MS Outlook cleanup on the web (Outlook Web Access)

Sort by Size

1. Open your outlook thru the web log into https://wa.gc.cuny.edu with your Graduate Center username and password

2. The preview window click on CONVERSATION BY DATE you will need to click on this twice and choose Size and Largest on top
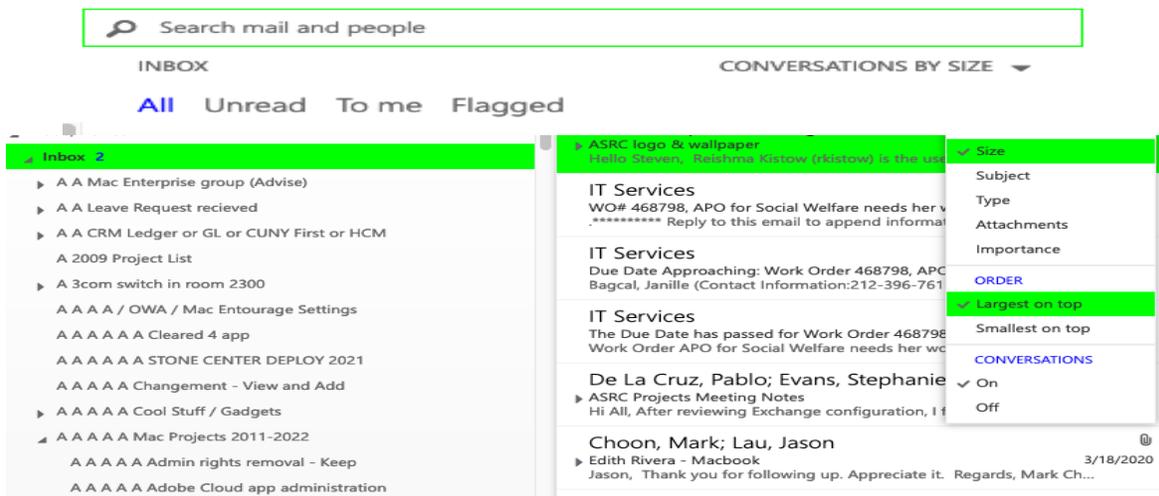
3. To determine the size of your attachment, move the mouse over the file attachment name. If you need the attachment, please save it to your desktop or a flash drive. Emails with a file attachment size of 35MB or more cannot be migrated to the cloud