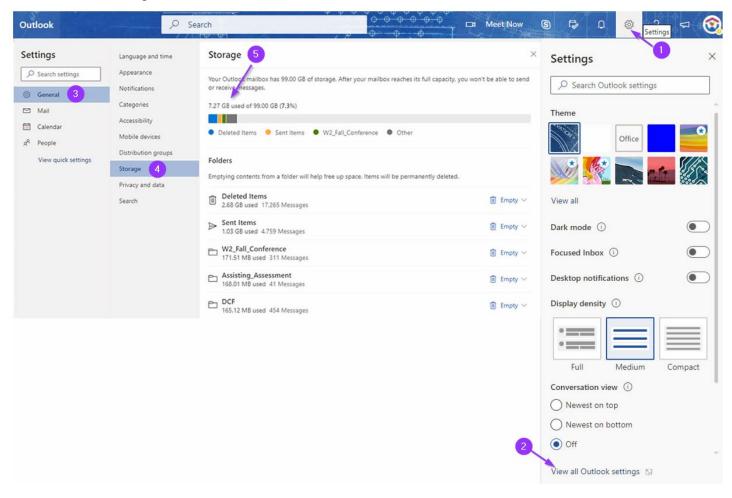# E-Mail Account Cleanup
Outlook on the Web

The mailbox size limit for DCF e-mail account users is 99GB.
- *If your mailbox size is 80% - 100% of the limit, you will receive a daily warning message indicating the mailbox is getting too large.*
- *At 100% of limit—the e-mail system will prevent the user from sending e-mails*

The following steps will assist you in keeping your mailbox account organized:

- Find out what your current mailbox size is.
    1. Click the Settings icon in the top right corner.
    2. Choose the "View all Outlook settings" option at the bottom of this dialog box.
    3. Choose "General" from the left navigation bar
    4. Choose "Storage" from the navigation list.
    5. Your current mailbox size is shown along with a breakdown of your folders and their storage size.

- Review your Inbox, Sent Items, and Deleted Items folder.
    1. Delete messages that are not needed.
    2. As a general rule, dispose of messages that are older than 3-6 months.
    3. Pay close attention to attachments.
        i. Save attachments to your hard drive and dispose of the message.
        ii. Delete redundant emails and their attachments.
        iii. Attachments cannot be removed from a received email, leaving the body of the message intact. Therefore, if it is imperative to keep the body of the message, consider replying to the message and send it to yourself. This will keep the body of the message, but take the attachment off the email.
    4. You can empty the entire contents of your Deleted Items folder, by right clicking on the Deleted Items folder and choose "Delete all"

- Review messages kept in organizational folders you created yourself.
    1. Delete any messages that are no longer needed.
    2. Consider converting the messages in old project folders to a PDF file for historical purposes. Then delete the project folder completely.