

## **Email Hygiene & Disk Space**

Below are some guidelines on how to reduce the amount of space taken up by emails and documents. Email folders can very quickly become extremely large if not regularly cleaned up. This takes up space unnecessarily on your server and can make searching and looking through emails slower.

### **1. Check general size related information in your email account**

You can go to the "Tools" menu and select "Mailbox Cleanup", here you can see your mailbox size and view large and older emails. Emails with attachments are particularly good at taking up lots of space.

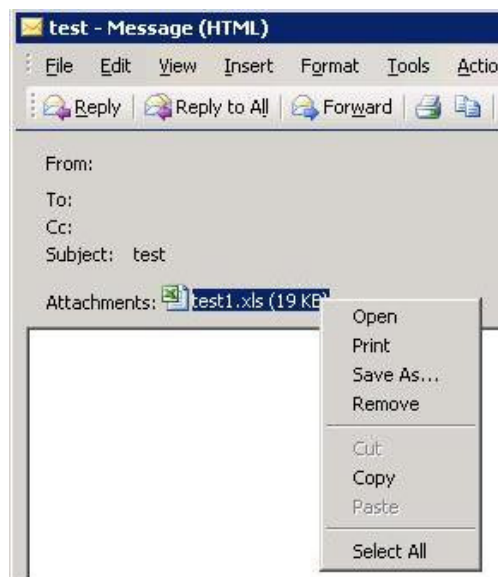
Delete any emails you do not need to keep and empty the "Deleted Items" folder daily.

### **2. Do not use attachments on internal emails**

Instead send a link to the document location or path. For example if the file is in "P:\Company Policies & Procedures\" you can add this path to the email as follows:

- Copy the path you wish to send from the top of the windows explorer where the file is located.
- Create a new email and click in the body of the email where you write your message.
- Click on the "Insert" menu at the top of the email and select "Hyperlink"
- In the box that appears click on "Type" and select "Other"
- Paste the path into the "URL" window
- Click OK

### **3. Save & delete attachment from emails**



If the attachment does not need to be saved it can just be deleted. At the top of the email you will see any attached file(s) next to "Attachments". If you need to save the attachment: right click on the file(s) and choose "Save as". An explorer window opens and lets you choose a place to save the file. You can then delete the attachment by opening the email (double click on it) then right clicking the attachment and choosing "remove" to remove the attachment. Close the email and you will get a dialogue box asking you to confirm you want to save the email without the attachment.

#### 4. Use a clear folder structure to avoid saving duplicate copies of documents

If a user goes to save an email attachment related to a certain category, they can easily see that someone else has already saved the same attachment, and therefore do not need to save it again. Use the file structure rather than saving into "My Documents" whenever appropriate.

#### 5. Use 150dpi (monochrome or black and white) when scanning documents

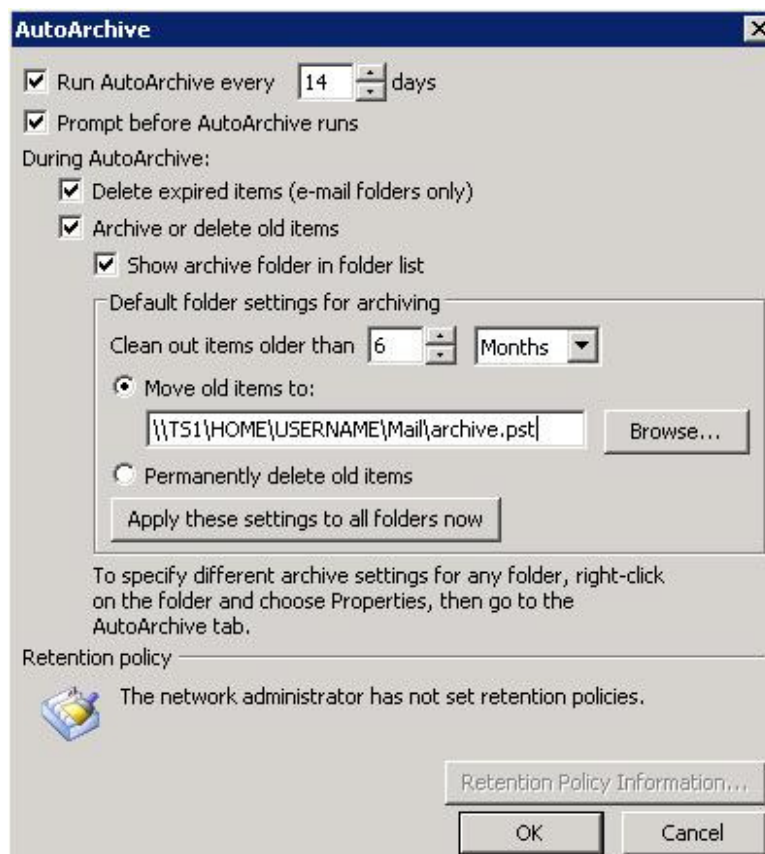
A compressed format such as PDF or JPG should be used (ideally PDF) and the resolution for standard scanned documents (just to capture the text) should be monochrome 150dpi. This is perfectly adequate for reading on a screen or printing at standard size. Colour scanned documents at higher resolution can take up very large amounts of space.

