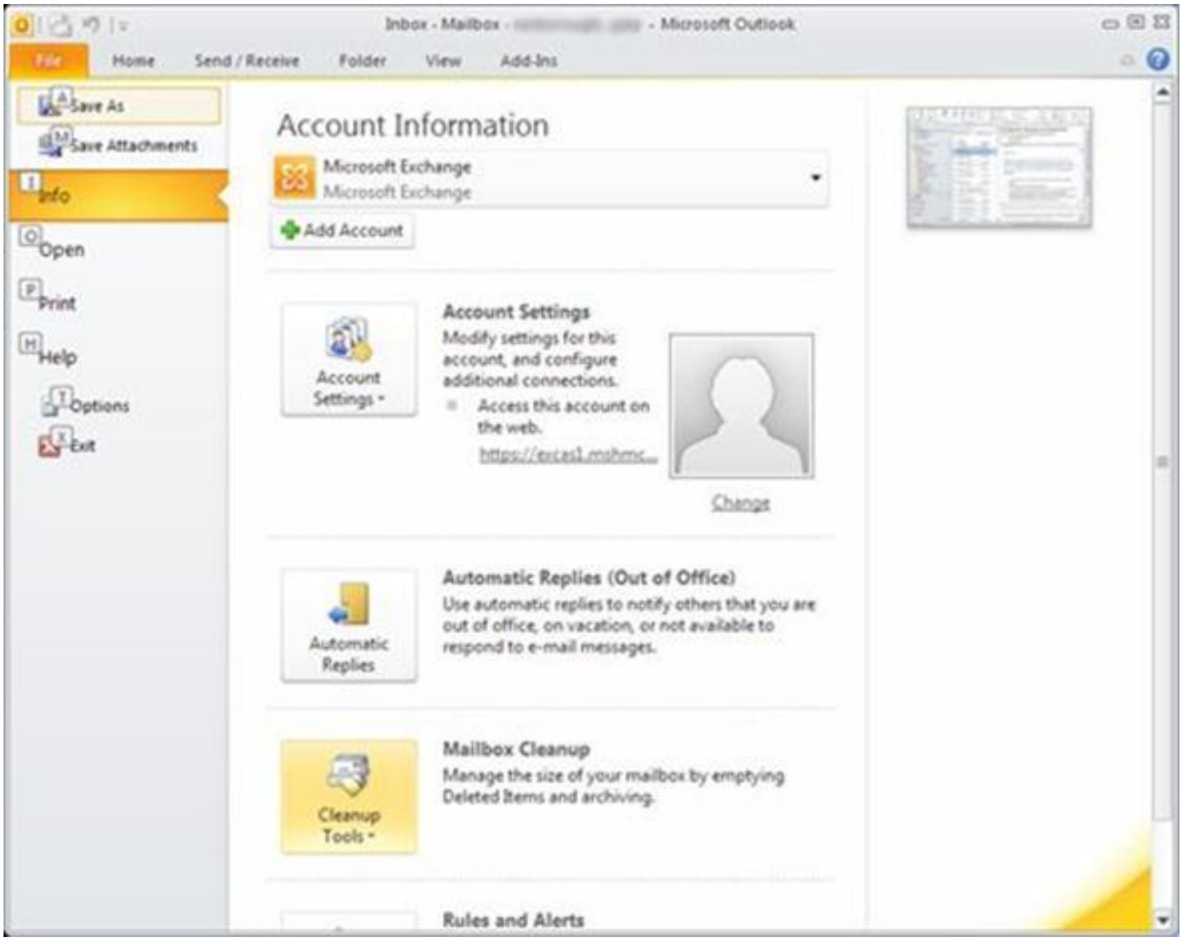
Mailbox Size Limits

Penn State Hershey does not limit the size of your mailbox or enforce any mailbox quotas. The current retention policy is to retain all email. During the initial e-mail migration, e-mails from March 6, 2010 or newer were migrated into Outlook. All GroupWise data has been migrated to Exchange.

If you are interested in cleaning up a large mailbox, you can use the Mailbox Cleanup tool.

1. Click on the **File** tab at the top of your Outlook client and then click on the **Mailbox Cleanup** button and choose **Mailbox Cleanup** from the drop down options.



Modify settings for this account, and configure additional connections.

