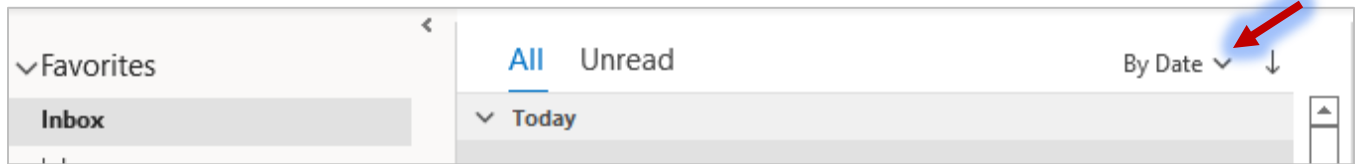


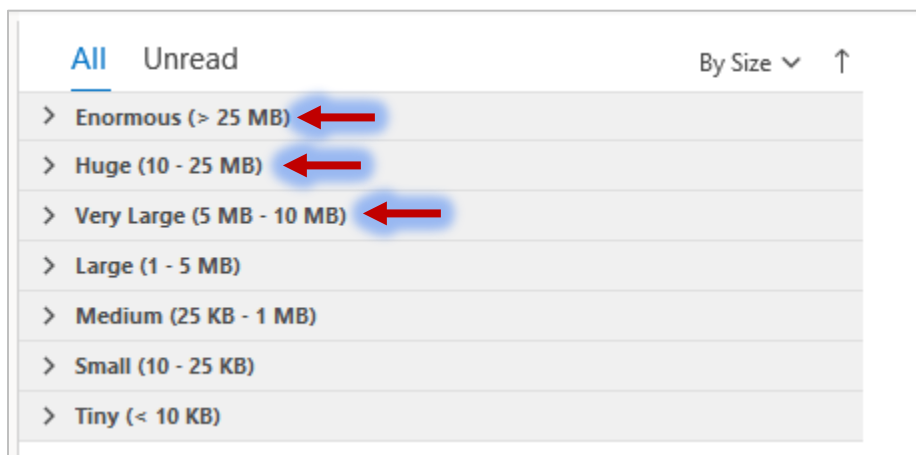
MS Outlook Cleanup

Sort by Size [Outlook 365, 2021]

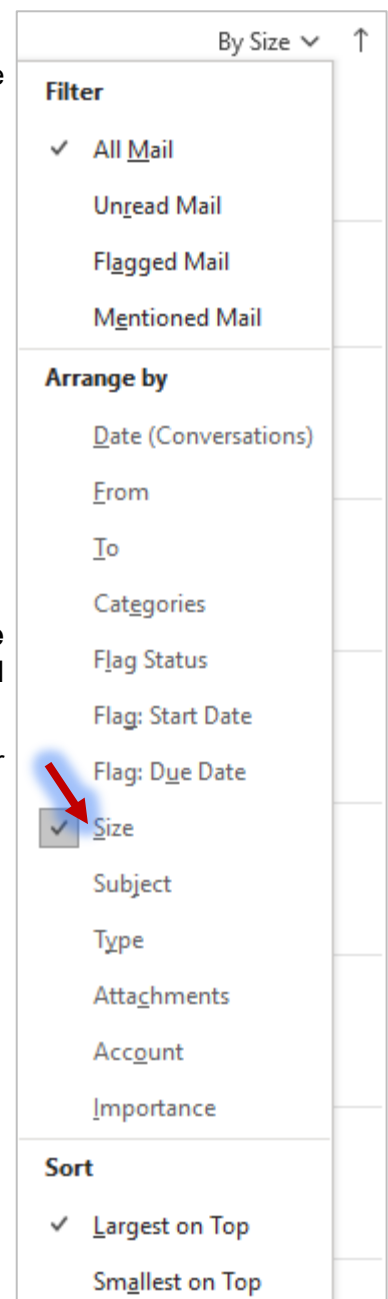
1. Open your Outlook desktop client.
2. Click on the Filter dropdown arrow at the top of your mailbox



3. Select **Size** from the **Arrange by** list.
4. Your emails will be sorted into size-based categories – you will be able to expand and collapse each category as needed.