#### 6. To globally configure Outlook's AutoArchive feature

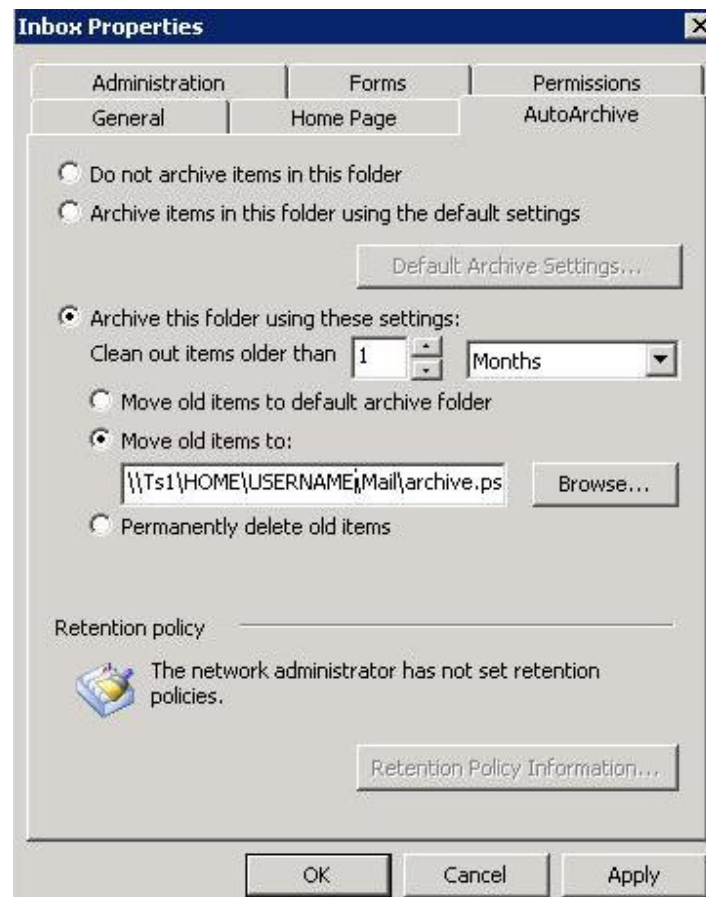
Archiving and compacting (see point 7) can be performed every few weeks. However, running them more frequently than this should be avoided.

In Outlook, select: Tools>Options>Other tab>AutoArchive button, and use the settings you prefer.

For example: archive weekly, and save to the "archive.pst" file in the "Mail" folder within "My Documents" Archive files can then be removed/downloaded every few months and stored on CD/DVD. Example autoarchive settings:



You can also set individual folder's AutoArchive properties, right-click on the folder, choose Properties, click the AutoArchive tab, and implement the settings you prefer. Remember that you'll have to repeat this process for each individual folder you want to archive, you will only have to do this once though.



## 7. Compact the PST files

This can be run every few weeks, but running more frequently should be avoided.

Right-click the top level folders in Outlook's folder list (such as "Mailbox" or "Archive Folders") and select Properties for that folder. In the window that appears click the Advanced button, then click the "Compact Now" button. Compacting may take some time, depending on the size of the archive PST, so do not interrupt it. When done, click OK.

## 8 Older documents/files can be taken off the system

Download older/no longer needed files to a local PC and burn to CD/DVD.