



Enterprise Email Pre-Migration Step 3C Cleaning Your Mailbox

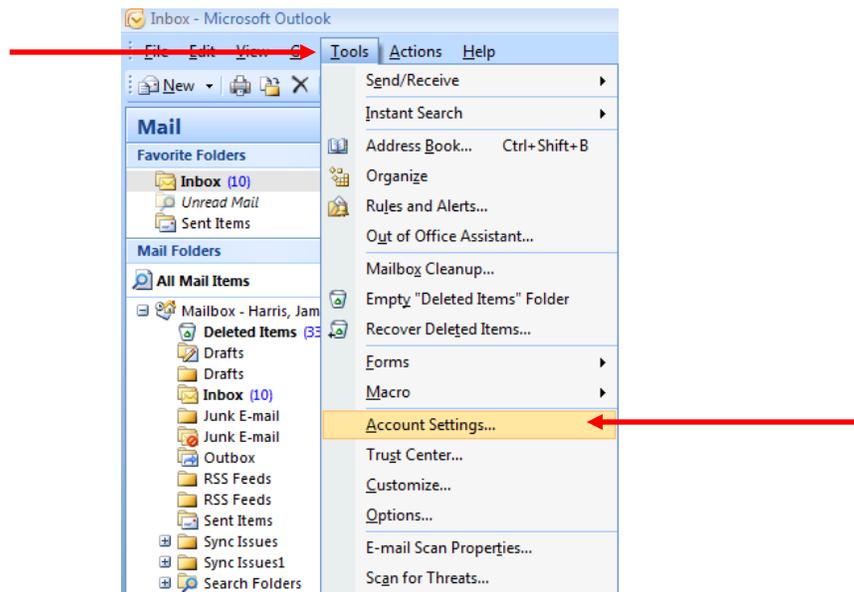


Once the mailbox and its subfolders have been saved to the **Legacy Email** folder the next step is to clean up the mailbox and all its subfolders. The mailbox in its entirety, to include all subfolders, makes up the total size of the mailbox. Because of this each individual subfolder needs to be cleaned up. Some folders can be cleaned using a standardized set of procedures while others require unique procedures to clean up. This guide will explain how to perform these steps which will reduce the mailbox size to at or near zero.

Cleaning the Inbox, Sent Items and Contacts Folders

***** NOTE ***** In some cases email can be configured to be delivered to a user defined PST rather than the Inbox. **In the event this configuration is active there is no need to execute steps 3-5 for cleaning the Inbox** as the PST file used in lieu of the Inbox can be moved to the new Enterprise Email Outlook profile. To check whether or not this configuration is active:

