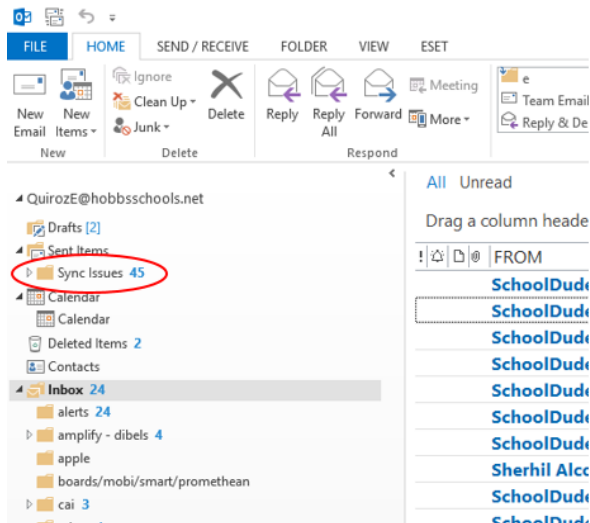


If you see an email that is from a sender that should not be sent to your junk email folder, but that should be in your inbox then right-click that email and go to “**Junk E-mail**” and then select “**Never Block Sender**”. The next time you get an email from that person it will go to your inbox and not the Junk E-mail Folder



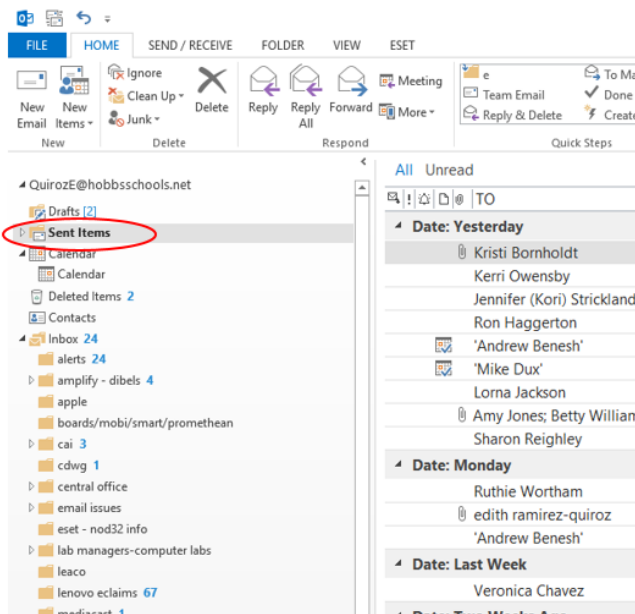
You can select all of your Junk E-mails at once and delete them if you select one of them and then hold down the “**Ctrl**” key and press “**a**”. Then hit the “**delete**” button. **THIS WILL DELETE ALL OF YOUR JUNK E-MAIL ITEMS AT THE SAME TIME.**

Now that you have deleted all of your unneeded items from your **Junk E-mail folder**, select your **“Sync Issues” Folder**

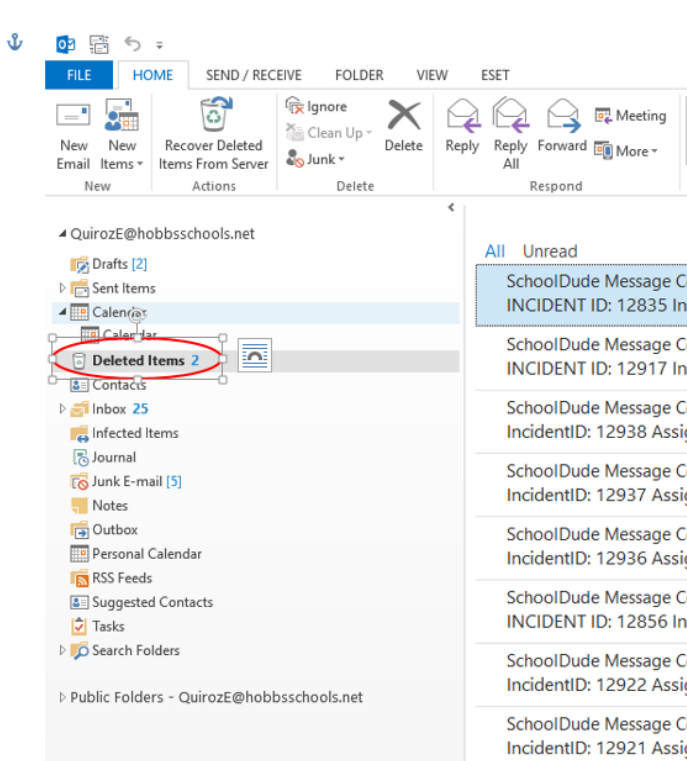


Select the first email in this folder and then hold down the **“Ctrl”** key and press **“a”**. Then click the **“delete”** button. This will delete all of the items in your Sync Issues folder. Items in this folder are not needed and can all be deleted.

Now that you have cleaned out your Sync Issues folders, select your **“Sent Items”** Folder. These are all the emails that you have sent to others. If you want to delete them all at once, select the first email in this folder and then hold down the **“Ctrl”** key and press **“a”**. Then click the **“delete”** button. Otherwise, you can delete them individually.



Now that you have cleaned out any or all unneeded emails from your Sent Items folder, select your “Deleted Items” Folder. It is very important to clean out this folder. All the emails you have deleted so far are still in this folder and count against your total limit. To delete all emails in this folder, right-click the “Deleted Items” folder and select “Empty Deleted Items Folder”.



You have now successfully cleaned out your email box. It would be a good idea to be proactive and clean up these folders and items on a regular basis so the amount of emails you have to clean up will not be overwhelming.