

NAPLES COMPUTERS HOW-TO • WINDOWS TIPS

“Mailbox Full”: Archive Old Email and Free Up Space in Outlook

This guide shows what to do when Outlook says your mailbox is full: move old email into an archive file to free up space, without deleting anything.

Why archive **instead of delete**?

- ☐ Keeps everything, just off your mailbox
Archived mail moves to a file on your computer, not the trash
- ☐ Still right there when you need it
It shows up as a separate mailbox, searchable like any other
- ☐ Frees up space immediately
Unlike Deleted Items, which still counts until you empty it

Step by step

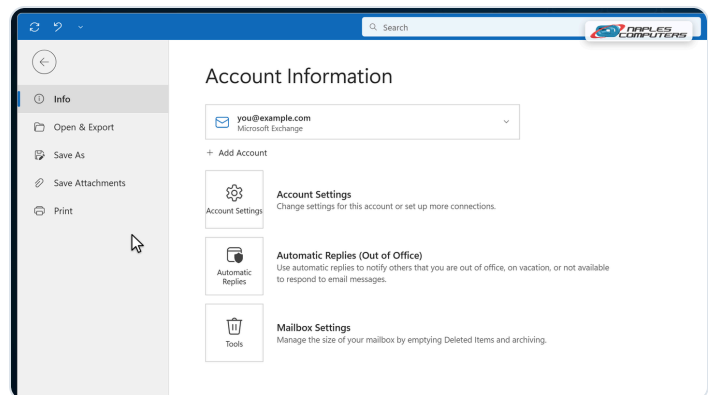
OUTLOOK

1 Move old email into an archive file

File → Open & Export → Open Outlook Data File.
Browse to the file, and click Open.

WHAT TO DO

It appears as its own mailbox, right in your folder list, safely off your main mailbox.



A few **tips**

- ☐ Empty Deleted Items too
Items there still count against your mailbox size until you empty the folder

- ☐ Set up AutoArchive
File → Options → Advanced → AutoArchive Settings does this automatically going forward
- ☐ Sort by size first
Right-click a column header, sort by size, to find what's actually taking up room

Recap: **fix a full mailbox**

- ☐ File, Open & Export, Open Outlook Data File
- ☐ It appears as a separate, searchable mailbox
- ☐ Browse to the file, click Open
- ☐ Empty Deleted Items too, and consider AutoArchive

Archived mail isn't gone; it moves to a file on your own computer and shows up as a separate, searchable mailbox right in Outlook's folder list.



Still can't send or receive mail?

Call 239-513-1960

naplescomputers.com · **We Make I.T. Happen!**