1. Open **Outlook**. Click **Tools** and select **Account Settings**.

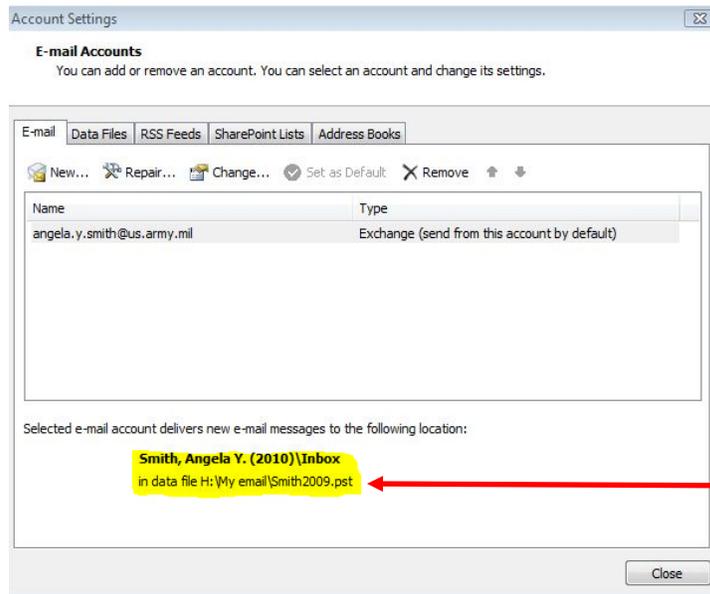




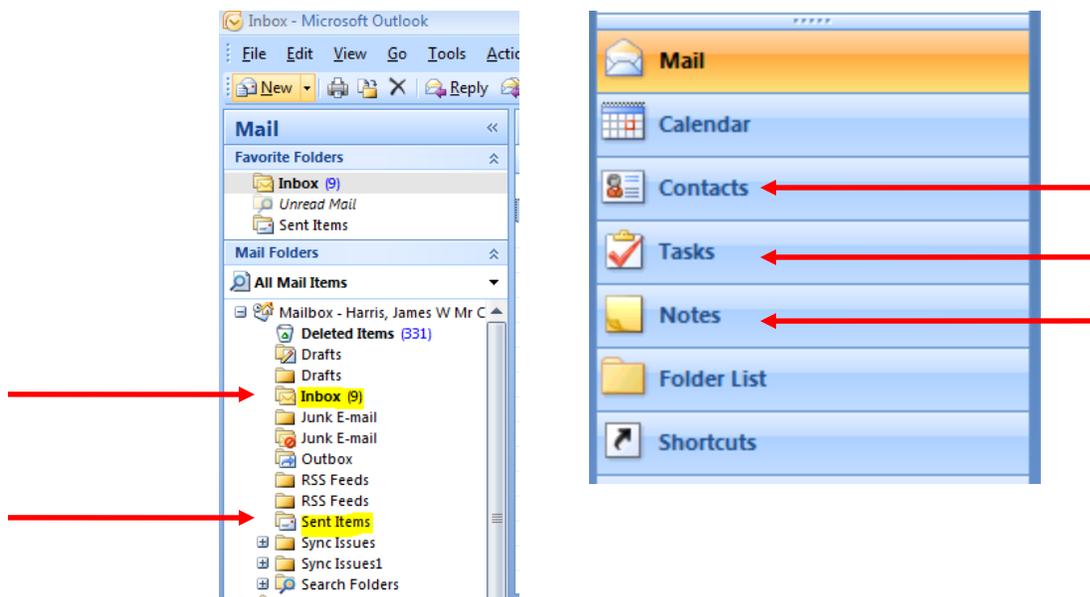
Enterprise Email Pre-Migration Step 3C Cleaning Your Mailbox



2. Under the **Email** tab confirm the email delivery location. If a PST data file is identified then the delivery to a PST file configuration is active.



3. To clean up the **Inbox**, **Sent Items**, **Contacts**, **Tasks** and **Notes** folders open **Outlook**. Select the **Inbox** (repeat steps 3-5 for **Sent Items**, **Contacts**, **Tasks**, **Notes** and any additional user created folders located under the **Mailbox - username**).

