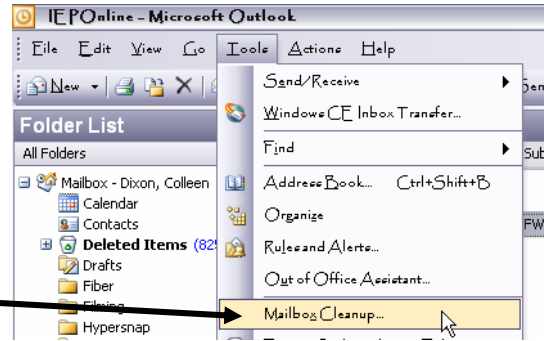


Copy E-mail Before Deleting

E-mail can accumulate quickly and at some point the user will want to delete messages.

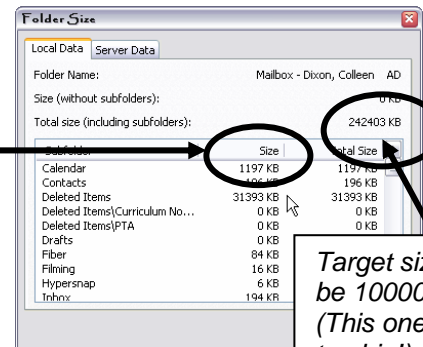
1) To determine the size of folders in Outlook, go to the **Tools** menu and click **Mail Cleanup**.



2) When the Mailbox Cleanup window opens, click <View Mailbox Size...>

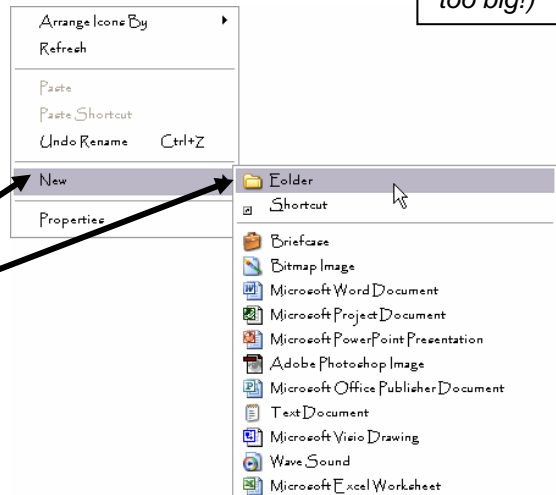


Each folder in the user's Outlook account will be listed along with the size of the contents in the folder.



Users often want to save some e-mails for future reference before removing them from Outlook. To do so, follow these steps:

1) Right-click on the Desktop of the computer to open the **Desktop** menu.



2) Scroll to **New** and click **Folder**.

Copy E-mail Before Deleting

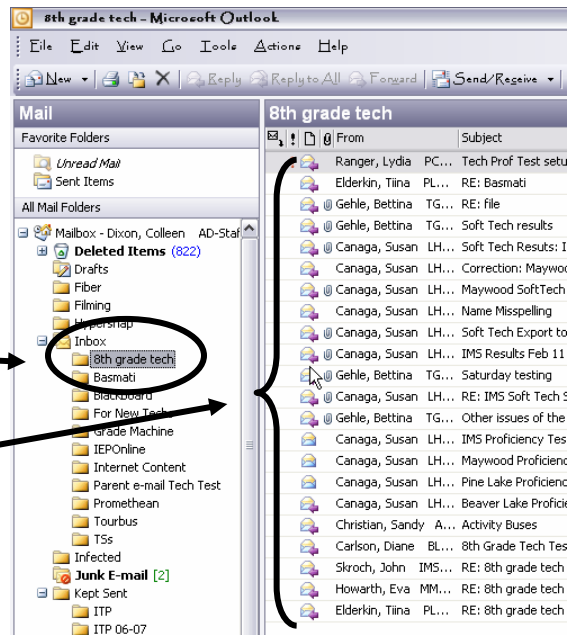
A new folder will be placed on the Desktop.

3) Rename the folder:



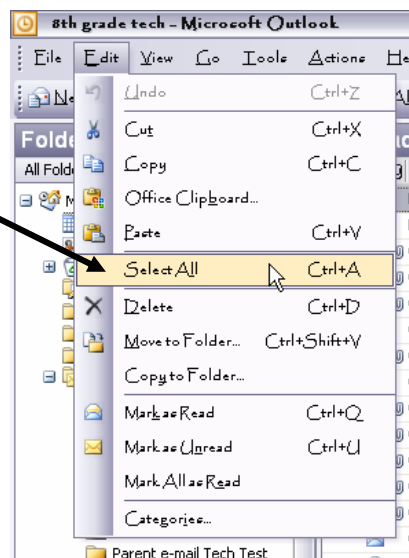
4) Open Outlook.

5) Open the e-mail folder containing the mail to copy.



The e-mail messages will be in the right pane.