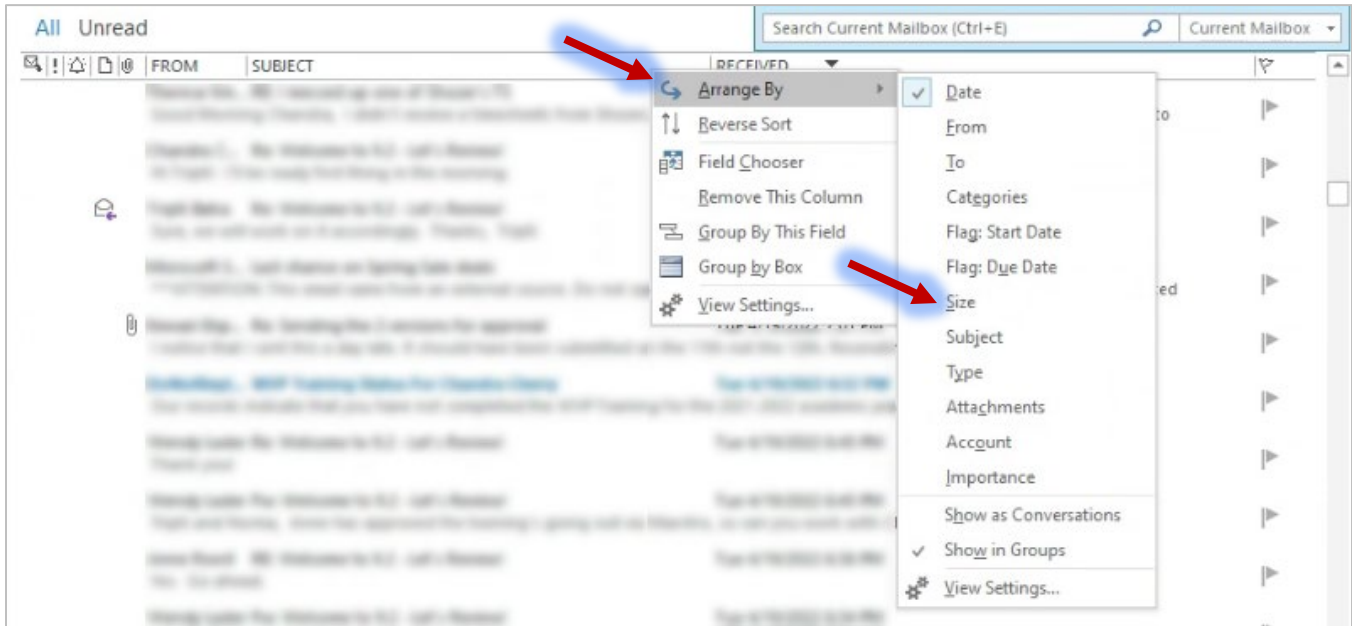


5. Go through your emails in the **Enormous**, **Huge**, and **Very Large** categories and delete all unnecessary emails. You can also save and delete attachments without deleting the actual email (see page 3).
6. To return back to your default chronological view, click on the Filter dropdown arrow and select **Date**.

