How to Use the Mailbox Cleanup Tool

- In Outlook, click on the Tools tab, then select Mailbox Cleanup
- You will see the following screen.

1. View the total size of your mailbox and of individual folders within it.
2. Find items that are larger than a certain KB size or Find items older than a certain date.
3. Archive items using AutoArchive. Clicking the button will archive items based on your personal settings.
4. Empty your Deleted Items folder.
5. View the size of your Deleted Items folder.