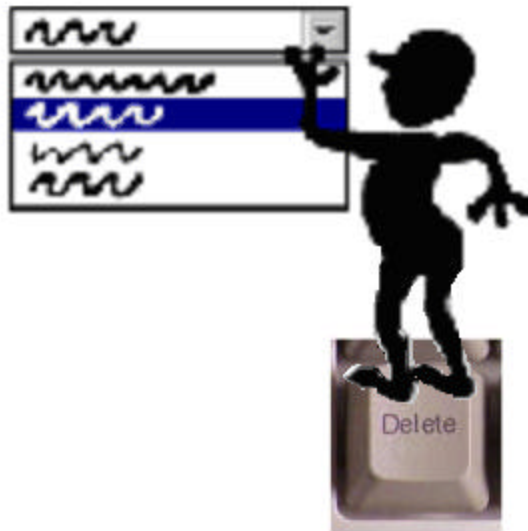


Deleting Unwanted Emails



Ruth K. Smith

Instructional Design Technician
Thomas Nelson Community College
Diggs Hall, Room 159

Phone: (757) 825-2807

E-mail: SmithRu@tncc.vccs.edu

Web: <http://tncc.vccs.edu/faculty/Smith>

Following are some tips for deleting emails:

You can sort your email by the column headings by simply clicking on the column heading.

You can find email from specific people or that contain specific words by using the Find tool.

Try to delete emails that you don't want to save immediately.

You can select multiple email messages at a time. To select a block of emails, click on the first email, hold the **Shift** key down, and click on the last email. To select random emails, click on the first email, hold the **Command** key down, and click on each email to be selected.

A copy of every email you send goes in the Sent Items folder. This folder can become very large.

Attachments can take up a lot of space. If you want to save an email, but don't need the attachment, you can remove the attachment. To remove, **double-click** on the message to open it, **Control-click** on the attachment, and choose **Cut**. When closing the email, you'll need to save it.

Emptying the Deleted Items Folder

Everything that you delete in Outlook is moved to the Deleted Items folder. To empty the deleted items folder:

1. **Tools** menu
2. Choose **Empty "Deleted Items" Folder**

How to Get Rid of Space-Stealing Files in Outlook

When it's time to clean up their mailboxes, most people have trouble finding and deleting the messages that take up the most space, such as those with large attachments. Here's a fast way to expose the space stealers hiding in your Outlook folders.

To create a customized search file in Outlook:

1. On the **Tools** menu, click **Advanced Find**, and then click the **More Choices** tab.
2. In the **Look for** box, click **Messages**.
3. In the **Size** list, click **greater than**, and then type a number such as 500 (for files that are 500 kilobytes or larger).
4. Select the remaining search options you want, and then click **Find Now**.

When the search is complete, you can save it as a shortcut. Here's how: Click **Save Search** on the **File** menu of the Advanced Find dialog box and save it somewhere you can find it easily later, such as your desktop. Then, the next time you want to run this search, just double-click the shortcut.