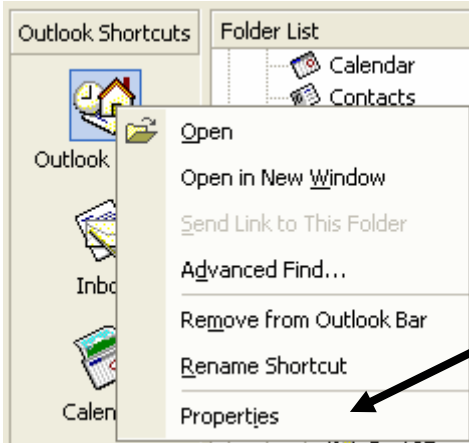


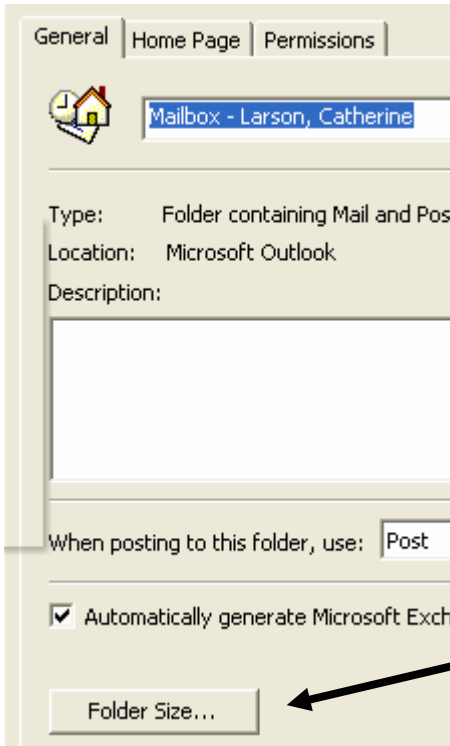
## Creating Personal Folders – Managing e-mails with Outlook

You have received ‘YOUR MAILBOX IS OVER THE LIMIT!’



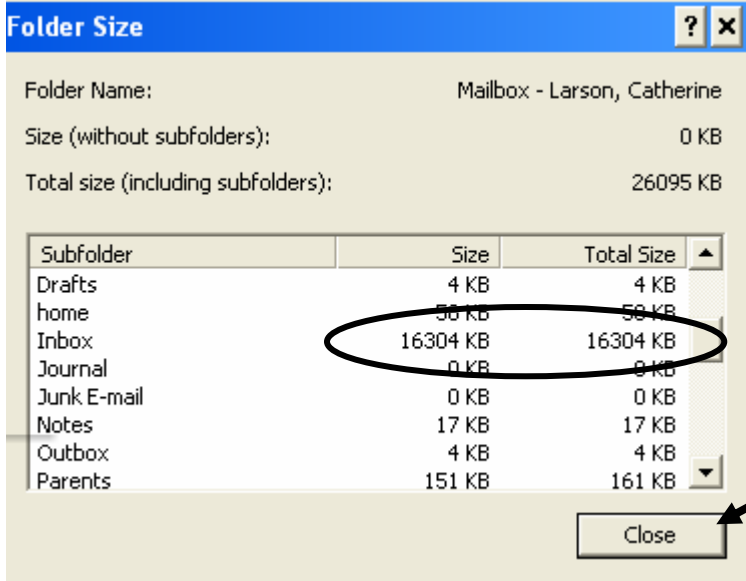
RIGHT CLICK on “Outlook Today”

And select “Properties”



CLICK on “Folder Size”

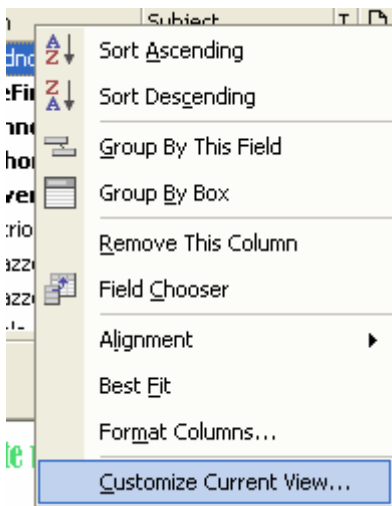
## Creating Personal Folders – Managing e-mails with Outlook



Check the folder with the largest "Total Size"

