Division of Student Affairs
Email Quota Practices / Guidelines

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Quota Rules:

- New Users start with 1GB mailbox
- Email warnings at 850MB
- Can no longer send email at 1GB
- Can no longer receive at 1.5GB
- Every January all users get 250MB yearly increase

Mailbox Organization:

Mailbox Folders

Mailbox folders should be set up for easy maintenance

Create Folders to file and organize your mail by:

- Month
- Category
- Year
- Billing cycle
- Project
- Subject
- Senders name

This will allow for easier ability to delete and archiving emails when no longer needed.

Use Filters and Rules to auto route email messages to folders.

Mailbox Rules

To set and manage rules:

1. Click the File tab.
2. Click the Manage Rules & Alerts.
3. In the Rules and Alerts dialog box, on the E-mail Rules tab, click New Rule.
4. Under Start from a blank rule, click either Check messages when they arrive or Check messages after sending.
5. Click Next.
6. Under Step 1: Select condition(s), select the conditions that you want to apply for the rule.
7. Under Step 2: Edit the rule description, click an underlined value for any condition you added and specify the value.
8. Click Next
9. Under Step 1: Select action(s), select the action you want the rule to take when the conditions are met.
10. Under Step 2: Edit the rule description, click an underlined value for any action you added and specify the value.
11. Click Next.
12. Under Step 1: Select exception(s) select the any exceptions to the rule and click Next.
13. Under Step 2: Edit the rule description, click an underlined value for any exception you added and specify the value
14. Click Next.
15. Under Step 1: Specify a name for this rule, enter a name.
16. Under Step 2: Setup rule options, select the check boxes for the option that you want.
    a. If you want to run this rule on messages that already are in the Inbox, select the Run this rule non on messages in "Inbox" check box.
    b. By default , the new rule is turned on. To turn off the rule, clear the Turn on this rule check box.

     c. To apply this rule to all email accounts set in Outlook, select the Create this rule on all accounts check box.
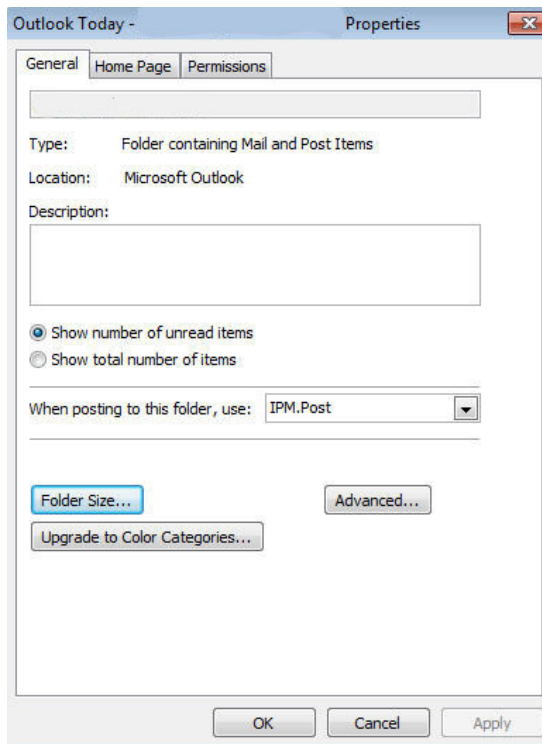
17. Click Finished.

Mailbox Size Monitoring:

There are two main ways to check mailbox folder size (Outlook 2010).

Using the Home tab in Outlook:

1. Choose Your Mailbox: Some users have several different mailboxes. Choose the one which you wish to check the mailbox size on and right-click on it.
2. Click on Data File Properties,
3. Click on Folder Size,

