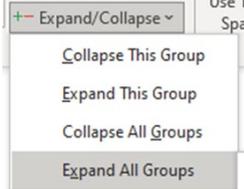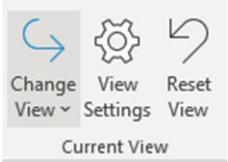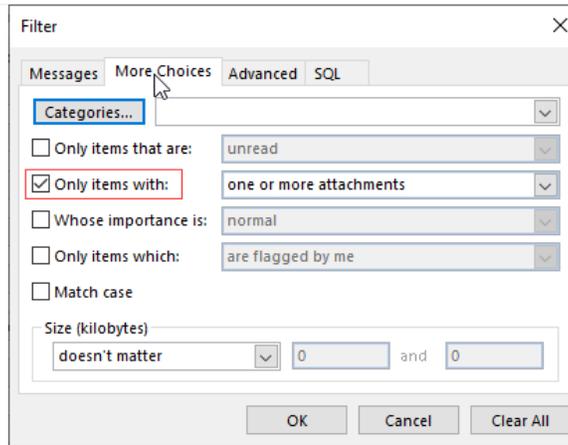# MS Outlook Cleanup on a Windows
(Office 2019 and O365)

This document is intended for BCC staff/faculty to prepare for the **email migration** at BCC. There is a **5 MB** limit per email message in the cloud; these emails will not get migrated. These are instructions to search and filter any existing emails that are **5 MB** or larger from your current mailbox.

