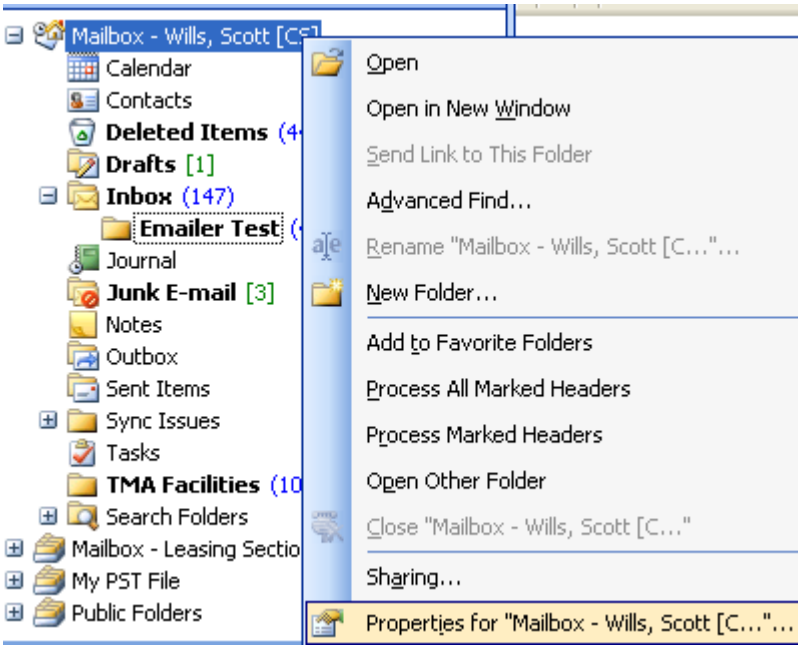
Fix "Over Your Limit" in Outlook

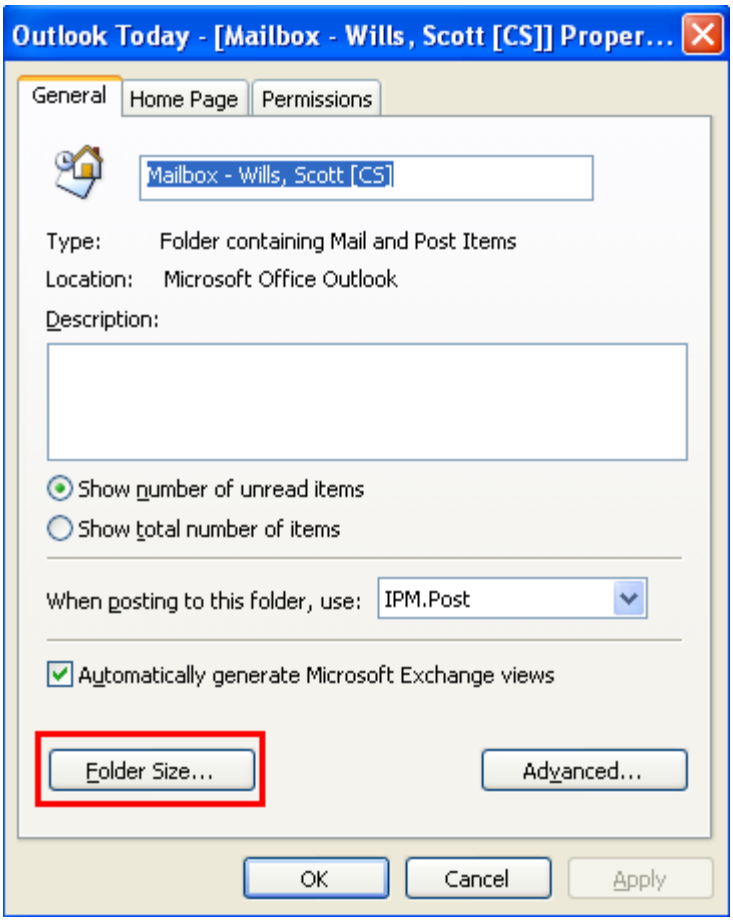
Make an archive email file:

First thing you will want to do is find out how much space you are using in your email boxes and decide if you need more room or just need to get rid of some old emails.

Right click on **Mailbox – your name** as seen here. Go to Properties.

