

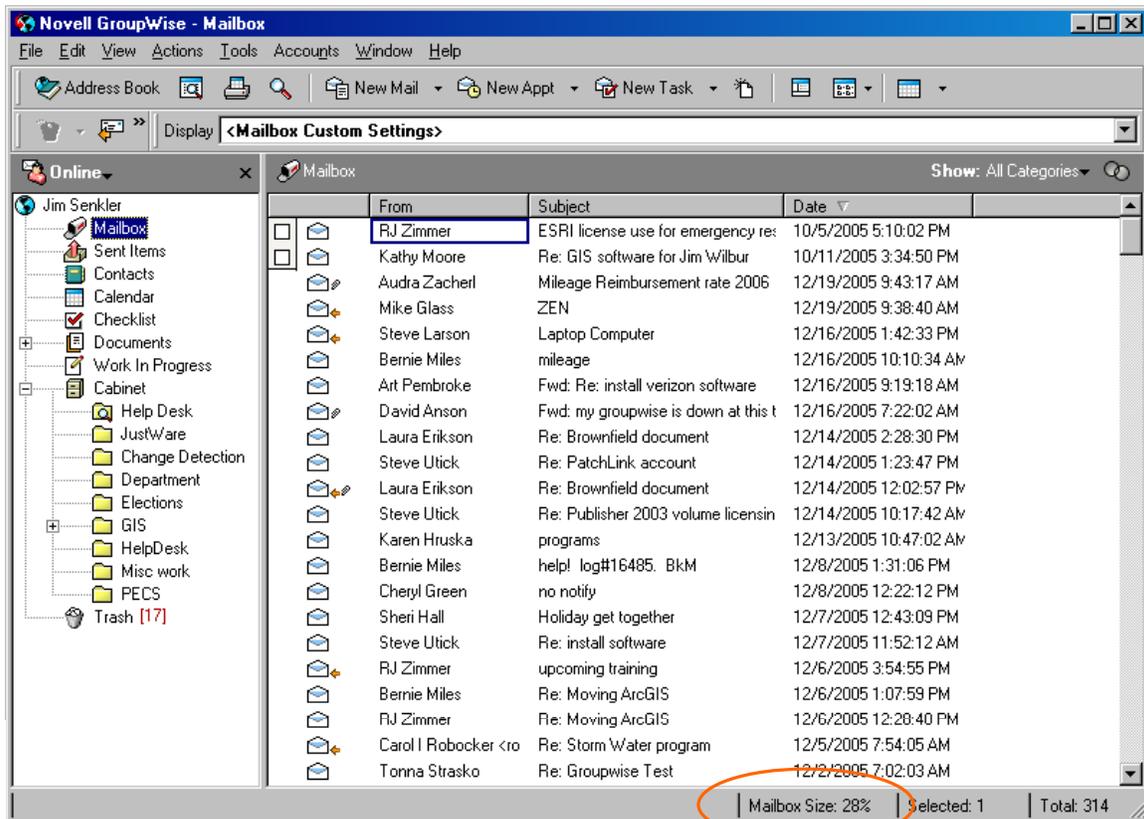
Information Technology and Services

Tip of the Week – Dec 19, 2005

Remember the Sent Items!

Most GroupWise users are pretty good about keeping their mailboxes cleaned up – and we appreciate that very much! But, and isn't there always a but, sometimes we forget about the Sent Items. Sent Items, as you probably already know, is the mail you send to others and it doesn't show up in the Mailbox. As far as GroupWise is concerned, it uses up server disk space just like your Mailbox items. So, here are steps to clean it up:

1. In GroupWise click on the **Mailbox size** button in the lower right-hand corner.



2. Select **Sent Items** from the list on the left:

You have used 28% of your mailbox storage limit. Once you have exceeded the storage limit, you will not be able to send new items until you either archive or delete some of your existing items.

