**Mailbox cleanup**

The organization is moving from Exchange Server (local/network) to Exchange Online (cloud/Office 365). It is still a best practice to reduce the number of items in Outlook for a smoother transition. The cleanup involves three primary tasks: Filing e-mails in the appropriate EMS folders. Deleting/purging emails that have no public records implications. Export emails (personal) that are not needed for historical reasons to PST.

**1. Mailbox Cleanup**

The best place to start is to open the **Mailbox Cleanup** tool. In Outlook, choose **File > Info > Cleanup Tools > Mailbox Cleanup**.

* First, choose the **View Mailbox Size**option, which scans the size of your mailbox and all of the subfolders. This is a great way to target which folders are the biggest contributors to your large mailbox so you can clean these up first.
When connecting to Exchange, you will see a **Local Data** and **Server Data** tab. Only look at the **Local Data** tab; cleanup changes you make will automatically take place on the server as well.
* Next, pick the options to **Find** older or larger items which you can delete directly from the results to clean up the Outlook mailbox size.
* Finally, check the size of the **Deleted Items** folder and **Empty** the folder if you want (specific options detailed below as well). If available, one option is to view and delete multiple versions of items in our mailbox.

**2. Empty Deleted Items**

* To manually clear deleted items, locate and right-click the **Deleted Items** folder and click **Empty Folder** on the shortcut menu (**Empty “Deleted Items” Folder** for Outlook 2010).

**3. Save and Remove Attachments**

Attachments in email messages are responsible for a bulk of the space used in your Outlook mailbox. Depending on the email communication, one option is to save the attachment and then to remove the attachment from the original message. This requires extra steps yet may help slim down the size of your Outlook mailbox:

* Open the message.
* Right-click on the attachment and then pick **Save All Attachments**. On the other hand, select **Actions** from the **Message** tab. Then pick **Other Actions > Save All Attachments**.
* Next, locate and select the folder where you want to save the file(s) and pick **save**.
* The above guidance only applies to internal emails and does not apply to emails received from external entities. Emails received from external entities (such as registered sources) should never be altered.

**4. Removing Calendar Entries in the List View**

* Open your Calendar.
* Click the **View** tab.
* Click **Change View.**
* Choose **List**.

Note: The calendar items are sorted by the start date.  They will be sorted by single events and recurring events.   You can sort the calendar items by any of the headings listed:  SUBJECT, LOCATION, START, END, RECURRENCE PATTERN, CATEGORIES.

* To delete a range of Calendar entries, **click on the first entry** to delete. Hold down the **Shift key and click on the last entry**in a given range to delete. For example, you could delete all entries older than January 1, 2013.
* Press **Delete**.
* Repeat Steps 3 and 4 as needed to delete additional Calendar entries.
* Click the **View** tab.
* Click **Change View**
* Choose **Calendar**.

**Reset the List View to Default**

* Click the **View** tab.
* Click **Reset View**.
* Click **Yes**.