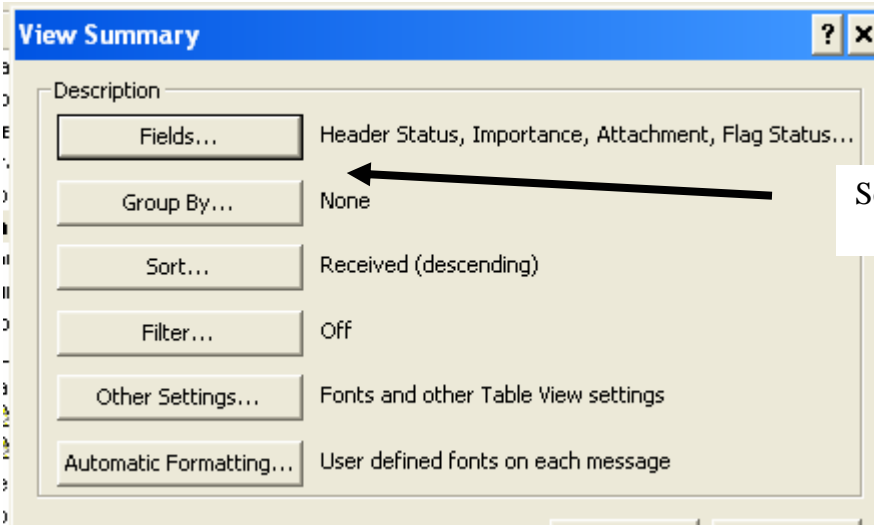
Then Close

Another way to see your largest emails is to view the file size in the folders

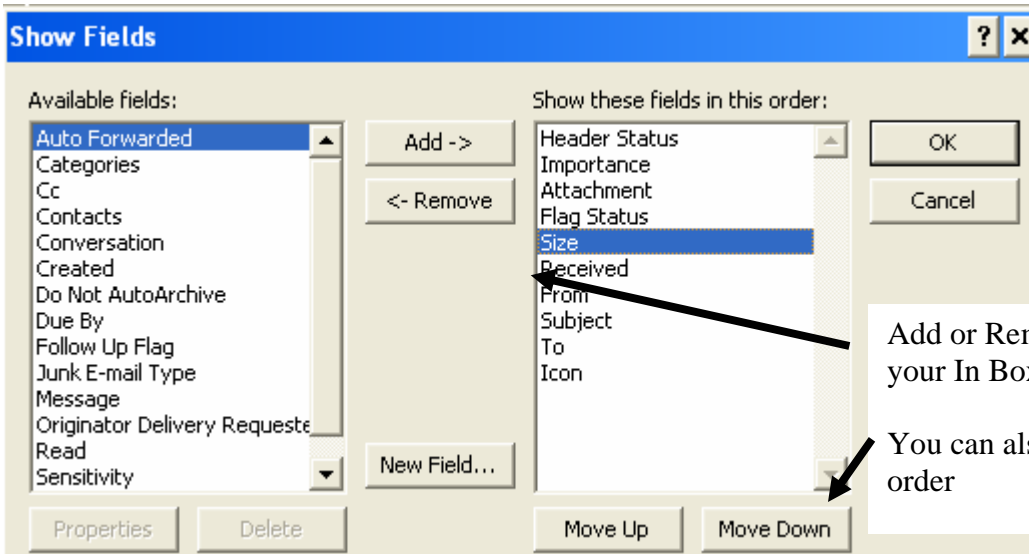


Right Click on your "In Box" menu and select "Customize Current View"

## Creating Personal Folders – Managing e-mails with Outlook



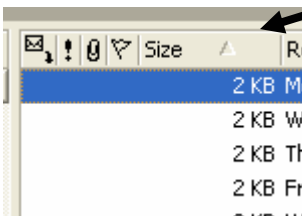
Select "Fields"



Add or Remove any "Fields" from your In Box menu.