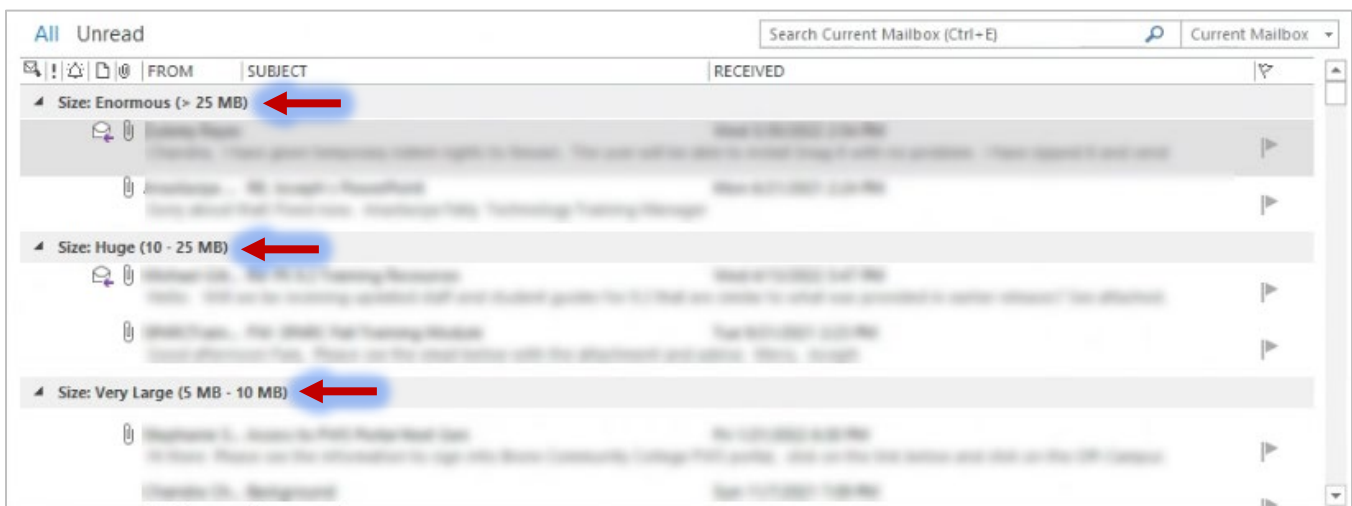


Sort by Size [Outlook 2016]

1. Open your Outlook desktop client.
2. Right-click on the column headings in your mailbox. Select **Arrange By** and **Size**.



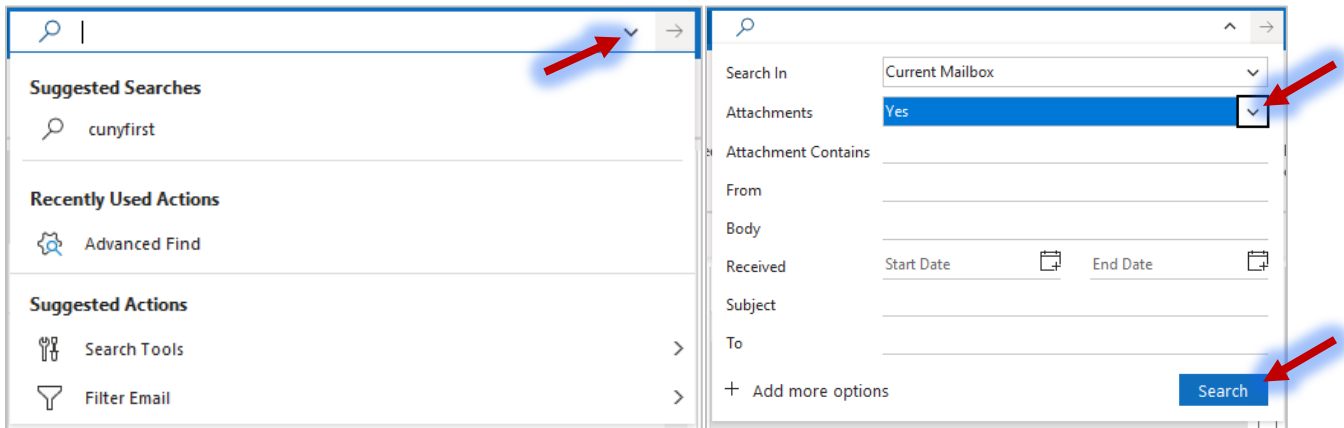
3. Your emails will be sorted into size-based categories – you will be able to expand and collapse each category as needed.



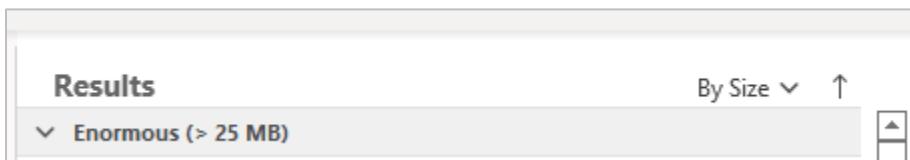
4. Go through your emails in the **Enormous**, **Huge**, and **Very Large** categories and delete all unnecessary emails. You can also save and delete attachments without deleting the actual email (see page 3).
5. To return back to your default chronological view, right-click on the column headings, select **Arrange By** and select **Date**.