4. View Total Size: The number listed for total size(including subfolders) is your mailbox size. As a guideline, 1024kb = 1mb.
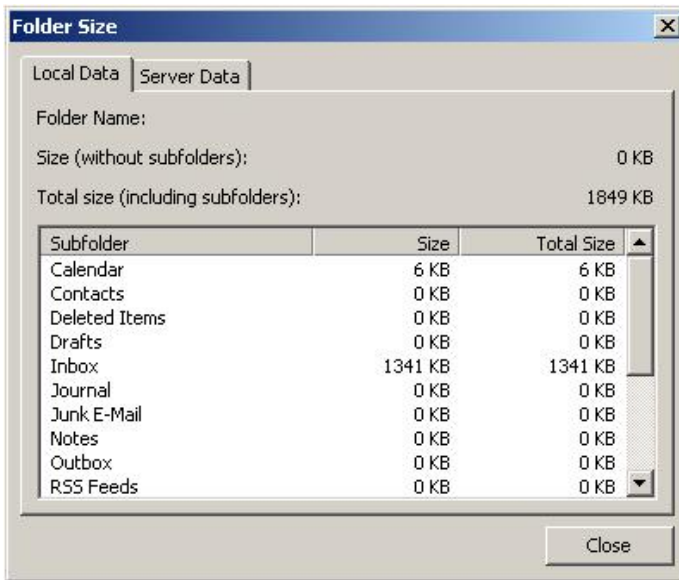
While checking your mailbox size, you can also check the size of your subfolders. This is helpful when you are nearing your quota limit and need to determine what folders are the bulk of your mailbox size and need to be trimmed down.

Using the File tab in Outlook:

1. Click on File tab,
2. Click on Info then click on Cleanup Tools,
3. Select Mailbox Cleanup from drop down box,
4. Click on View Mailbox Size.

5. The Total Size and size for Subfolders are listed.
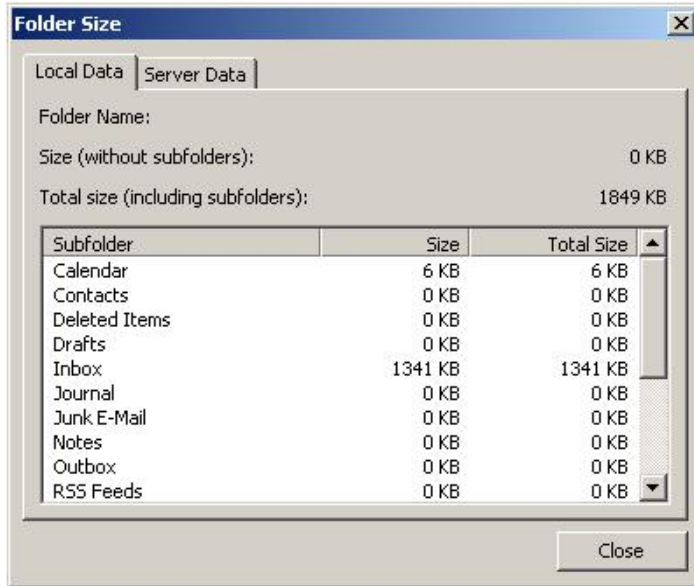
Deleting Email:

You should regularly delete unwanted emails but also you have to empty the deleted emails from the delete folder. You can either right click the delete folder and click empty folder or go to File - Mailbox Cleanup – Empty Deleted Items folder to achieve this.

Guidelines for Email Cleanup

Cleaning out old emails can improve your email performance, helps all email system users by reducing the demand on the server, and can reduce your risk of being included in open records requests.   Users that have a high volume of email, or those with especially large messages, both impact the overall performance of the mail system.

Email Cleanup Tips

- To delete more than 1 message at a time you have two options:
  - Click on one message, then hold down the control (ctrl) key while selecting others.
  - If they are all in a row, hold Shift, click on the top one, then click on the bottom one.
- Sort your inbox by the sender ('from' field).   This allows many users to see grouped messages from a certain senders that they may not need to keep.
- Sort your inbox by "Size." If the column doesn't exist add it.
- Consider deleting old 'sent mail' items that you sent to other people.
- Use the search folder for 'Large Mail'.   This allows you to see and potentially delete the largest items.
- Create a search folder for 'old mail' that automatically identifies old items.