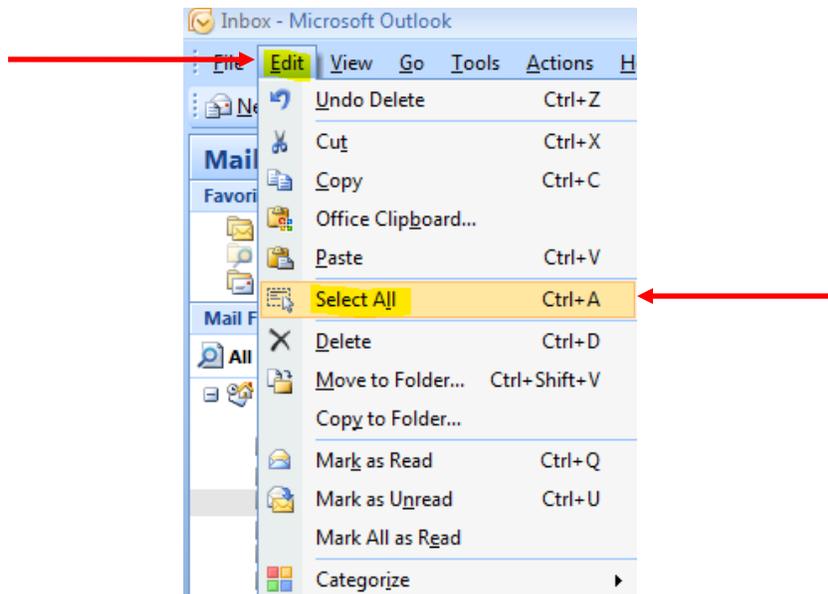




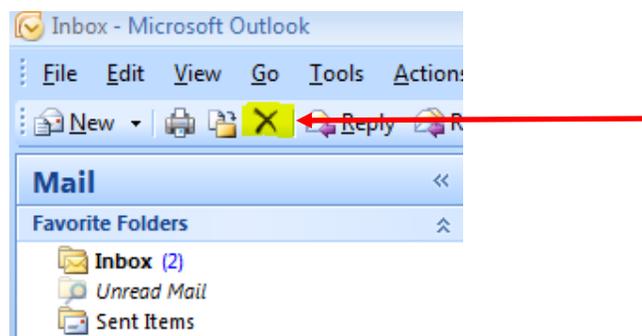
Enterprise Email Pre-Migration Step 3C Cleaning Your Mailbox



4. Select **Edit** from the **Menu Bar** and then select **Select All**.



5. Click the **Delete (X)** button on the **Tool Bar**. This will move all selected items to the **Deleted Items** folder.

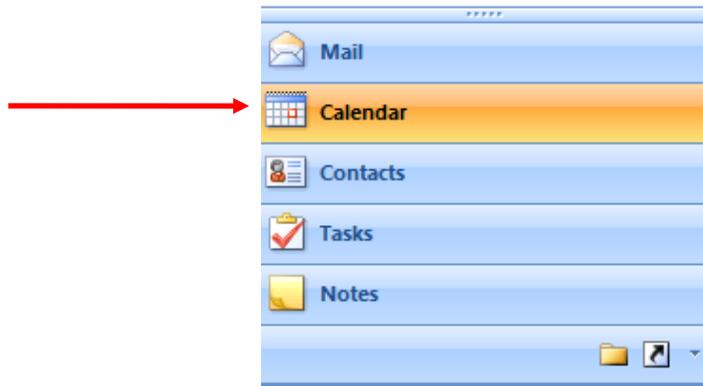


Repeat steps 3-5 for the **Sent Items, Contacts, Tasks, Notes** and any additional user created folders located under the **Mailbox - username**. This will move all selected items to the **Deleted Items** folder. Continue with the next section.

