
Managing Mailbox Size

Online info on GroupWise is at: www.ccsf.edu/gw

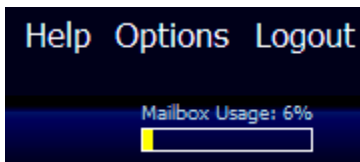
Preventing Mailbox Bloat: Top Tips

- ➔ Attachments take up the most space! Save attachments to your computer's disk or to a flash drive (or both), and then delete the message + attachment from your email. This is the **single most effective action** you can take to slim down your mailbox
- **Delete Sent Mail** regularly!
Only your Trash folder is managed by the system (after 7 days messages are deleted from Trash). You must **delete messages from your Sent Mail** as well as from your Mailbox. Your Sent Mail (with all attachments that you have sent) stays and takes up space until you delete it
- Recommended **only** for savvy users and special cases: Archive to your hard disk (see separate instructions):

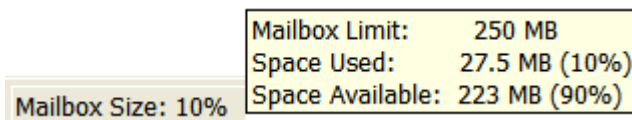
Q&A

1. What's the capacity of your mailbox? 250 Megabytes max
2. How can you tell how full your mailbox is?

In the new **Web 7 version**: Look at the top right of the window, under the Help Options Logout links.



In the **Windows program**, look at the lower right of the screen and you'll see the % full. If you float your cursor over the area, you get your stats.



3. What happens if your mailbox fills up to 100%?
 - You can't send or receive mail and you keep getting annoying messages about the situation.
4. How about those folders I've created in GroupWise? Does sending messages to GroupWise folders free up space?
 - No. Making folders and moving messages into them in either the Web or Windows versions is a great way to organize messages. But folders and their contents are still on the server, so they take up room in your mailbox.