



User's Guide: Organizing your mail in Outlook

If your mailbox is full – or just cluttered with tons of messages – it may be time to cleanup and organize your mail. Outlook 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. You have two options to get you mailbox under the limit:

1. Delete unwanted messages from your Inbox, Sent Items, and Deleted Items folders.
2. Move messages that you want to keep to a Personal Folder (to create a Personal Folder see instructions below).

Determine which folders are taking up the most space

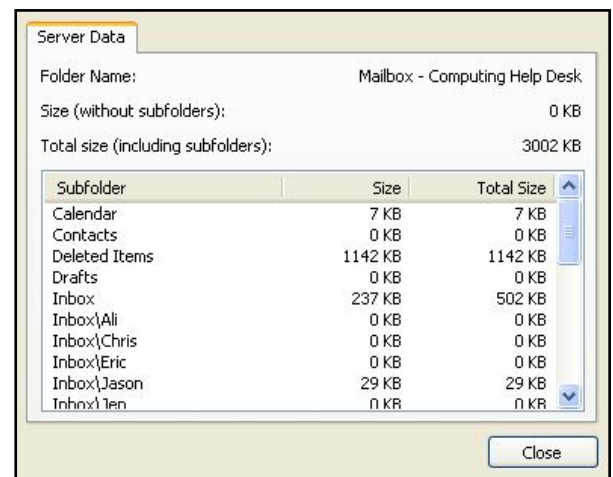
If your mailbox is full, follow the steps below to check your folder sizes and determine which folders are taking up the most space.

1. Select **Mailbox Cleanup** from the **Tools** menu.
2. Click the **View Mailbox Size** button.
3. The **Total size (including subfolders)** row displays the total size of your mailbox.

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

4. 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.



Other uses for the Mailbox Cleanup utility

The Mailbox Cleanup utility can also be used to help you find messages that you want to delete. For example, you can use this utility to locate items older than a specified number of days, or larger than a specified size.

To locate old messages

1. Select **Mailbox Cleanup** from the **Tools** menu.
2. Select **Find items older than**, select the desired number of days, and click **Find**.



To locate large messages

1. Select **Mailbox Cleanup** from the **Tools** menu.
2. Select **Find items larger than**, select the desired size in kilobytes, and click **Find**.

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:

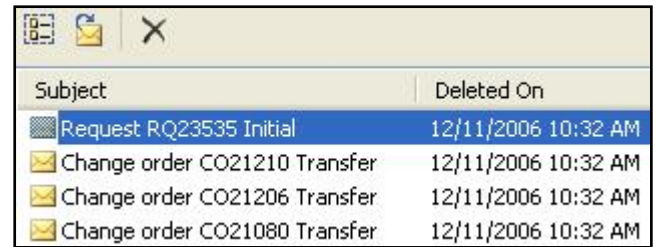
1. Select the **Deleted Items** folder.
2. Drag the message back to your **Inbox** folder.



Recovering Deleted Items (after emptying your Deleted Items folder)

In some cases, you may be able to recover a deleted message even if you already emptied your Deleted Items folder. Follow these steps:

1. Select the **Deleted Items** folder.
2. Select **Recover Deleted Items** from the **Tools** menu.
3. Select the messages or folders you want to recover.
4. Click the **Recover Selected Items** icon and the messages will be moved back to the Deleted Items folder.
5. Drag the message back to your Inbox folder.



Tip You can hold down the CTRL 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 CTRL 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. Select **Empty "Deleted Items" folder** from the **Tools** menu.

About Personal Folder Files (.pst)

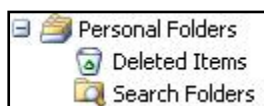
One way to organize your e-mail is to create a Personal Folder (or .pst file). The .pst file is typically stored on your computer's hard drive, which means that items moved to your Personal Folder will not count against your mailbox quota. Once the Personal Folder is created, you can create subfolders in the Personal Folder to help organize your messages.

Create a Personal Folders File

1. Select **File > New > Outlook Data File**.
2. Under **Types of storage** make sure **Office Outlook Personal Folders File (.pst)** is selected and click **OK**.
3. In the **Save In** drop-down box, select the location for the .pst file (or just leave the default) and click **OK**.

Note By default Outlook saves the Personal Folder in *C:\Documents and Settings\username\Local Settings\Application Data\Microsoft\Outlook*, but you can save the .pst file to a different location if desired. If you are a MAC user who uses Outlook via Remote Desktop, you must save the .pst file to your network share drive.

4. When the next dialog box appears (see picture), enter a name for the Personal Folder in the **Name** box (or just leave the default), and then click **OK**.



The Personal Folder will appear in the navigation pane on the left side (under your Sent Items folder). When you click the plus sign (+) next to the Personal Folder you should see two subfolders: Deleted Items and Search Folders.

Create a new folder (subfolder)

Now that you have the Personal Folder created, you may want to create a few subfolders to organize your mail.

1. Select **File > New > New Folder**.
2. Type a Name for the folder in the **Name** box.
3. Make sure that **Mail and Post Items** is selected in the **Folder contains** drop-down box.
4. Select a location in the **Select where to place the folder** pane, and then click **OK**.

Moving Messages

1. Select the message (or messages) that you wish to move.



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2. Drag the messages to the appropriate folder or select **Move to Folder** from the **Edit** menu.

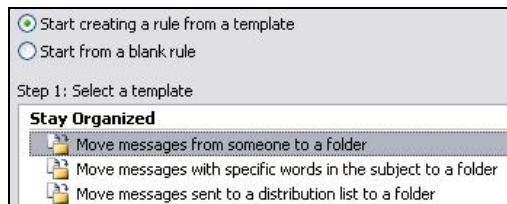
Moving Folders

1. Select the folder you wish to move.
2. Drag the folder to the new location or select **Move to Folder** from the **Edit** menu.

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 called "The Daily" in your Inbox or Personal Folder.
2. Next, select **Rules and Alerts** from the **Tools** menu.
3. When the Rules and Alerts window opens, click the **New Rule** button.
4. Make sure **Start creating a rule from a template** is selected.



5. In the **Step 1: Select a template** box select **Move messages from someone to a folder**.
6. In the **Step 2: Edit the rule description** box click the **people or distribution list** link, enter the address Dailyemail@buffalostate.edu in the **From** box, and click **OK**.
7. Return to the **Step 2** box, click the **specified** link, select The Daily folder that you created in the first step, click **OK** and then **Next**.
8. Continue to click the **Next** button until you get to the **Finish rule setup** window.
9. Enter a name for the rule in the **Step 1: Specify a name for this rule** box.
10. In **Step 2: Setup rule options** make sure place a check next to **Run this rule now on messages already in "Inbox"** and **Turn on this rule**, and click the **Finish** button.

Use the Organize utility to color code messages

The Organize utility can be used to change the color of messages you receive from a particular sender. For example, you may want all messages from your boss to appear in red so they stand out from other items in your Inbox.

1. Go to your **Inbox** and then select **Organize** from the **Tools** menu.
2. In the left portion of the Organize pane, click **Using Colors**.



3. In the **Color messages** drop-down list make sure the word **from** is selected.
4. The name of sender should appear next to the word "from." If not, click on a message in your Inbox from the sender.
5. Select the color from the drop-down list and click the **Apply Color** button.
6. All of the messages from this person should now appear in the color you selected.

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