

Deleting Emails by Size

You may have some gigantic emails lurking around. Click on the top mail column heading and choose Arrange By: Size

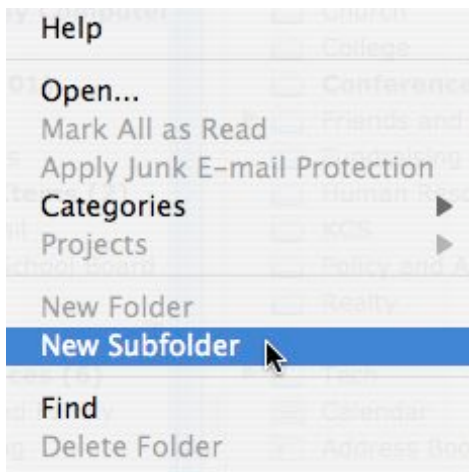
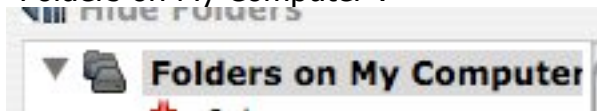


If you currently do not have a column labeled "size".

1. Have Entourage open. Go up and click on "View"
2. Choose the "Columns" choice and then choose "size" and you will have a column with the heading "size" and be able to sort your emails and find the REALLY big ones and maybe delete some of them!!

If you have anything that is designated as Enormous, Huge, Very Large, or Large, delete them! Make sure to check your Inbox, other folders you have created, and your Sent Items.

If the information is something you really want to keep, add a subfolder to the "Folders on My Computer" section in Entourage and copy it there before deleting it. If you have trouble adding a subfolder, just drag it to the Inbox folder under "Folders on My Computer".



Most important, remember to empty your deleted items when you are done! To empty them, right-click (ctrl+click) on your "Deleted Items" folder and choose "Empty Deleted Items".