

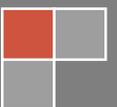
2013

# Mailbox Cleanup before Office 365 Migration

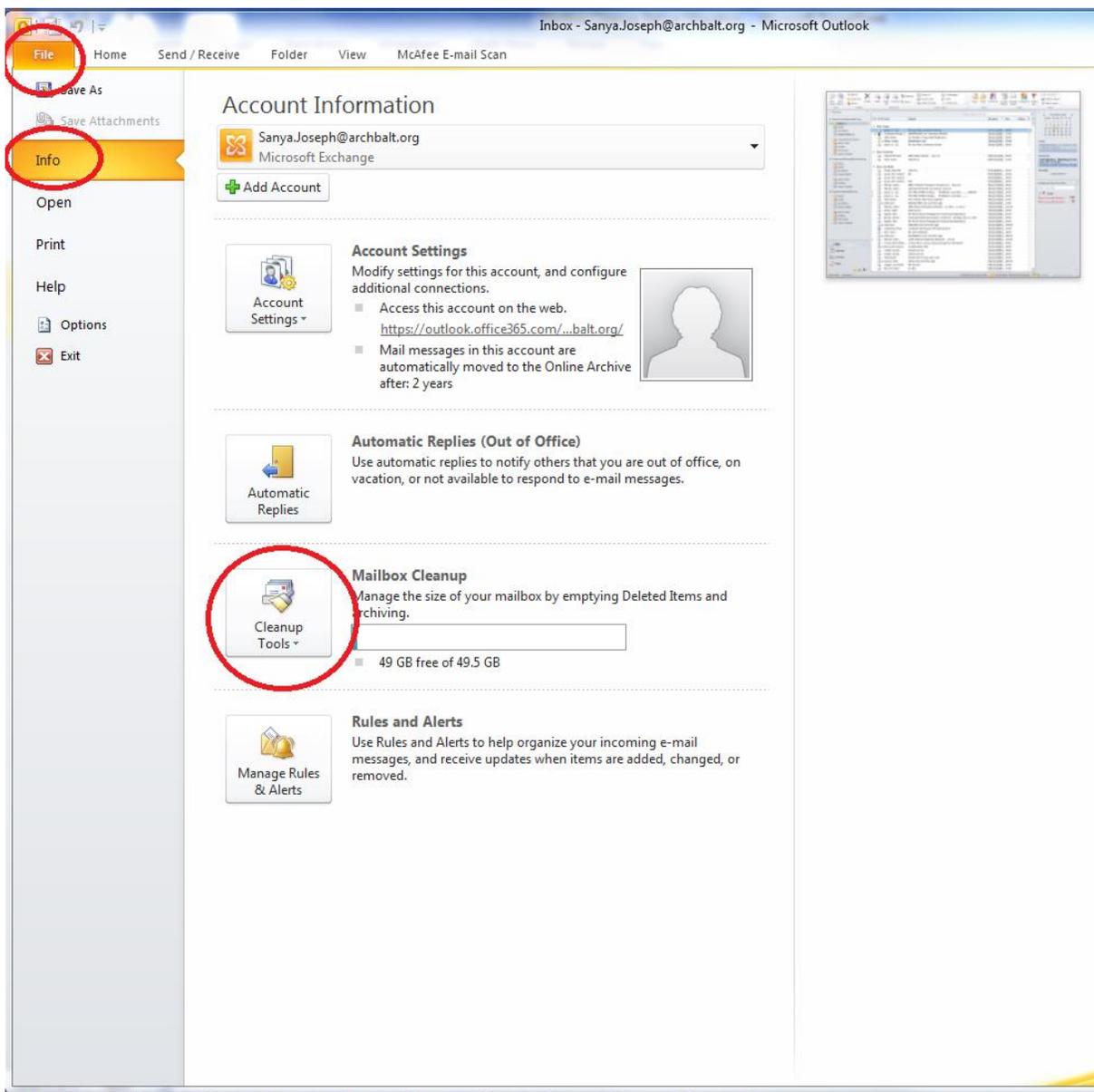
## Archdiocese of Baltimore Division of Information Technology

### Outlook 2010

The information enclosed will assist you with verifying the amount of storage space being used within your Outlook 2010 mailbox and provide instructions on how to clean up in preparation for migration.