View

- Trash
- Sent items**
- Received Items
- Posted/Draft items

Mailbox information

- Current mailbox size: 28.1 MB
- Maximum storage limit: 100 MB

	Size	Date	Subject	From
	335731	12/19/2005 4:04	RE: Training on the new vers	"Clouse, Shawn F. (D
	113998	12/16/2005 7:	IT&S Tip of the Week - I	IHELPDESK
	91798	12/13/2005 2:23	Notice of Office Closure	Shelly Callihan
	76634	12/14/2005 3:	Weight Watchers	Barb Messer
	47994	12/16/2005 4:01	Safety contest	Wendy Stewart
	47924	12/20/2005 12:1	Flex claim deadline change	Wendy Stewart
	15928	12/14/2005 3:29	Microsoft Security Bulletin Su	"Microsoft" <20_26234
	14725	12/14/2005 3:29	Microsoft Security Bulletin Re	"Microsoft" <20_26242
	10499	12/7/2005 2:04:2	Re: Holiday get together	Carol Hanel
	3840	12/19/2005 6:48	Jim will not be in this morning	Tonna Strasko

Buttons: Close, Archive, Delete, Stop Query

3. Highlight the items to be deleted and click on the **Delete** button. **Note:** This will permanently delete these items!

You have used 28% of your mailbox storage limit. Once you have exceeded the storage limit, you will not be able to send new items until you either archive or delete some of your existing items.

View

- Trash
- Sent items**
- Received Items
- Posted/Draft items

Mailbox information

- Current mailbox size: 28.8 MB
- Maximum storage limit: 100 MB

	Size	Date	Subject	To
	8361	9/27/2005 3:51 F	RE: Our possible upgrade to :	Daniel Martin
	10085	9/29/2005 9:24 F	RE: Our possible upgrade to :	Daniel Martin
	11259	10/4/2005 3:01 F	RE: Our possible upgrade to :	Daniel Martin
	10881	10/4/2005 3:05 F	RE: Our possible upgrade to :	Daniel Martin
	1388	10/5/2005 9:59 F	GIS software for Jim Wilbur	Kathy Moore
	14739	10/5/2005 1:36 F	RE: Our possible upgrade to :	Daniel Martin
	1722	10/6/2005 9:00 F	Clinic computers	Bernie Miles
	1764	10/6/2005 11:15	SLPScope and Contextless L	Chris Sinrud
	1137	10/6/2005 1:08 F	ArcGIS	Jack Spillman
	2270	10/18/2005 7:17	Re: Group Wise	Bill Horner

Buttons: Close, Archive, **Delete**, Stop Query

4. You can also delete old calendar items by clicking on **Posted/Draft items**, selecting the items, and clicking on the **Delete** button.

The screenshot shows a dialog box titled "Mailbox Storage Size Information". At the top, it states: "You have used 28% of your mailbox storage limit. Once you have exceeded the storage limit, you will not be able to send new items until you either archive or delete some of your existing items." Below this, there are two main sections: "View" and "Mailbox information".

The "View" section has five radio buttons: "Trash", "Sent items", "Received Items", "Posted/Draft items" (which is selected and circled in orange), and "Deleted Items".

The "Mailbox information" section shows a pie chart and two lines of text: "Current mailbox size: 28.1 MB" and "Maximum storage limit: 100 MB".

Below these sections is a table of items. The "Size" column for the first six items is highlighted in blue and circled in orange. To the right of the table are three buttons: "Archive", "Delete" (circled in orange), and "Stop Query".

Size	Date	Subject	From
541	12/13/2005 8:30	Staff Meeting	Jim Senkler
541	12/13/2005 12:3	Lunch	Jim Senkler
541	12/14/2005 12:3	Lunch	Jim Senkler
541	12/15/2005 7:00	Out	Jim Senkler
541	12/15/2005 12:3	Lunch	Jim Senkler
541	12/16/2005 11:0	Out of Office	Jim Senkler
541	12/19/2005 12:3	Lunch	Jim Senkler
541	12/20/2005 8:30	Staff Meeting	Jim Senkler
541	12/20/2005 12:3	Lunch	Jim Senkler
541	12/21/2005 12:3	Lunch	Jim Senkler