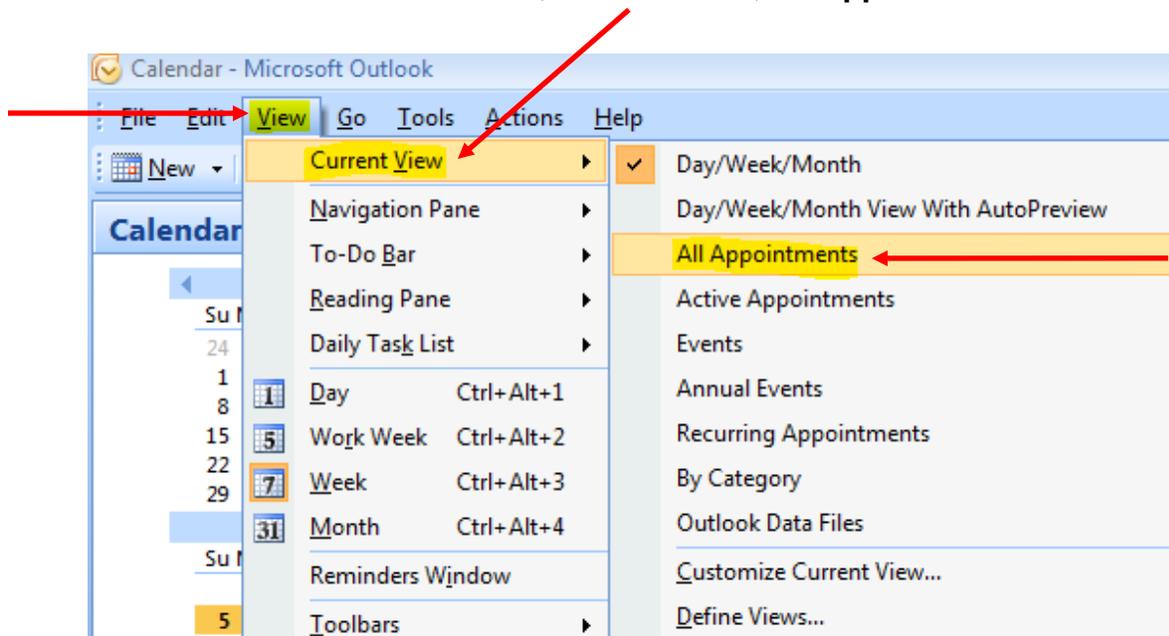


Cleaning the Calendar Entries

6. Select the **Calendar** from the folder list.



7. From the **Menu Bar** select **View, Current View, All Appointments**.

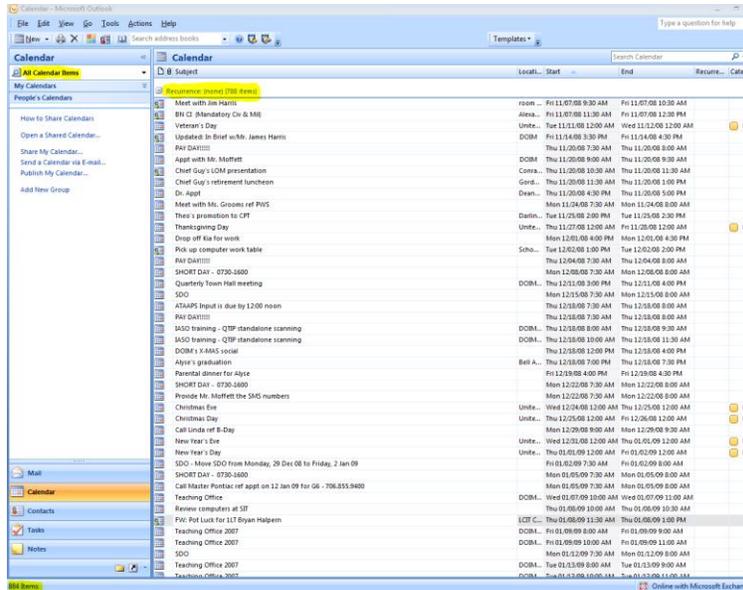




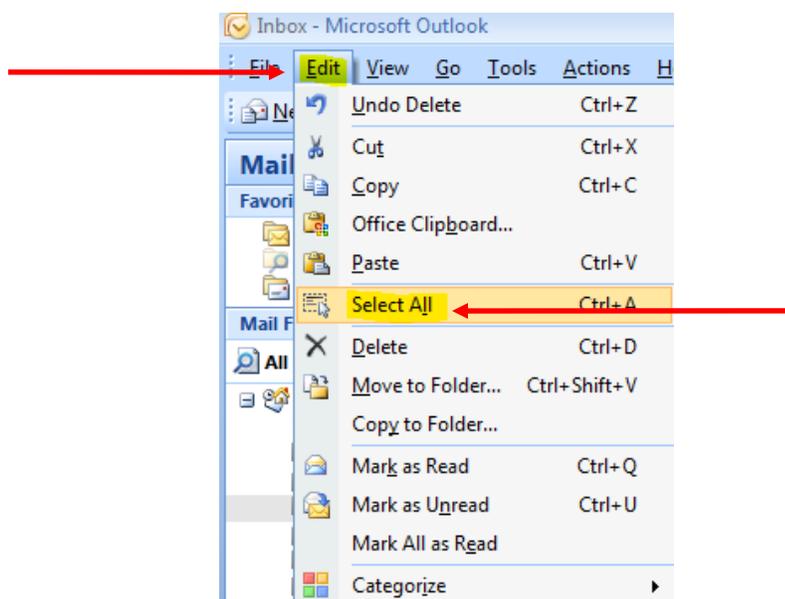
Enterprise Email Pre-Migration Step 3C Cleaning Your Mailbox



