



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle

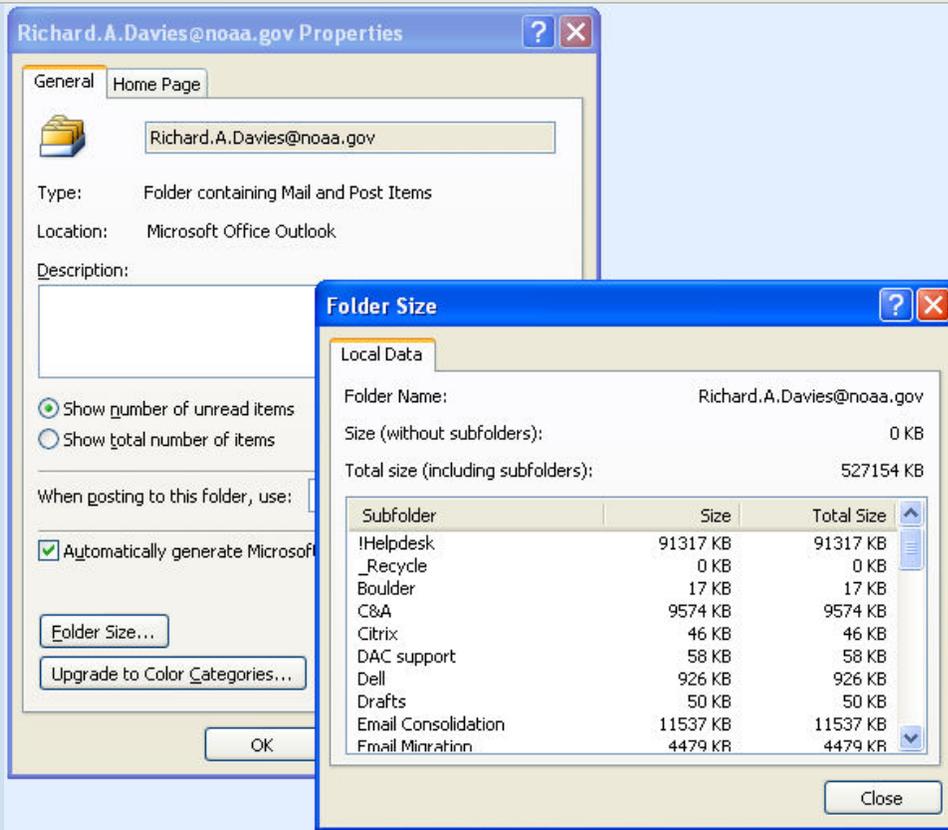
### Email cleanup - June 2010

#### Cleaning email folders and purging

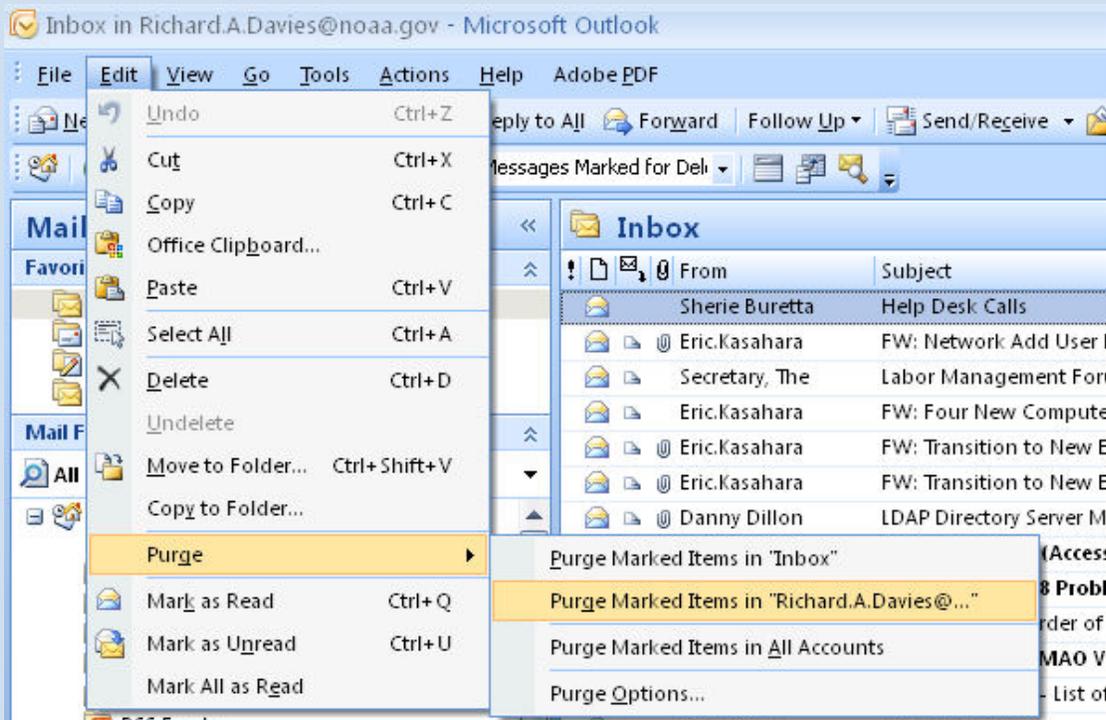
About two weeks ago, the NOAA CIO, Joe Klimavicz, sent an email about the proposed time table of moving to the new Exchange email system. As we get closer to the move date, we will be helping everyone prepare their email folders to get down to the 800MB limit that will be moved to the new email server.

It was suggested in the NOAA CIO's message to meet the challenge of minimizing mailbox sizes that we use local folders (Personal Folders in Outlook) to reduce the size of our active mailboxes. This advice may work well for many in NOAA but for us, we ask that you **DO NOT** start moving email to your local or personal folders or create an archive folder at this time. Personal folders are stored on the network but are very slow to access and cause problems when using our telework server, Citrix. Archive folders are stored on your local PC and are not backed up at all. Any problems on your local machine could result in those emails disappearing forever. Instead, we are asking you to delete all the messages you can. Some email types you might be able to delete are personal email, email you are saving just because of the attachment (save the attachment, delete the message), messages in a long thread where the last email shows all the prior communications (delete the previous messages), and anything in your sent folder that does not need to be kept.

One question that comes up frequently is "How big is my current email account?". There are two easy ways to check this. First, you can connect using the web interface at <https://mercury1.nwn.noaa.gov> and click on the folders tab. This will show all your folders and the total storage size at the bottom. The second way is within Outlook, right click on your account heading, (for example, [Richard.A.Davies@noaa.gov](mailto:Richard.A.Davies@noaa.gov)) and select properties. In the properties dialog box, click on the File Size... button to see a list showing your folder sizes.



Once you have deleted all the messages you can, you need to PURGE them from the email server. Deleting or moving a message does not truly remove the message from the server - it just marks it as ready for deletion and hides it. You have to purge your folders or accounts to remove the actual messages. To purge your deleted messages, go into any folder in your account, then go to Edit | Purge >. This will give you the option to purge marked items in the current folder, entire account, or all accounts. Once you do this, all messages marked for deletion and hidden will be deleted and gone forever.



Until we have specific instructions about where we will be storing or archiving files, please don't worry about moving messages to the local or personal folder, yet. We will let you know the proper method/location once we are sure where these are stored. In the meantime, please review your Folders in particular, Inbox, Trash, Sent, and Recycle folders and remove/delete as much as possible and continue to do so through transition. And remember, sometime after June 14<sup>th</sup> all messages in your Trash folder will be automatically emptied after 15 days and gone forever.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

This email authorized by OCIO Systems Support Seattle