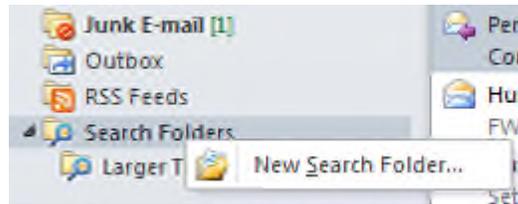


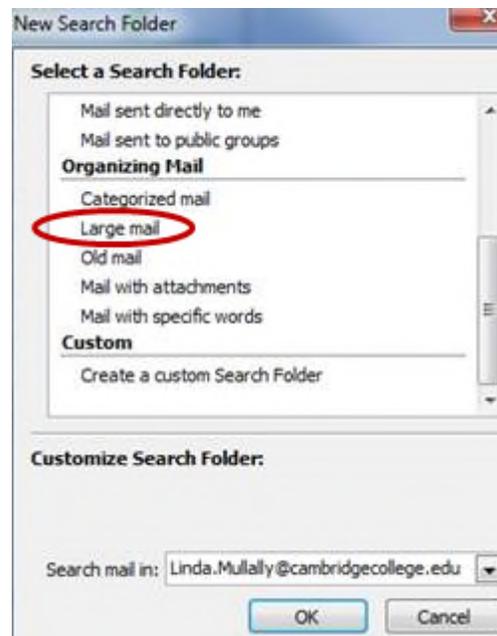


## Deleting Large E-Mail Files

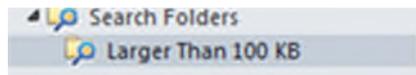
- 1.) Within Outlook, right click the "Search Folders" option in the left-hand column of the Outlook application. Select "New Search Folder".



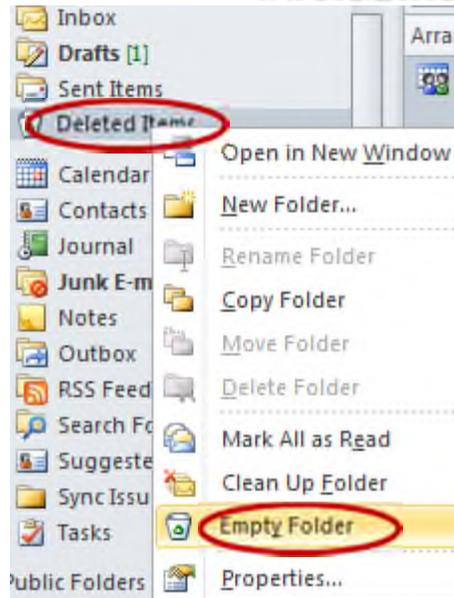
- 2.) Scroll down on the pop-up window and select "Large Mail".



- 3.) Select the "Larger than 100KB" Folder that appears under the "Search Folders" option.



- 4.) Please look through the results of this search and delete all appropriate e-mails.
- 5.) After deleting all applicable e-mails, please right click the "Deleted Items" folder, and select the "Empty Folder" option from the list that appears. This will permanently delete all e-mails in the folder.



As always, if you have any questions or need technical assistance please place a request through the eHelpdesk system at <https://helpdesk.cambridgecollege.edu> or call our Helpdesk at 617-873-0159, or toll free at 1-800-877-4723 x1159.