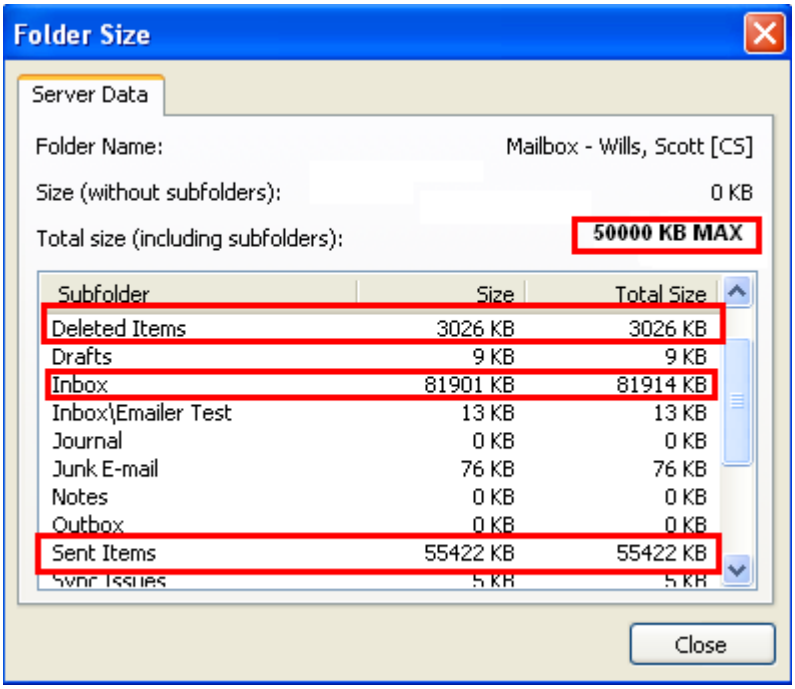


Here we see a box that has your Mailbox name in it. Down on the bottom left you should see a button Folder Size…. Click it.



Now this box will show us exactly how much space each email box is using up. You see here the Total Size and to the right of it the 50000 KB MAX that's just the limit. Yours will say something completely different. If you're over the 50000 KB you will be over your email limit.

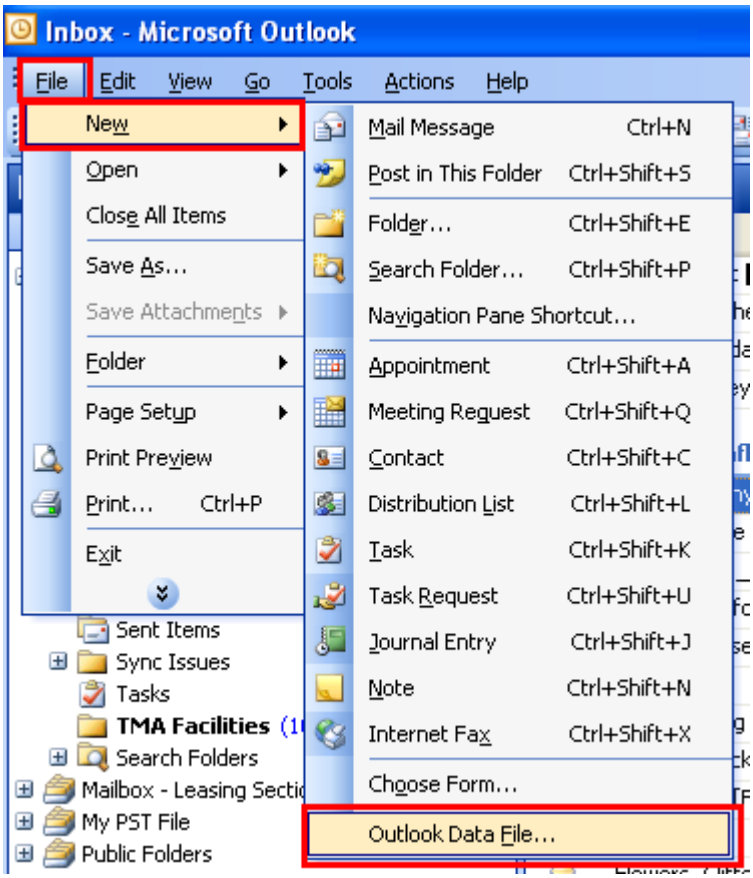
The 3 boxes below are very important. This is where most of your email space will be used up. Sometimes just emptying out our Deleted Items will free up enough space to get you though.



