

CTIS Connection

Information Technology Services at Purdue University Calumet

Cleaning up Your Inbox

It's been a common issue since the advent of the internet, e-mail storage space. Whether it's spam, pictures, class assignments, or just sheer volume clogging up your inbox, we've got some tips to help you manage your messy messages.

Quick tips

- Delete junk and irrelevant messages. Do not just leave them in your Inbox.
- After you read a message that does not require an action on your part, it should be deleted or filed immediately.
- Empty your Junk E-Mail daily
- Empty your Sent Items daily.
- Empty your Deleted Items daily. Items in your deleted mail still count towards your size limit.
- Check your Large Items folder. Large files can quickly eat up inbox space.
- Set the Deleted Items folder to automatically be emptied every time you close Outlook by going to Tools > Options > Other and then checking the box next to Empty the Deleted items folder upon exiting.
- Check your folder size. Go to Tools > Mailbox Cleanup > View Mailbox Size to help you find problem spot.

There are also ways to automate your mailbox to make maintenance easier. Next week we will be going over how to use these automations. As usual, if you have any questions, call 989-2888 option 2.

www.calumet.purdue.edu/ctis

Your feedback on our services is always welcome. Please send your comments to Customer Service Center at csc@calumet.purdue.edu.