How to Organize the Current Inbox to Sort by Size and Attachments

1. Open your Outlook desktop client application.	
2. Click on the **View** tab in the menu then click **Size** in Arrangement section	
3. Click Expand/Collapse, choose Expand All Groups	
4. The emails are sorted by largest size on top.	
5. To filter your email by attachment, click on the **View tab** then click on the **View Settings** button icon.	
6. In the Advanced View Settings menu, click on **Filter**.	
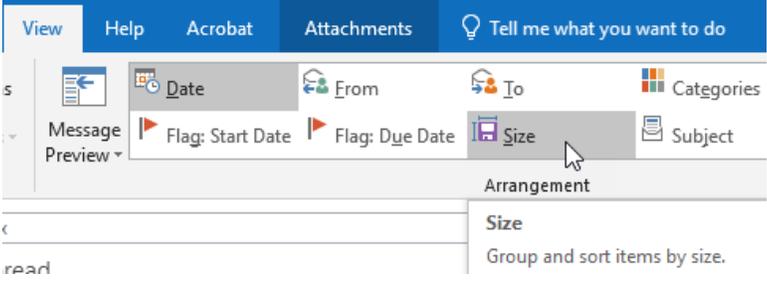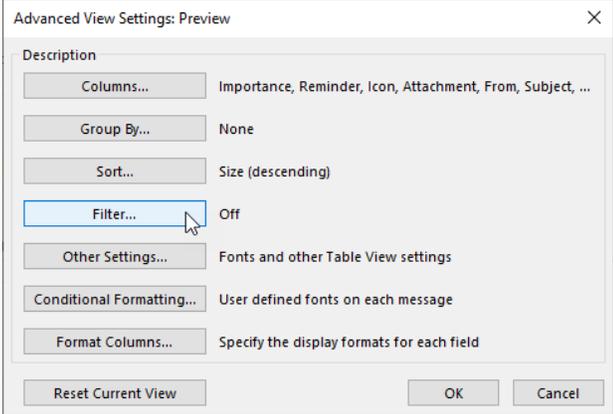
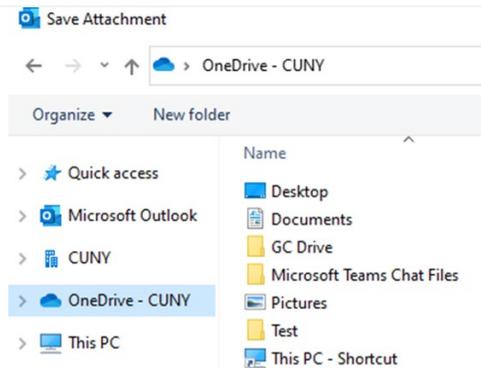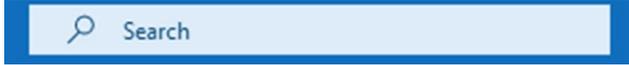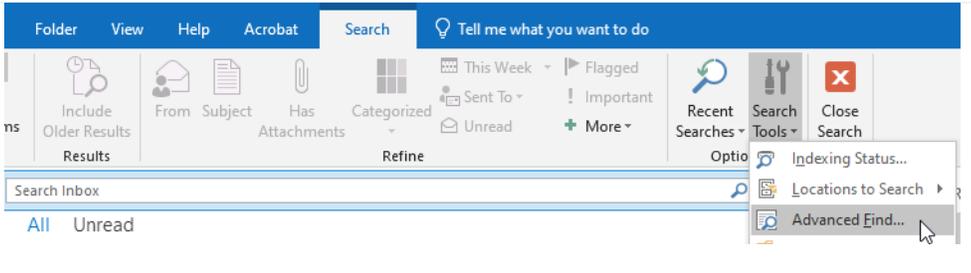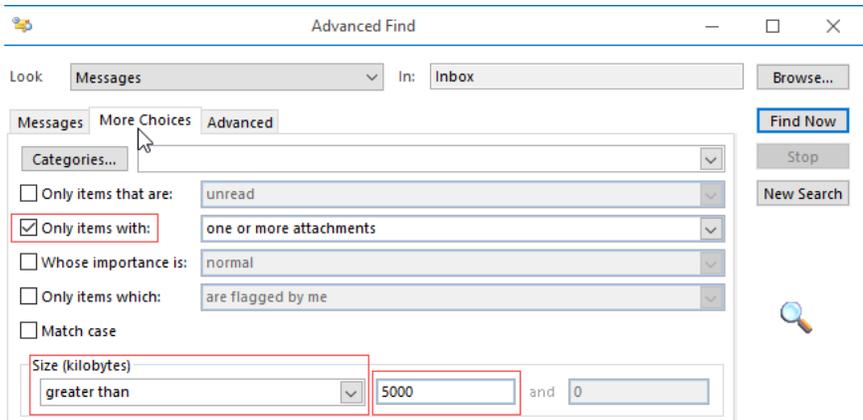|	
7. Click on **More Choices** tab, **check Only items with: "one or more attachments"**, and click **OK**.	Filter ✕ Messages More Choices Advanced SQL Categories... [_____] ⌄ ☐ Only items that are: unread ⌄ ☑ Only items with: one or more attachments ⌄ ☐ Whose importance is: normal ⌄ ☐ Only items which: are flagged by me ⌄ ☐ Match case Size (kilobytes) doesn't matter ⌄ 0 and 0 OK Cancel Clear All
8. Now the emails are sorted by the largest size with attachment.	
9. To save the attachment on the dropdown arrow, choose **Save As**.	IMG-0326.jpg 3 MB ⌄ Preview 🗁 Open 🖶 Quick Print 💾 Save As 📋 Save All Attachments...
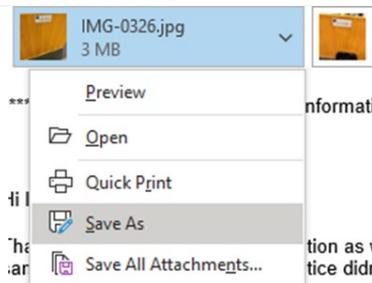
10. In the **Save As** menu, choose the preferred location to save the attachment. The recommended location is **OneDrive** and **DropBox** using your CUNYfirst credentials.	Save Attachment
	
	← → ⌄ ↑ ☁ > OneDrive - CUNY
	
	Organize ▾ New folder
	
	Name
	> ★ Quick access
	    🖥 Desktop
	> Microsoft Outlook 📄 Documents
	    📁 GC Drive
	> 🏢 CUNY 📁 Microsoft Teams Chat Files
	> ☁ OneDrive - CUNY 🖼 Pictures
	    📁 Test
	> 🖥 This PC 🔗 This PC - Shortcut

11. When the sort is completed, you can reset the view.	↺ Reset View

How to Configure Custom-Search Attachment to All Items - Inbox and Folders

1.	To custom-search for emails with attachments that are **5 MB**, click on the search window on the top of the screen.	
2.	The search menu is now displayed in the Outlook. Click **Search Tools** > **Advanced Find**.	
3.	In **Advanced Find**, click **More Choices** tab, check **Only items with: one or more attachments**, and select **greater than** in Size (kilobytes section) and type **5000** a located in search menu on the far right.	
4.	When you finish the search, click on **Close Search** on the top.	