o Right-click the Search Folders and create a new folder:

o Scroll down and choose 'Old Mail'
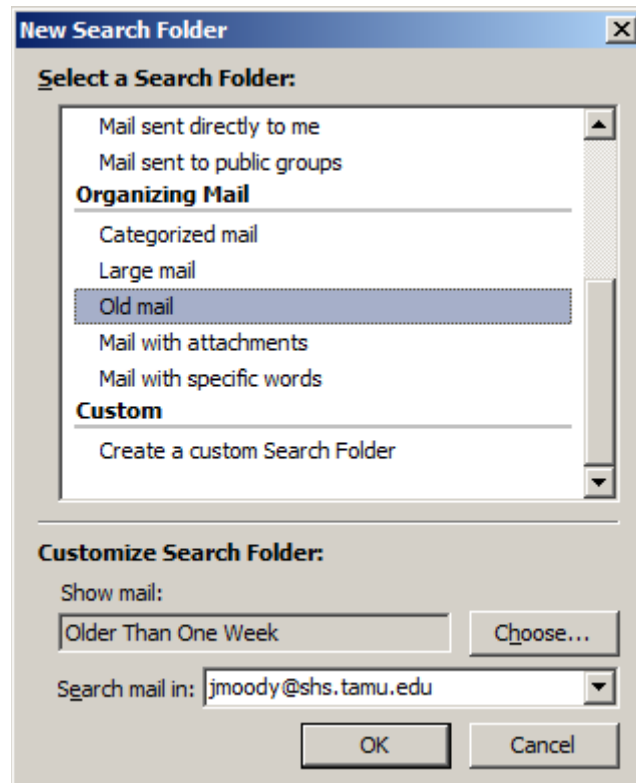
o You can set this to be a certain number of months and all your old mail will be seen in this folder. You can then delete those items you no longer need.

Archiving:

Archiving is a feature that allows you to save emails to your computer's hard drive or share folder. Archive emails you no longer need but don't want to delete. There are several ways to move messages to an archive location.

- Manual Archiving - This method takes more time than automatic archiving but it gives users more control over what and when items get archived.
- Archive using Filter/Rules -You can automate your email filing process using filter rules once you are familiar and comfortable with Manual Archiving. Go to Files-Rules and Alerts in Outlook and use the above mentioned "**To set and manage rules**" under the Organization heading.
- Automatic Archiving using Advanced Feature - If you prefer to archive your messages by date, set up AutoArchive automatically to move email older than a specified time to an archive location on your computer.

(Outlook Email Clients support the AutoArchive feature. Apple Mail and Outlook's Web interface/OWA do not.)

Archiving Defaults

o   AutoArchive is turned off.
o   The default age for AutoArchive inbox emails is 6 months.
o   AutoArchive deletes your message after archiving it.

Manual Archiving

1) Select the File tab
2) Select the Cleanup Tools button.
3) Select Archive from the cleanup tools drop-down menu.
4) Select the "Archive this folder and all subfolders" option.
   a.   Select the folder you want to archive, all subfolders will be included.
   b.   Select a date from the "Archive items older than:" list.
   c.   If you do not want to save your items by the default .pst file use the "Browse to create a new .pst file under the "Archive file" section. This action will append your latest items to the file. It is recommended to save your .pst file in your shared drive folder for data security and remote access.
   d.   Click OK

Automatic Archiving

If you prefer to archive your messages by date, set up AutoArchive automatically to move email older than a specified time to an archive location/local folder on your computer. (Outlook Email Clients support the AutoArchive feature. Apple Mail and Outlook's Web interface/OWA do not.)

Archiving Frequency

You can change how often AutoArchive runs, specify the Outlook data file (.pst) used to store archived items, and choose when items in your Outlook folders are subject to being archived.

1) Click the File tab.
2) Click Options.
3) Click Advanced.
4) Under AutoArchive, click AutoArchive Settings.
5) Select the Run AutoArchive every *n* days check box, and then specify how often to run AutoArchive.
6) Select any other options that you want. You can choose to have old items deleted automatically at AutoArchive.

AutoArchive

☑ Run AutoArchive every `14` ⇅ days
☑ Prompt before AutoArchive runs

During AutoArchive:

☐ Delete expired items (e-mail folders only)
☑ Archive or delete old items
　　☑ Show archive folder in folder list

　　Default folder settings for archiving

　　　Clean out items older than `6` ⇅ `Months` ▾

　　　◉ Move old items to:

　　　　`C:\Users\rachel\Documents\Outlook Fil` [Browse...]

　　　○ Permanently delete old items

　　　[Apply these settings to all folders now]

To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.

[OK]　[Cancel]