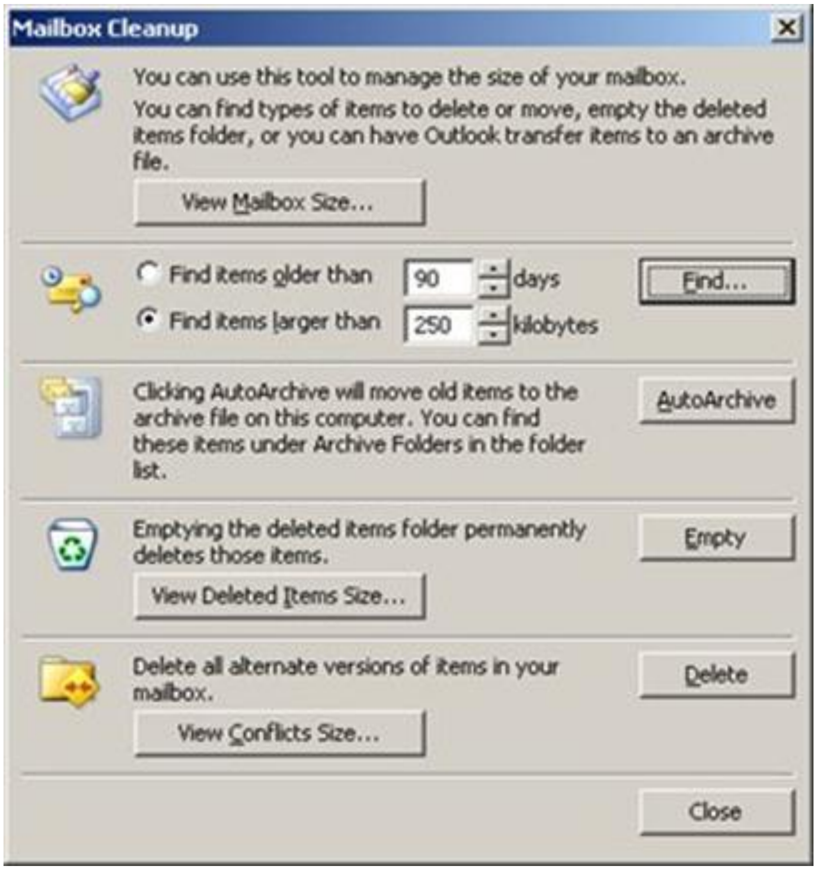
Access this account on the web.

https://excas1.mshmc...

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Manage the size of your mailbox by emptying Deleted Items and archiving.

2. A new window will open as in the below. Click on the top button that reads **View Mailbox Size**.



Mailbox Cleanup

You can use this tool to manage the size of your mailbox.

You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file.

○ Find items older than 90 days

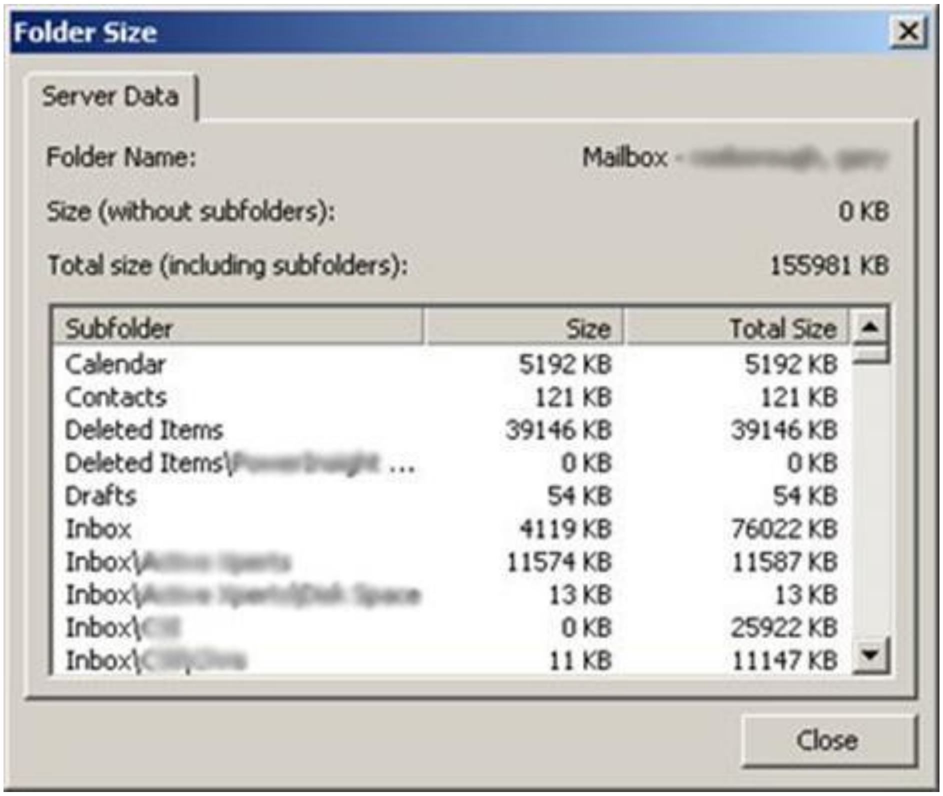
● Find items larger than 250 kilobytes

Clicking AutoArchive will move old items to the archive file on this computer. You can find these items under Archive Folders in the folder list.

Emptying the deleted items folder permanently deletes those items.

Delete all alternate versions of items in your mailbox.

3. This will open up a descriptive window showing your mailbox size along with each folder and all of their sizes. At the top of the window it shows the Total size.



Folder Name: Mailbox - [redacted]

Size (without subfolders): 0 KB

Total size (including subfolders): 155981 KB

Subfolder	Size	Total Size
Calendar	5192 KB	5192 KB
Contacts	121 KB	121 KB
Deleted Items	39146 KB	39146 KB
Deleted Items\[redacted] ...	0 KB	0 KB
Drafts	54 KB	54 KB
Inbox	4119 KB	76022 KB
Inbox\[redacted]	11574 KB	11587 KB
Inbox\[redacted]	13 KB	13 KB
Inbox\[redacted]	0 KB	25922 KB
Inbox\[redacted]	11 KB	11147 KB

4. Click on the **Close** button on both windows to exit out of this information.