

Is your Mailbox a mess?

Do you find yourself wasting time looking for emails?

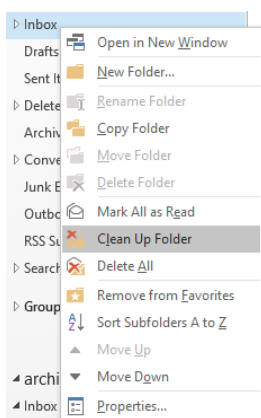
**LET'S CLEAN IT UP!**

STEP 1: Use the Outlook cleaning tool

**What does it do?**

- removes redundant emails,
- moves redundant messages to deleted folder for review before permanently deleting,
- cleans out email boxes quickly.

**How do I use it?**

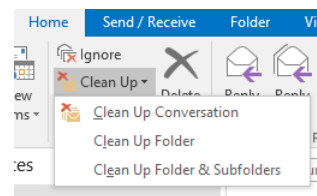


**Option A**

1. Right click on the folder you want to clean
2. Select **Clean Up Folder**
3. The Clean Up Folder box will appear reminding you that the files will be sent to Deleted Items
4. Click **Clean Up Folder** button

**Option B**

Click Folder tab in the top menu and then **Clean Up Folder**. This gives you the option to clean up sub-folders



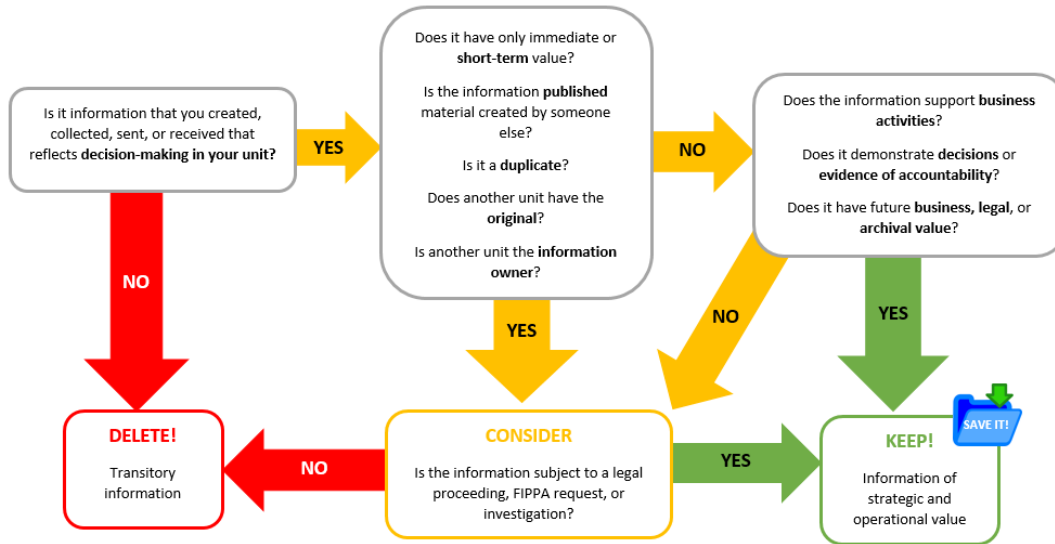
STEP 2: Know what to keep (and delete what we don't need)

**It's what's on the INSIDE that counts!**

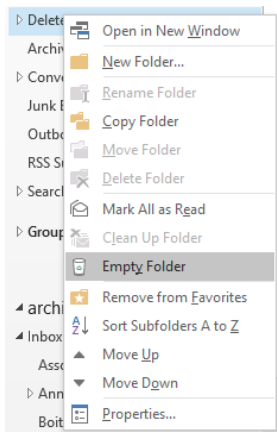
- Read the email and discover its **content**. What is the email about?
- We only need to keep emails that have **OPERATIONAL AND STRATEGIC VALUE**
- Emails that contain **TRANSITORY** information can be deleted.



Need help deciding on what to keep?



STEP 3: Delete your deleted!



**Empty your deleted folder regularly**

Right click on the Deleted Items folder.

1. Click **Empty Folder**.
2. Click **Yes** to continue

If you need something after it's been deleted:

1. Click on the **Deleted Items** folder.
2. On the Home tab, click **Recover Deleted Items from Server**



MORE INFORMATION?  
QUESTIONS?

Contact the Information and Archives Management Team.