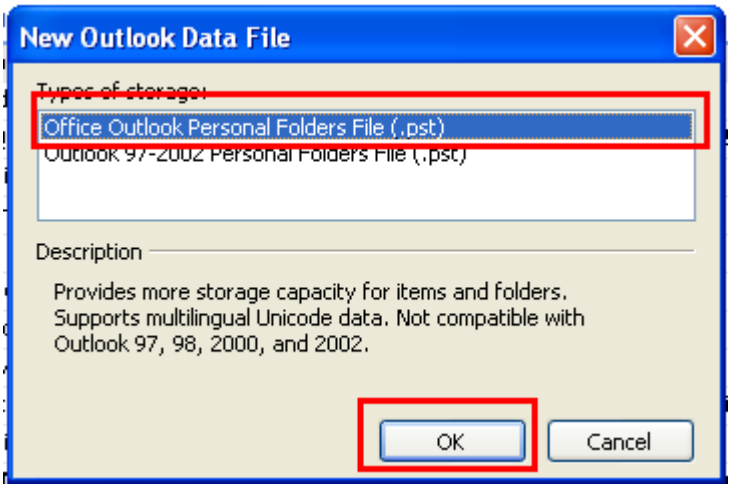
If you are still over your limit after deleting unnecessary emails then we can still fix you.

Follow the instructions below, so we can get your email back up and running.

Open Outlook. Go to **File, New, Outlook Data File….**

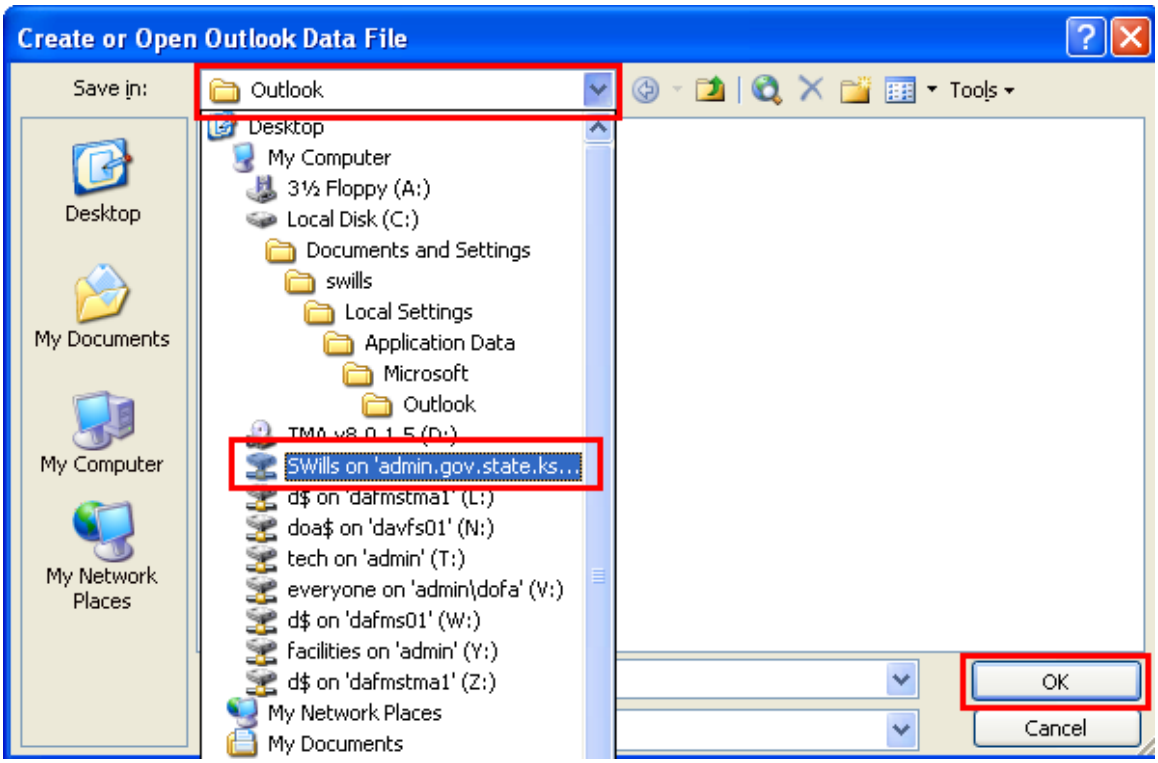


Use the defaults here click ok.



