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# INTRODUCTION

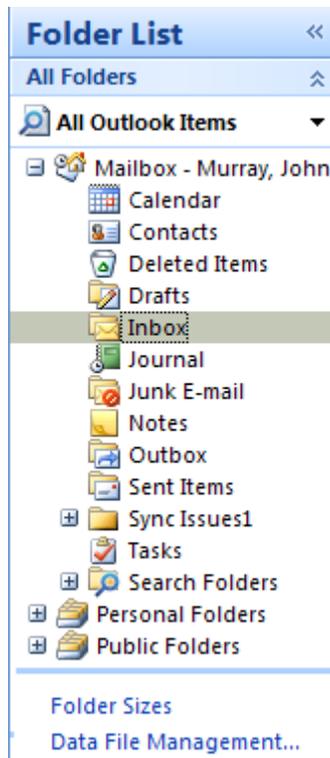
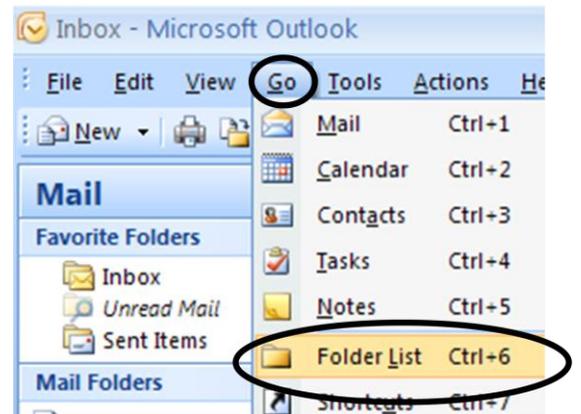
The Army is currently moving towards a DISA based Enterprise Email system. As part of the move to this system, all Carlisle Barracks (CBks) based email users will have their CONUS.army.mil email accounts migrated to the Enterprise Email (mail.mil) system. To prepare for this migration, CBks based email users will need to reduce the size of their CONUS .army.mil mailbox to less than 50MB (50,000kb) and fewer than 2000 items in your calendar.

This handbook will assist CBks based email users in reducing the size of their CONUS.army.mil mailboxes to meet the Enterprise Email system migration size requirements.

## SETTING OUTLOOK TO THE FOLDER LIST VIEW

To complete the tasks below, you must be able to view all your mailbox folders. To view all your mailbox folders, you need to set Outlook to the folder list view. To set Outlook to the folder list view, follow these steps.

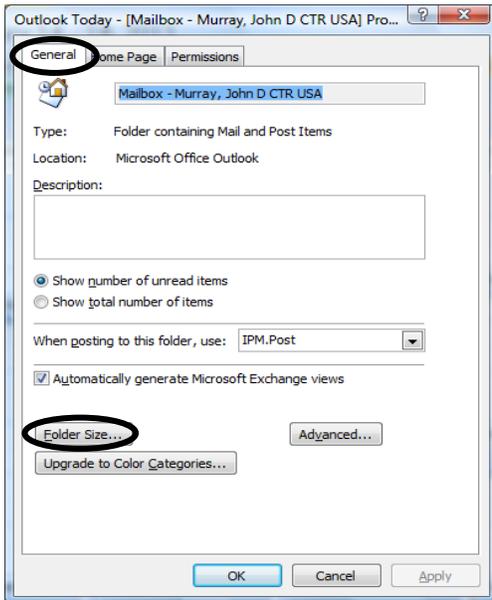
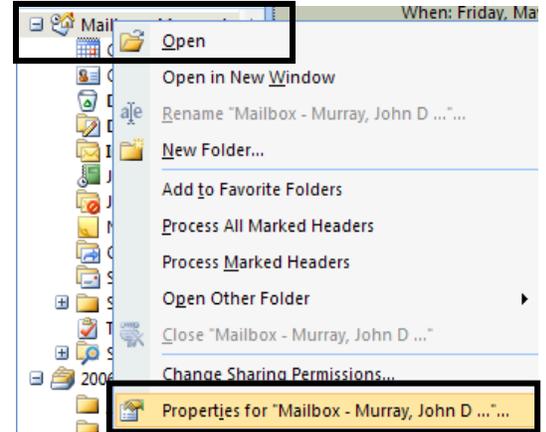
1. Log on to your computer and click on **Outlook**.
2. When your mailbox opens, click on the **Go** tab and then click on the **Folder List** option.
3. All the folders in your mailbox will now be displayed and you can complete the tasks below.