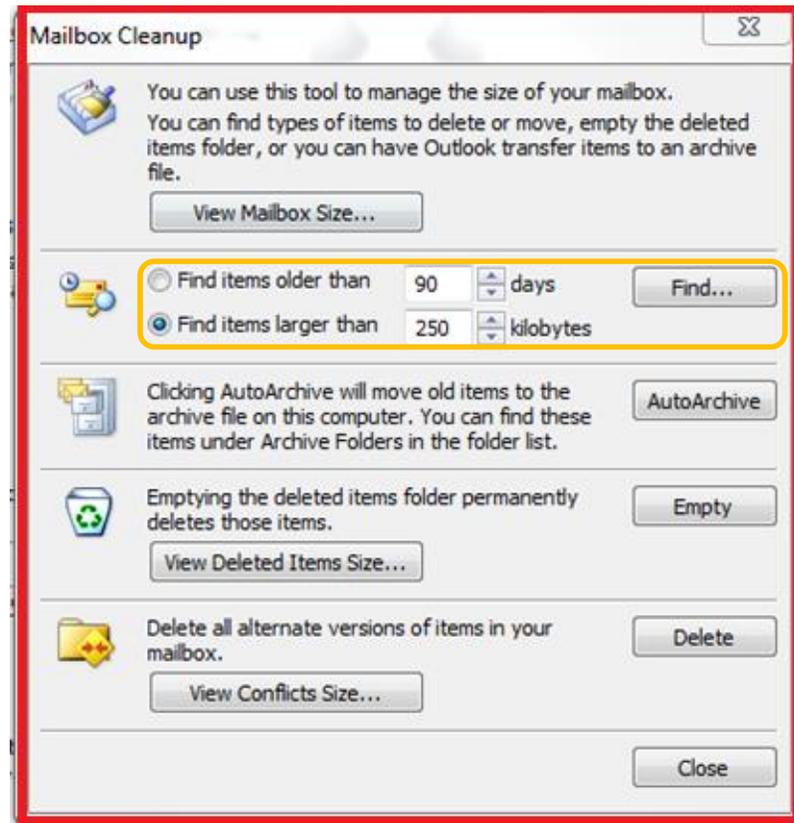


# Locating the Outlook 2010 cleanup tool



- Open Outlook 2010.
- Click File in the upper left corner, select the Info tab on the left, click the Cleanup Tools button.
- Select Mailbox Cleanup from the drop down list.

## Finding messages that should be cleaned up.



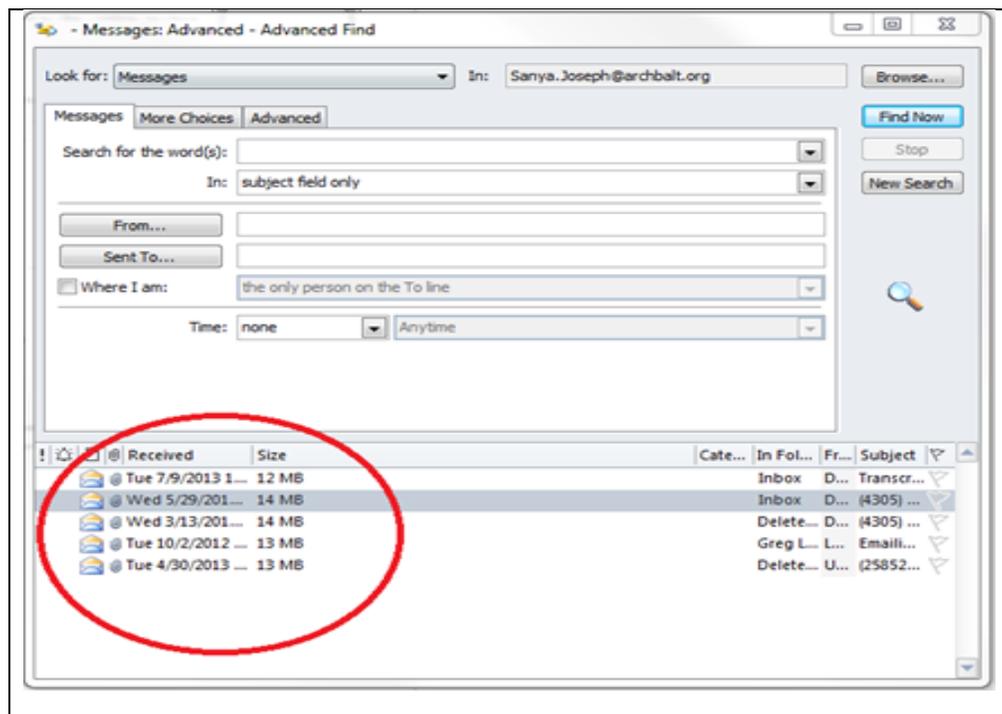
- Select the bullet to find items older than a specific number of day or larger than a specific size, enter your value in the respective field and click Find.

### Notes:

- **All email messages greater than 25000 kilobytes must be removed from your mailbox before it can be migrated to Office 365.**
- While many users like to maintain old email for historic reference not all messages should be retained. Review all messages older than 365 days to determine their true historic value.

## Cleaning up your e-mail

- Scan through all of the emails that appear from your filtered search.
- Right click and delete or press the delete key for the highlighted items.
- You can double click a message to review it, then delete to remove it.
- Save attached documents outside of e-mail then delete any messages that are over the 25,000 KB limit.



## Saving Email Attachments

- Double Click an e-mail to open it.
- Right click the attachment and select Save As
- Select the location where the attachment should be saved.
- Deleted the email with the attached file or remove the attachment from the email by right clicking on the attachment and selecting Remove Attachment.

For assistance with cleaning up your mailbox Contact the Archdiocese of Baltimore Division of Information Technology at 410-547-5305 Option 1 or [helpdesk@archbalt.org](mailto:helpdesk@archbalt.org)