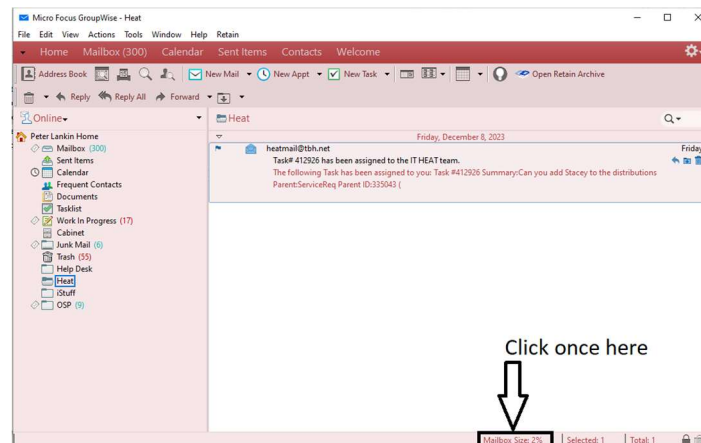


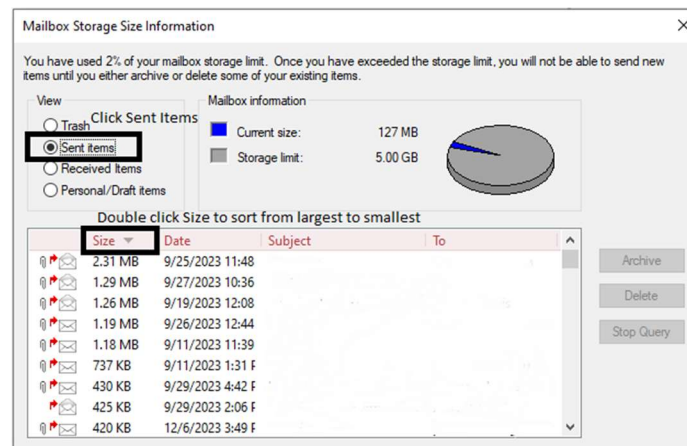


# Reducing Your Mailbox

Step 1. Select **“Mailbox Size”** located along the bottom right of your mailbox. This will open the Mailbox Storage Size Information window.



Step 2. Under **“View”** select **“Sent Items”** then click the column heading **“Size”** twice to display the items in your Sent box from largest to smallest.



Step 3. Select the largest items that you no longer need and click the Delete button (multi select by holding the Ctrl or Shift key)

Step 4. Repeat steps 2 and 3 with **“Received items”**

## The optimal mailbox size for transition is 20% or less!

As a reminder **all** emails are archived, so even if you delete an email in GroupWise it will still be available in Retain Email Archive.