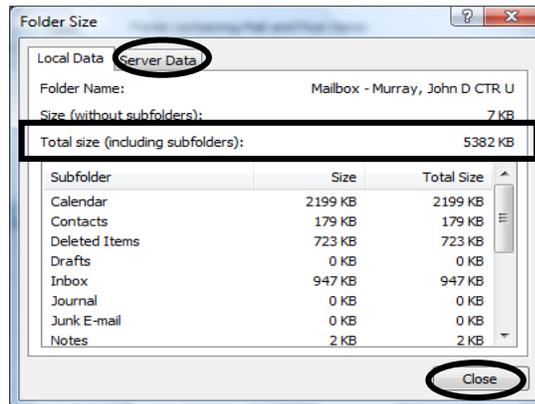
## CHECKING YOUR MAILBOX SIZE

The first step in preparing your CONUS.army.mil mailbox for migration is to determine the size of your CONUS.army.mil mailbox. To check the size of your mailbox, follow these steps.

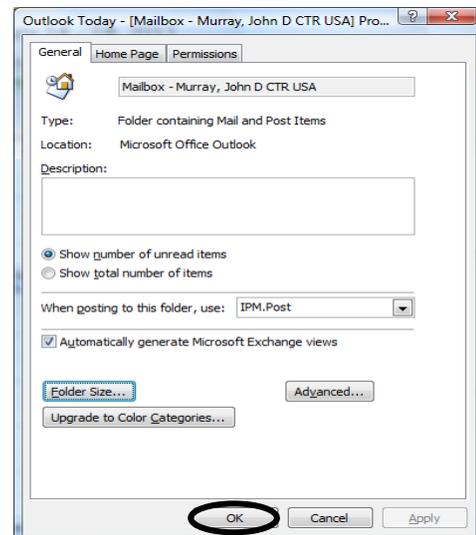
1. Right click on the **Mailbox – User Name** folder.
2. Select the **Properties** option.
3. In the **Outlook Today** dialog box, click on the **General** tab and then click on the **Folder Size** button.



4. In the **Folder Size** dialog box, click on the **Server Data** and the box will display the total size of your mailbox on the email server. Click on the **Close** button.



5. Click on the **OK** button in the **Outlook Today** dialog box to return to Outlook.



## FIXING A MAILBOX OVER THE SIZE LIMIT

Prior to migration to the Enterprise Email system, your CONUS.army.mil mailbox must be less than 50MB. To reduce the size of your mailbox to ensure that it meets the authorized size limit for migration, follow the steps below. It is recommended that you follow the steps in the order presented.

### Reducing the Size of the Mail Folders

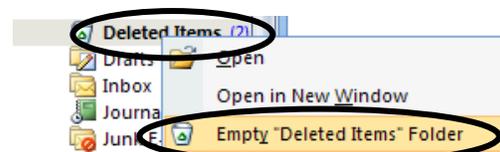
1. Inbox. Delete any messages that you do not wish to keep and move messages you want to keep to your **Personal Folder (PersFolder)**. Your **PersFolder** is located on the network and does not count against your 50MB limit.



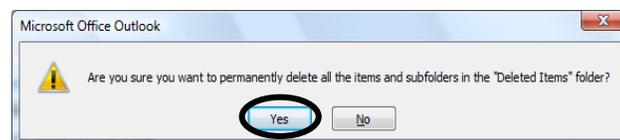
2. Sent Items. Delete any messages that you do not wish to keep and move messages you want to keep to your **PersFolder**.

3. Deleted Items. When a message is deleted in steps 1 and 2, it is moved to your **Deleted Items** folder. These messages still count against your storage capacity until you empty your **Deleted Items** folder.