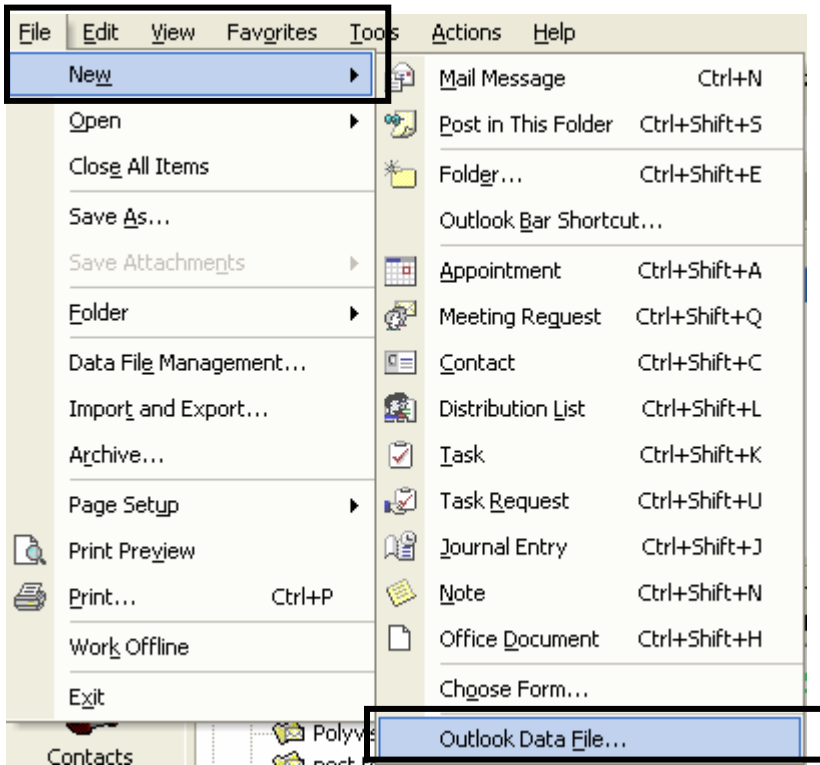
You can also arrange these in any order

Now you can "Sort" your In Box by size. Notice the arrow. You can sort ascending or descending

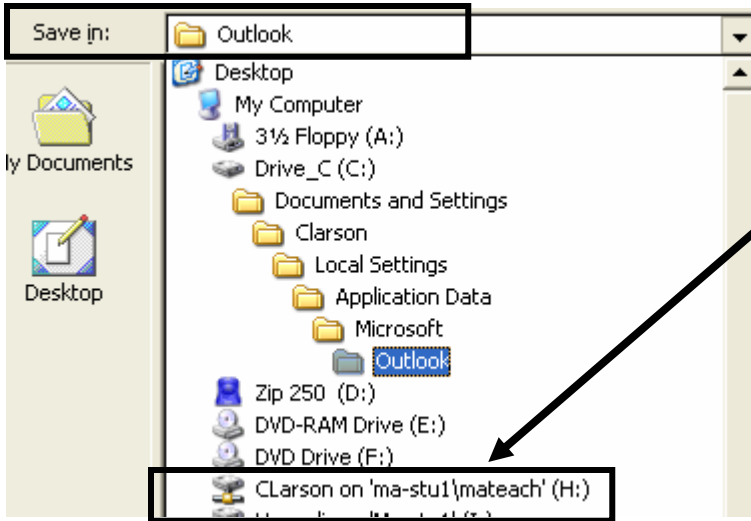


## Creating Personal Folders – Managing e-mails with Outlook

### Create A Personal Folder

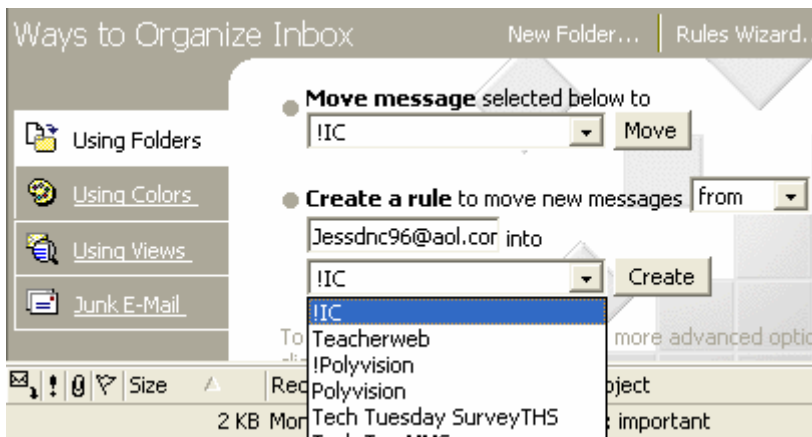
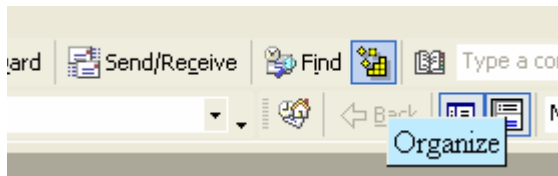


## Creating Personal Folders – Managing e-mails with Outlook



**This is IMPORTANT! Choose your HOME DIRECTORY – NOT THE C-DRIVE!**

## Create Rules



## Creating Personal Folders – Managing e-mails with Outlook

### Show Folder List