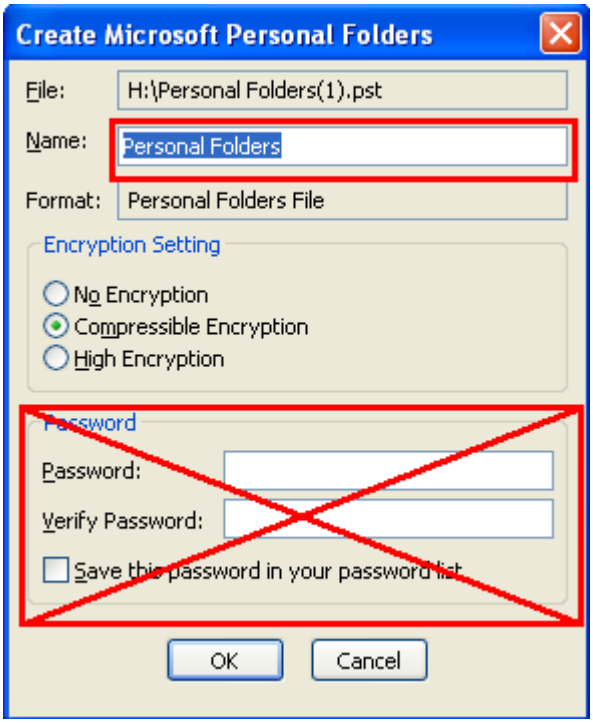
IMPORTANT PLEASE READ CAREFULLY!!!!

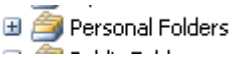
DO NOT USE THE DEFAULTS HERE.
Instead click the drop down and select your home drive. Should be the drive letter H and should have your log on name as seen below. The name at the bottom (my name) does not matter so don't worry about it. Click OK when done.



Here on the last screen you can type the name you would like in the Name: section. This will be the display name of your folder. I would name it something like archive, Old Email or something to make sure you knew what it was.

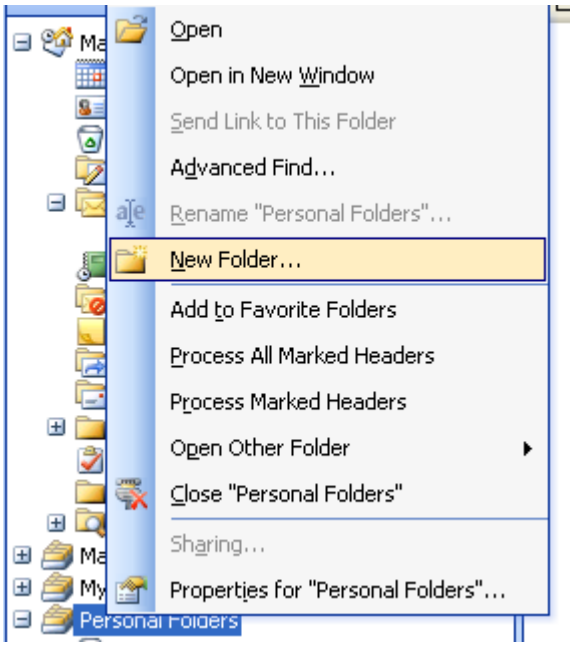
DO NOT USE A PASSWORD. THIS WILL ONLY COME BACK TO HAUNT YOU LATER I PROMISE.



