

Managing Space in Microsoft Outlook 2003

(this document is a revised version of a document developed at the University of Iowa)

Overview

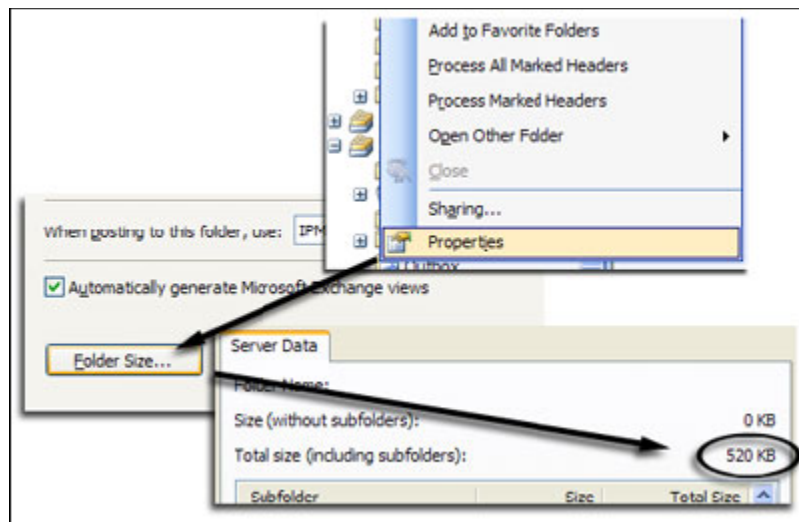
The Exchange server, which stores all your current mail, contains a finite amount of space. This means that your e-mail, attachments, contacts, and calendar data can only take a limited amount of space. With Eudora, how much email you could store was determined by your computer's hard drive space.

Quota Size

The standard quota size for each individual on the Exchange server is 100 Mb. This is the space on the server that is available to you to store your e-mail, attachments, contacts, and schedule. When you exceed your quota, you will receive an email warning to remind you that you have too much information on the server. Once you are back under your quota, you will no longer receive warning messages.

Checking Your Quota

You can check the disk usage of any individual folder by right-clicking on it in the Navigation Pane, and selecting **Properties**. This will display the folder properties window. Click the **Folder Size** button to view the Folder Size window. The **Total Size** section will tell you how much space that folder is using, as shown in the image to the right.



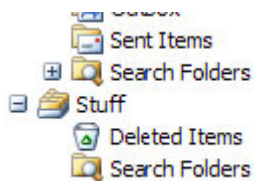
Additionally, you can determine how much total server space you are using by right-clicking on your online .pst (usually a folder labeled “Mailbox--Lastname, Firstname”--for example, ‘Mailbox--Doe, Jane’) and follow the above instructions. This will tell you how much total space your mail, calendar and contacts are currently taking up on the Exchange server.

Saving Mail

Generally, old messages and attachments will use the most space in your e-mail account. Regularly deleting or archiving old mail is a good method to prevent going over quota. You can save Outlook information onto your computer harddrive through the use of Personal .pst files and/or AutoArchiving.

Personal .pst files

Personal .pst files are mailboxes stored on your hard drive. It is important to note that e-mail placed in personal .pst files will not be accessible from Outlook Web Access or on other computers. There are three ways to use personal .pst files to store e-mail: manually transferring e-mail to the personal .pst, setting your personal .pst as the default e-mail delivery location (in this case you will have no mail on the Exchange server, which means you will not be able to access current email from any location, or setting up AutoArchive to save old messages to the personal .pst. The options for manually transferring mail and for setting up AutoArchive are explained in more detail below. For additional information, including how to create .pst files, see *Managing Mailbox Space and Using Personal Folders* (at <http://www.extension.iastate.edu/technews>).

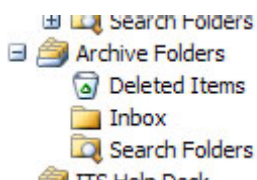


1. Manually Transferring Mail to .pst: Manually transferring messages means you will move messages from your online .pst to your personal .pst file on your local computer. To do this, select the messages that you want to transfer and drag them to the personal .pst folder that you want to archive them to. The .pst folders will be listed in the Navigation Pane.

2. Configuring AutoArchive: AutoArchive is a feature that can automatically move messages, calendar items, tasks and other items from your online .pst and place it in your offline (on your local computer) .pst file for storage. This automatic system can help you stay under quota while still keeping your current messages online and available when you're away from your local computer. It also means that you don't have to remember to move your messages manually.

To configure AutoArchive for a specific folder, right-click on the folder. Select **Properties**. Click on the AutoArchive tab at the top of the new window. You will have three options: Do not archive items in this folder, Archive items using the default settings, and Archive this folder using these settings.

By selecting Archive items in this folder using the default settings, you can also configure AutoArchive to archive at specified intervals and to save your data to a file you choose. First, verify that Archive items in this folder using the default settings is selected, and click the Default Archive Settings...button. In the subsequent window, verify that Move old items to: is selected and click the Browse button to select a different .pst file.



By default, AutoArchive runs every 14 days. After running the first time, it will create a set of folders which appear in the Navigation Pane as Archive Folders. If you have selected a custom location to save your mail, the name will reflect that of the .pst file you chose.

The table below contains useful information on default archive periods for different types of information in Outlook.

Default Archive Periods in Outlook 2003			
Folder	Archival Period	On by Default?	Condition
Calendar	6 months	Yes	Start date or last modified time
Contacts	None	No	Not archived
Deleted Items	Default to empty on close		
Inbox	3 months	No	Received date or last modified date
Notes	3 months	No	Entry date or later modified date
Sent items	2 months	Yes	Date item was sent
Tasks	6 months	Yes	Completion Date or last modified date; incomplete tasks are not archived