



User's Guide: Organizing your mail in Entourage

If your mailbox is full – or just cluttered with tons of messages – it may be time to cleanup and organize your mail. Entourage gives you several tools to manage your e-mail. You can create folders to organize your items, setup rules to automatically move specific messages to a designated folder, and can color code messages from a particular sender.

What to do if your mailbox is full (closed)

If you exceed the 100MB storage quota, your mailbox will automatically close and will remain closed until you clean it up. In order to get your mailbox under the limit, you will need to delete unwanted messages from your Inbox, Sent Items, and Deleted Items folders.

Determine which folders are taking up the most space

If your mailbox is full, follow the steps below to check your folder sizes and determine which folders are taking up the most space.

1. Make sure the Folder List pane appears on the left side of the Entourage window. If not, select **Folder List** from the **View** menu.
2. Click once on the folder just above your Inbox folder to select it (it should be the one with your full name).
3. Next, select **Folder Properties** from the **Edit** menu, and then click then click the **Storage** tab at the top.
4. The **Total size (with subfolders)** row displays the total size of your mailbox.

Folder name:	Help Desk	
Size (without subfolders):	0K	
Total size (with subfolders):	9801K	
Subfolder	Size	Total Size
Calendar	7K	7K
Contacts	26K	26K
Deleted Items	727K	727K
Drafts	1K	1K
Inbox	1941K	3337K

Note The maximum size allowed is 100000KB (100MB).

5. The size of each subfolder is also displayed below.

Once you've identified the folders that are taking up the most space, you can concentrate on cleaning out those folders.

Locate old and large messages

Follow the steps below to locate items older than a specified number of days or larger than a specified size:

To locate old messages

1. Make sure the received column appears. If it doesn't, click the **View** menu, go to **Columns**, and make sure **Received** is checked.
2. Click the **Recieved** column once or twice until your mail items are sorted in descending order. Your mail items should now be grouped by the date they were received in the following order: Older, Last Month, 3 weeks ago, etc. To help get your mailbox under the limit, try to delete as many unwanted old messages as possible.

To locate large messages

1. Make sure the size column appears. If it doesn't, click the **View** menu, go to **Columns**, and make sure **Size** is checked.
2. Click the **Size** column once to sort your mail items in descending order. Your mail items should now be grouped by size in the following order: Enormous, Very Large, Large, and Small. To help get your mailbox under the limit, try to delete as many unwanted large messages as possible.

Subject	Conversation	Received	Size
Vista Activation for Edu...	Vista Activation for Edu...	11/13/06...	9.4 MB



Computing Help Desk @ Buffalo State College

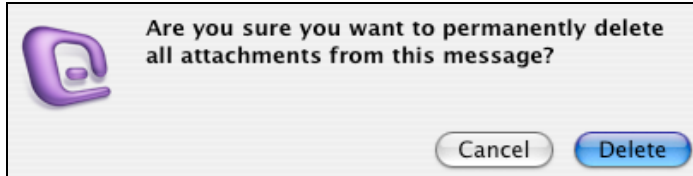
Butler Library Reference Room | Phone: (716) 878-4357



Saving and removing attachments from messages

Some file attachments are very large, especially audio, video, and image files. Entourage makes it easy to save and remove (delete) attachments, leaving just the text of the message. Follow these steps:

1. Select the message that contains the attachment.
2. To save an attachment before removing it, select **Save All Attachments** from the **Message** menu. If you aren't concerned about saving the file first, skip step 3 and go directly to step 4.
3. Choose the folder where you want the file saved and then click the **Choose** button.
4. Select **Remove All Attachments** from the **Message** menu. When the message below appears, click **Delete**.



Recovering Deleted Items

If you accidentally deleted a message, but haven't emptied your Deleted Items folder yet, follow these steps to retrieve the message:

1. Select the **Deleted Items** folder.
2. Drag the message back to your **Inbox** folder.

Tip You can hold down the control key as you click to select multiple non-contiguous messages. To select multiple contiguous messages, hold down the shift key as you click. To select all the messages in a folder, press the control key and the A key simultaneously.

Empty your Deleted Items folder

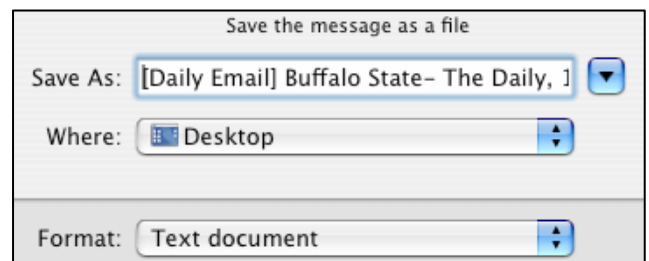
After cleaning out your mailbox, don't forget to empty your Deleted Items folder:

1. Hold down the **control** key and click the **Deleted Items** folder.
2. Select **Empty "Deleted Items"** from the menu, and then click **Empty**.

Save a message as a file

Entourage allows you to save messages to your computer. Once a message is saved, you can delete the original message from your Inbox. This is one way to save space. Follow these steps:

1. Open the message you want to save.
2. Select **Save As** from the **File** menu.
3. Select the location where you want the file saved from the **Where** pop-up menu.
4. Select either **Text document** or **Entourage e-mail message** from the **Format** pop-up menu, click **Save**.



Create folders to organize your mail

One way to organize your e-mail is to create a few subfolders in your Inbox, and then move some of your messages to these subfolders. For example, if you subscribe to The Daily Newsletter you may want to create a folder called "The Daily." Follow these steps:

1. Select **New** from the **File** menu and click **Folder**.
2. Enter a name for the folder in the **Name** box.
3. Select a location for the new folder and click **OK**.



Computing Help Desk @ Buffalo State College

Butler Library Reference Room | Phone: (716) 878-4357



Note If you create a folder under "Folders on My Computer," the folder (and any messages you move to it) will reside on your computer instead of on the Exchange server. The advantage of doing this is that these messages won't count against the 100MB storage limit. The disadvantage is that you will only be able to access these messages while on campus.

Moving messages

1. Select the message (or messages) that you wish to move.
2. Click the **Message** menu, go to **Move To**, and click **Choose Folder**.
3. Select the location where you want the message saved and click **Move**.

Moving folders

1. Make sure the Folder List pane appears on the left side of the Entourage window. If not, select **Folder List** from the **View** menu.
2. Select the folder you wish to move, and then drag the folder to the desired location.

Setup a Rule to move messages to a specified folder

You can setup rules to automatically move certain messages to a specific folder. For example, if you subscribe to The Daily Newsletter you may want to move these items to a folder called "The Daily." Here's how:

1. If you haven't done so already, create a subfolder in your Inbox called "The Daily."
2. Select **Rules** from the **Tools** menu.
3. Click the **Mail (Exchange)** tab and then click the **New** button.
4. When the Edit Rule window opens, type a name for the rule in the **Rule name** box.

Rule name: DailyRule

If

+ Add Criterion - Remove Criterion Execute: if all criteria are met

From: Contains dailyemail@buffalostate.edu

Then

+ Add Action - Remove Action

Move message The Daily (Jason Welborn)

Set category None

5. In the **If** section, select **From** from the pop-up menu.
6. In the address box to the right of the pop-up menu enter the address dailyemail@buffalostate.edu.
7. In the **Then** section, select **Move message** from the pop-up menu.
8. Click the pop-up menu to the right of **Move message** and select **Choose folder**.
9. Choose The Daily folder that you created in the first step and then click the **Choose** button.
10. Click **OK** to close the Edit Rule window. The rule should now appear in the Rules list.

Revised: July 2007 (JPW)