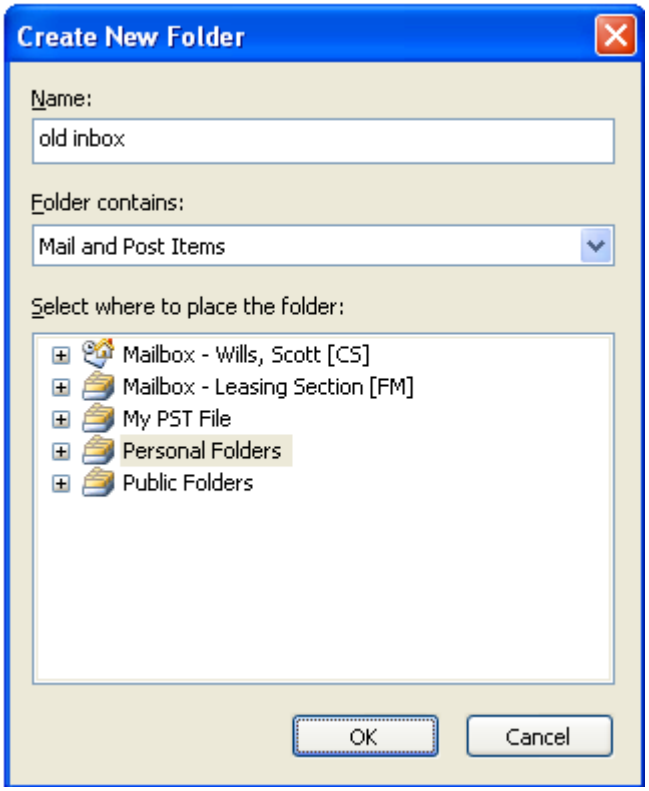
Next in your email you should see a 

that should reflect what you named it above.

Almost done. Now right click on the Personal folder (or whatever you named it) and click on new folder

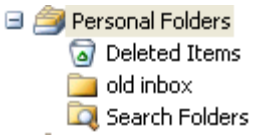


This box will come up. Type a name in such as old inbox or something else you can remember. This is where we will be moving all your files you want to save.

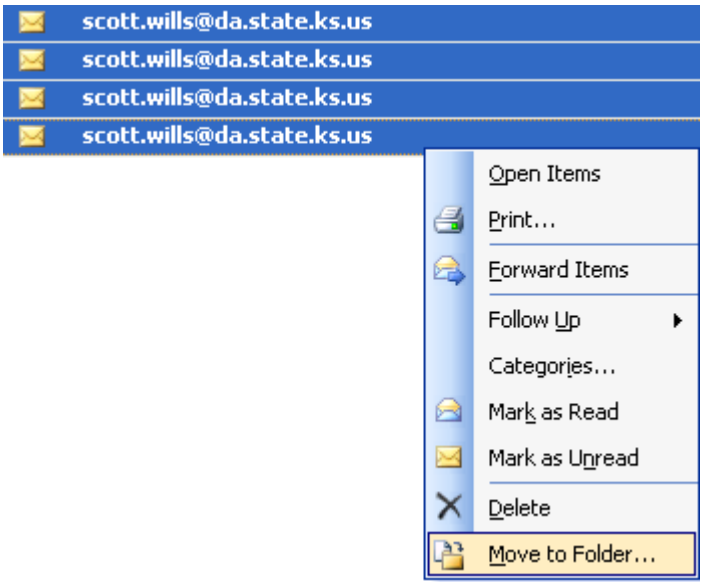
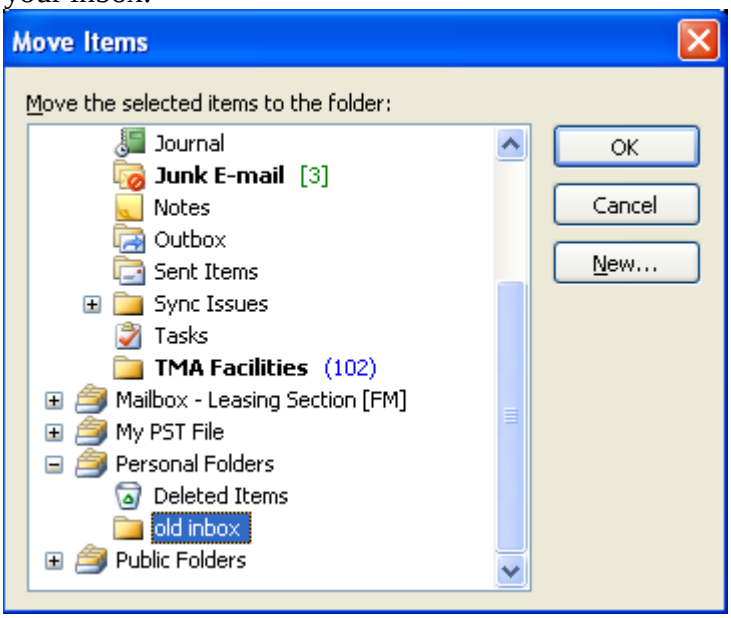


Click ok afterwards

As you can see now there is a folder named Old Inbox in our new Personal Folder.



You can select multiple emails by holding down shift. Select some emails and right click on them and select **Move to Folder**.



Then select your new folder as the destination for your emails. This will move the selected mails off the email server to your home drive server thus freeing up space in your inbox.