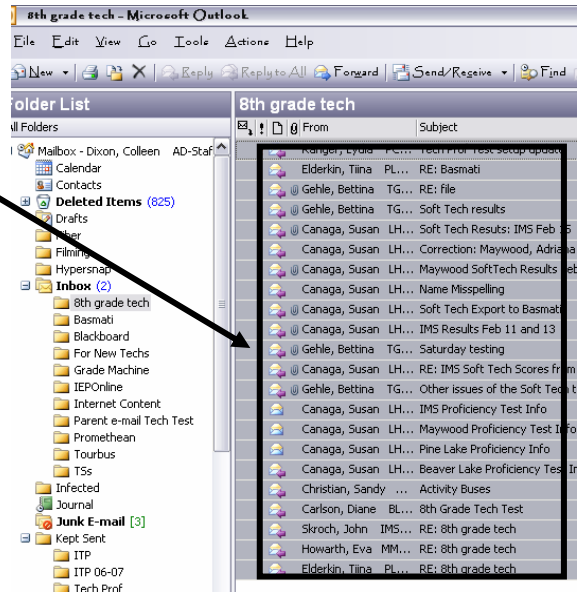
6) Go to the **Edit** menu and click **Select All**.



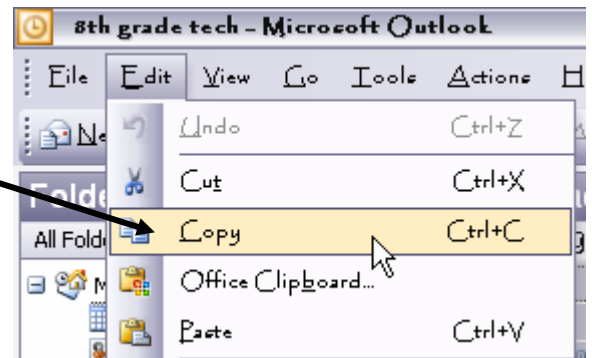
Copy E-mail Before Deleting

All e-mail in the folder will be selected.

(If all of the e-mail are not wanted, individual e-mail can be selected by holding down **<Ctrl>** and clicking only on the desired e-mail before going to step 7.)

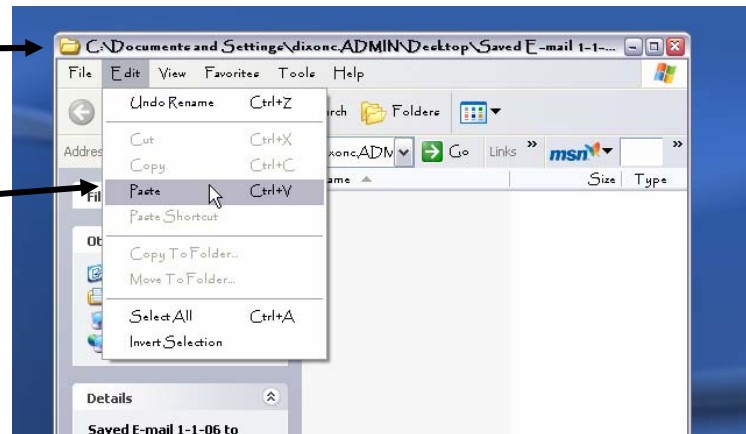


7) Go to the **Edit** menu and click **Copy**.



8) Open the folder on the Desktop made for Step 1.

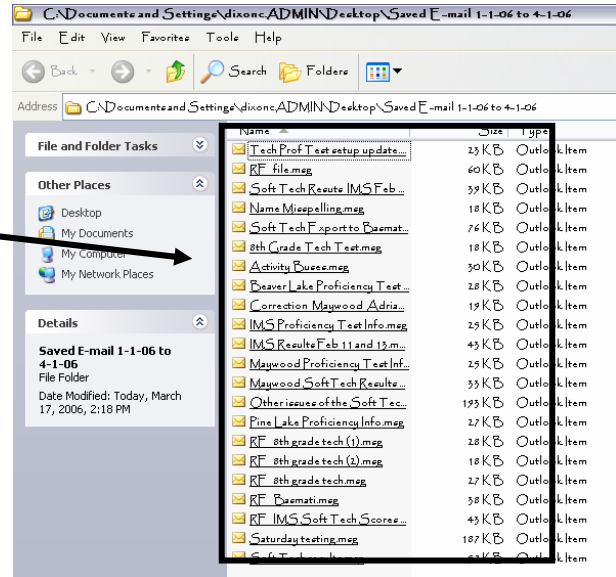
9) Go to the **Edit** menu and click **Paste**.



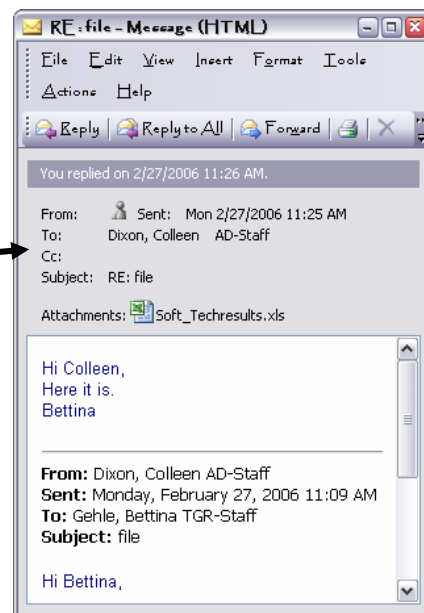
Once **Paste** is clicked, **wait** until the e-mail is copied into the Desktop folder. The more items being copied the longer it will take to copy so patience may be needed.

Copy E-mail Before Deleting

The e-mail messages will be copied into the folder on the Desktop.



When opened in the folder, each e-mail will open look exactly as it did in Outlook. The e-mail will also have any attachments originally included.



10) The user should then move the folder from the Desktop to the sever for safekeeping.

11) The e-mail copied from Outlook may then be deleted.