4. To empty this folder, simply right-click on the **Deleted Items** folder and select **Empty "Deleted Items" Folder**.

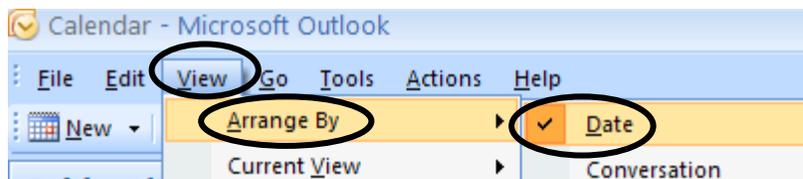


5. When the **Microsoft Office Outlook** dialog box appears, click on the **Yes** button.

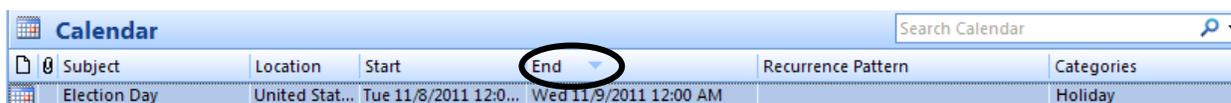


### Reducing the Size of Your Calendar

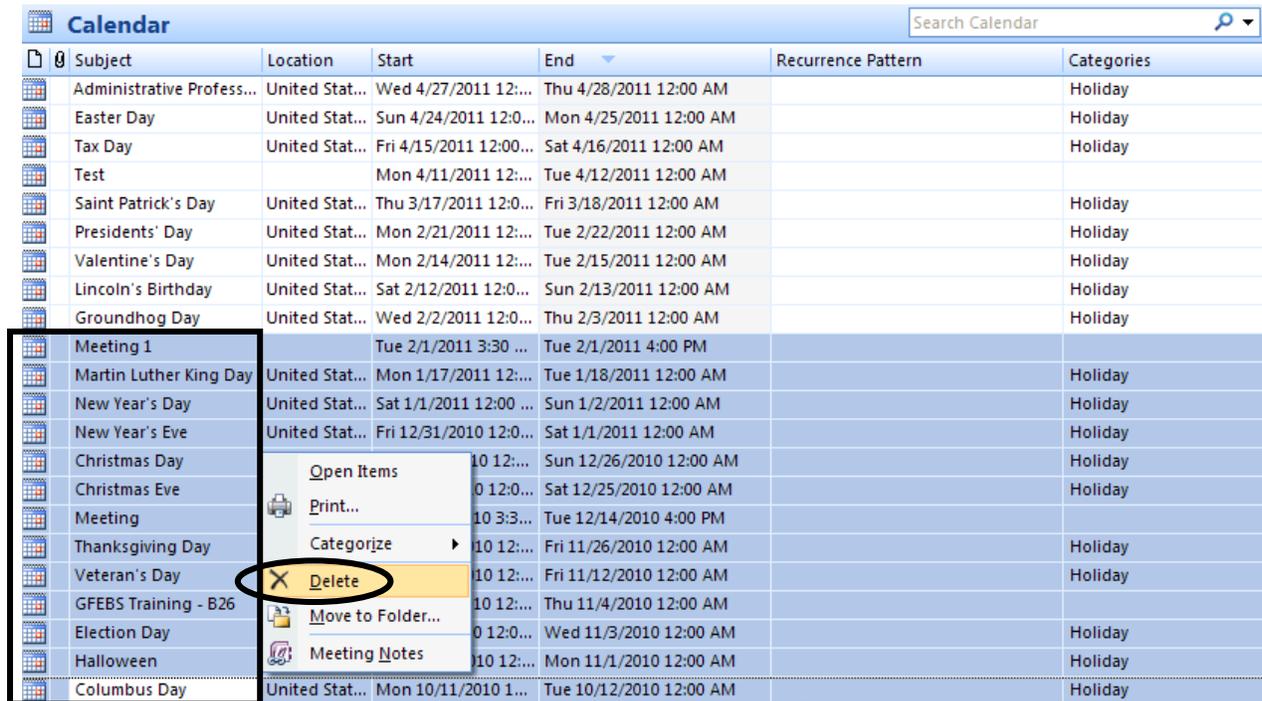
1. In Outlook click on your calendar to open it. Click on the **View** tab, then click on the **Arrange By** option and then select the **Date** option.



