



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".

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

elect a Search Fok	ier:	
Mail sent directly Mail sent to publi Organizing Mail	to me c groups	
Categorized mail		
Large mail		
Old mail		
Mail with attache	nents	-
Mail with specific	words	=
Custom		
Create a custom	Search Folder	4
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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 <u>https://helpdesk.cambridgecollege.edu</u> or call our Helpdesk at 617-873-0159, or toll free at 1-800-877-4723 x1159.