Filter by Emails with Attachments [Outlook 365, 2021]

1. Open your Outlook desktop client.
2. Click into your Search Bar. You will see your recent search history as well as suggested actions.
3. Click on the Advanced Find arrow on the right side of the search bar.

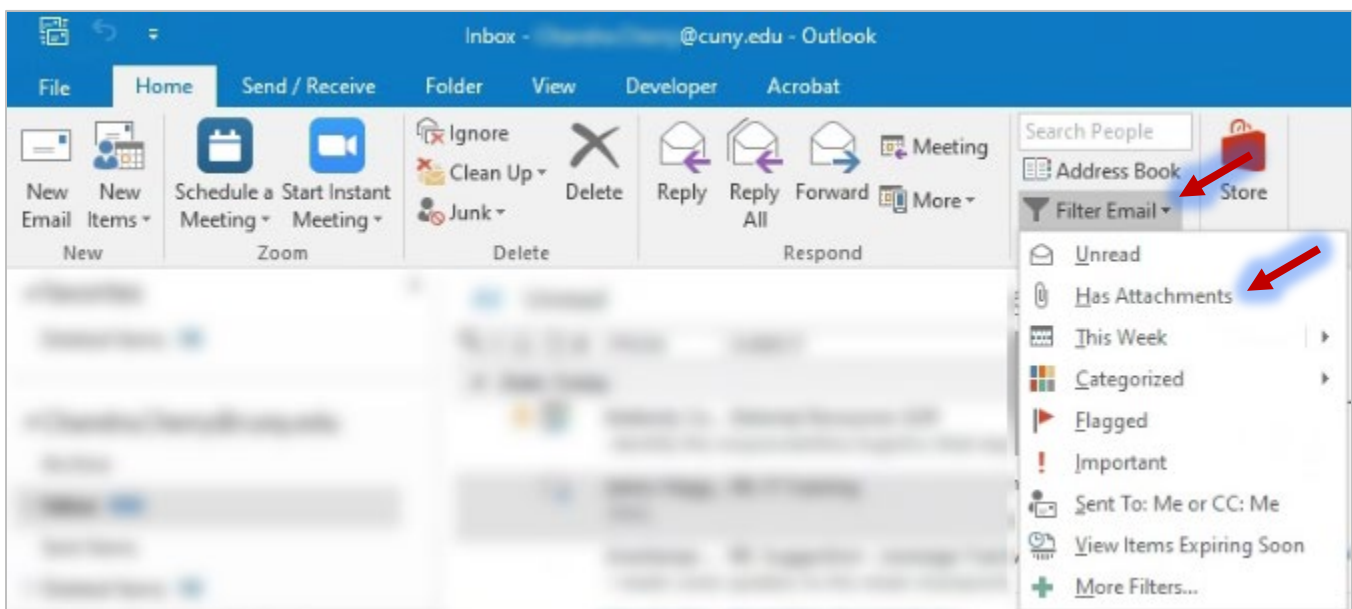


4. In the **Attachments** field, select **Yes** from the dropdown menu.
5. Click the **Search** button.
6. You can sort the search results as you would normally sort your emails.



Filter by Emails with Attachments [Outlook 2016]

1. Open your Outlook desktop client.
2. In the **Home** ribbon menu click **Filter Email** and select **Has Attachments**.



3. You can sort the search results as you would normally sort your emails.

Remove Attachments without Deleting the Associated Email

1. Open the email with the attachment.
2. Click the dropdown arrow next to the attachment name.
3. Before removing the attachment, you can
 - **Save As** to select a folder on your computer where you would like to save the file;
 - **Save All Attachments** to select a folder on your computer where you would like to save all attachments from this particular email message;
 - **Upload** to save the attachment in one of the cloud storage solutions you have available on your computer, such as OneDrive (not available in Outlook 2016).
4. Once you have backed up your attachment, you can click **Remove Attachment** to delete the attachment.

