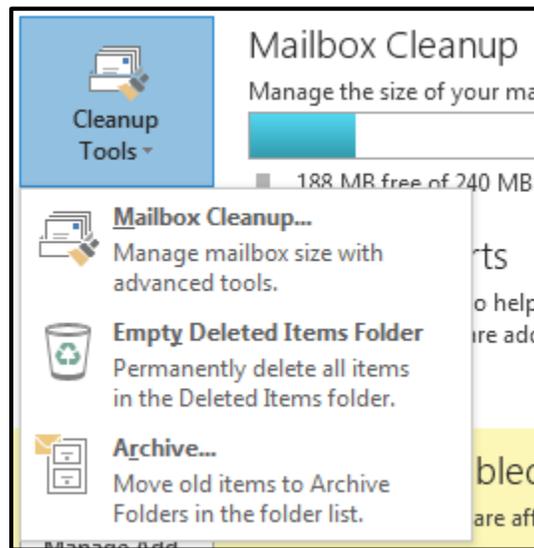


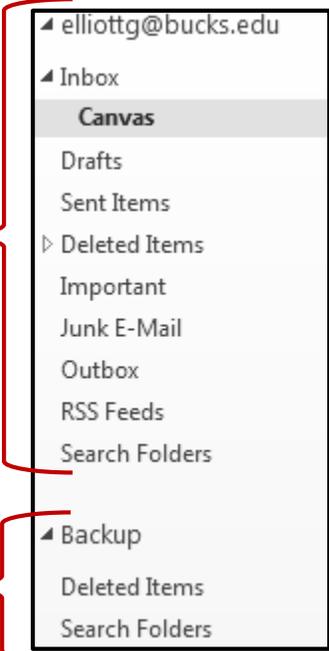
Outlook 2013 – Training part 2.

- Each user is given **240MB** of storage space on the Exchange server. If you reach your mailbox limit, you will no longer be able to send or receive messages until space is freed up. Exchange email will be stored on the server for one year – anything older than one year will automatically be deleted. This is an ongoing process that takes place behind the scenes. Use the **Cleanup Tools** in the File menu to manage and/or backup your Exchange email.
 - **Mailbox Cleanup** will allow you to view the size of individual folders as well as sort emails by size. Typically file attachments will take up the most space in your mailbox. Saving these attachments and deleting the emails will quickly free up space.
 - Use the **Archive** option to send specific folders (Inbox, Sent Items) with date ranges (for instance, anything older than January 1st, 2013) to your local computer. **Important:** Any email that you archive will not be accessible from Web Access – it will only be on the computer where it has been archived.

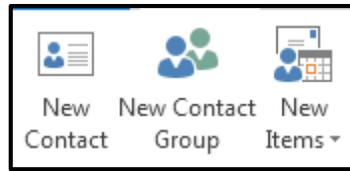


Stored on the Exchange Server,
Accessible from Web Access

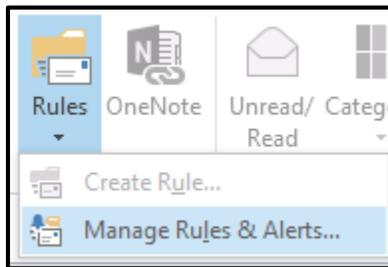
Stored on your computer, **Not**
Accessible from Web Access



- Creating a new **Contact Group** (formerly known as Distribution List) will allow you to organize people into categories for fast contact. For instance, you can create a Contact Group containing 5 people from your department that you correspond with on a regular basis. Rather than typing their email addresses in one by one, you can add them to a Contact Group and simply compose a new message to that Contact Group.



- Create an **email rule** will help you organize your inbox. The most basic email rule will allow you to filter email based on the sender or a word in the subject. For instance, create a rule for email from a particular person in your department and automatically move those emails to a new folder of your choice. These rules will run in the background without any intervention.



- Customize your own **email signature** to add some flavor to your email. Add as much or as little information to your signature that will automatically be added to any new emails or replies.



- **Share your calendar** with your colleagues so they can see when you're available for meetings.



- Use **Automatic Replies** to create an out of office message when you plan to be away from the office.

