MS Outlook Cleanup on a Windows (Office 2019 and 0365)

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

 Open your Outlook desktop client application. 	
 Click on the View tab in the menu then click Size in Arrangement section 	View Help Acrobat Attachments Image: Tell me what you want to do s Image: Date Image: Error Image: Date Image: Categories Message Image: Start Date Image: Flag: Due Date Image: Start Date Image: Start Date Preview Flag: Start Date Image: Flag: Due Date Image: Start Date Image: Start Date K K Size Group and sort items by size.
 Click Expand/Collapse, choose Expand All Groups 	+ Expand/Collapse ~ Use I Spa <u>C</u> ollapse This Group <u>E</u> xpand This Group Collapse All <u>G</u> roups Expand All Groups
 The emails are sorted by largest size on top. 	All Unread By Size ∨ ↑ ∨ Huge (10 - 25 MB)
 To filter your email by attachment, click on the View tab then click on the View Settings button icon. 	Change View ~ Settings View Current View
 In the Advanced View Settings menu, click on Filter. 	Advanced View Settings: Preview × Description Importance, Reminder, Icon, Attachment, From, Subject, Group By None Sort Size (descending) Filter Off Other Settings Fonts and other Table View settings Conditional Formatting User defined fonts on each message Format Columns Specify the display formats for each field Reset Current View OK

7. Click on More Choices tab, check Only	Filter ×
items with: "one or more attachments", and click OK.	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
	doesn't matter V 0 and 0
	OK Cancel Clear All
8. Now the emails are sorted by the largest	
size with attachment.	
Q To save the attachment on the drop down	MG.0226 ing
 To save the attachment on the dropdown arrow, choose Save As. 	3 MB
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	ar In Save All Attachments tice didr
 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
	> O Microsoft Outlook
	> 🙀 CUNY
	OneDrive - CUNY E Pictures
	> 📮 This PC
	This PC - Shortcut
11 When the sort is completed you can reset	
the view	\square
the view.	
	Reset
	View

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

 To custom-search for emails with attachments that are 5 MB, click on the search window on the top of the screen. 	✓ Search
 The search menu is now displayed in the Outlook. Click Search Tools > Advanced Find. 	Folder View Help Acrobat Search Image: Tell me what you want to do ns Include Image: Tell me what you want to do Image: This Week ~
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.	Advanced Find Look Messages Messages More Choices Advanced Find Now 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) greater than Soud
 When you finish the search, click on Close Search on the top. 	Recent Search Close Searches ~ Tools ~ Search Options Close