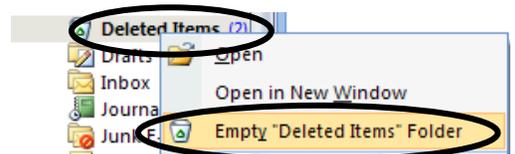
2. Click on the **End** column to sort the calendar items by End date.



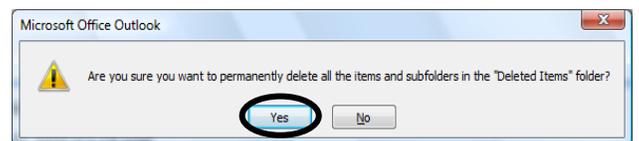
3. Now select the items you no longer need and then right click on the calendar and select **Delete**. Note: This may be a large amount of items you need to select.



4. The calendar items you deleted will go into the **Deleted Items** folder. To empty this folder, simply right-click on the **Deleted Items** folder and select **Empty "Deleted Items" Folder**.



5. When the **Microsoft Office Outlook** dialog box appears, click on the **Yes** button.



### Rechecking Mailbox Size

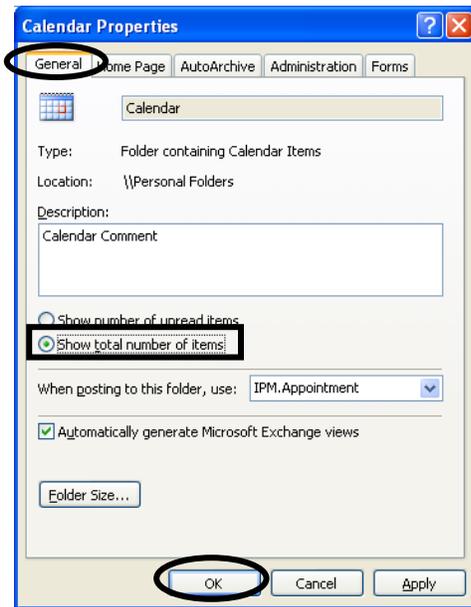
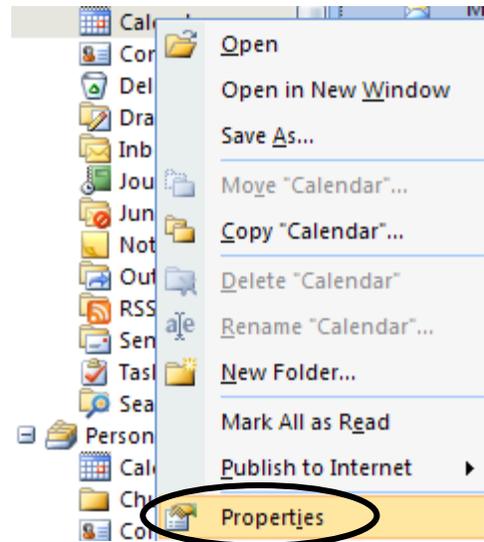
1. Once you are done cleaning up your mailbox, you will need to recheck the size of your CONUS.army.mil mailbox by following the steps in the **Checking Your Mailbox Size** section.

2. If you still exceed the 50MB limit, repeat the steps above until you are under the limit.

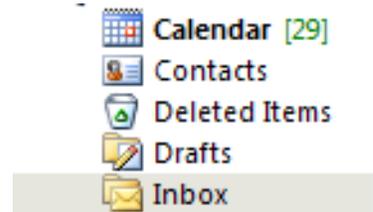
## CHECKING THE NUMBER OF ITEMS IN YOUR MAILBOX

After you have reduced the size of your mailbox to less than 50MB, the next step in preparing your CONUS.army.mil mailbox for migration is to ensure your mailbox contains less than 2000 items in your calendar. To determine the number of items in your mailbox, follow these steps.

1. Right click on the first folder under **Mailbox – User Name** folder. This is usually the calendar folder.
2. Select the **Properties** option.
3. In the **Outlook Today** dialog box, click on the **General** tab and then select the **Show total number of item** option tab and then click on the **OK** button.



4. The total number of items in that folder will now be displayed.



5. Repeat this process for each folder and subfolder in your mailbox. Then add the numbers for each folder and subfolder to get the total number of items in your mailbox.

6. If you still exceed the 2000 item limit, repeat the steps above until you are under the limit.