- This will produce a list view of all appointments that are in the Calendar. This list can be quite long and can possibly extend back for several years. The appointments are grouped together based on recurrence. At the top of the list should be all appointments that have no recurrence, then all appointments that have daily, weekly and monthly recurrences.



- Select **Edit** from the **Menu Bar** and then select **Select All**.

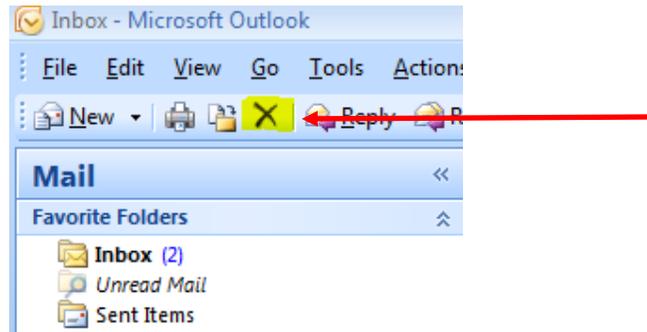




Enterprise Email Pre-Migration Step 3C Cleaning Your Mailbox

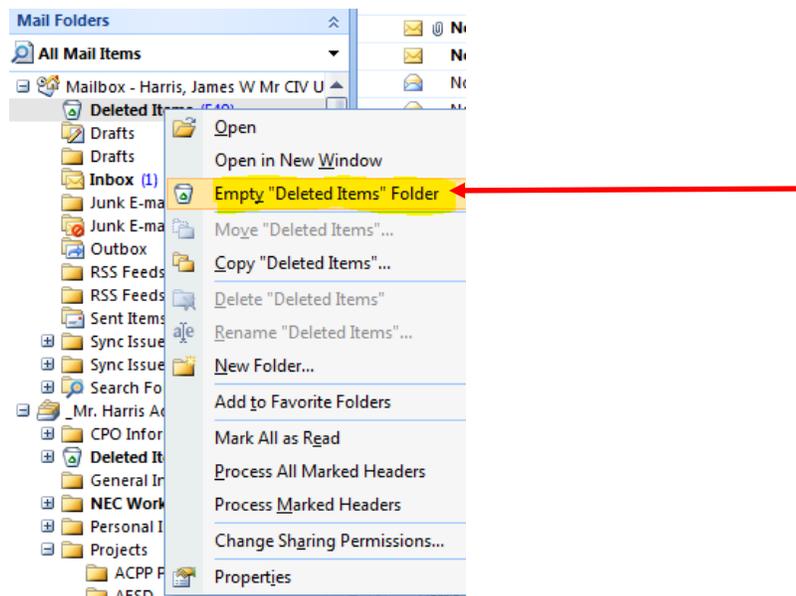


10. Click the **Delete (X)** button on the **Tool Bar**. This will move all selected items to the **Deleted Items** folder.



Cleaning the Deleted Items Folder

11. Once all the items from the **Inbox**, **Sent Items**, **Contacts**, **Tasks**, **Notes** and **Calendar** have been deleted (moved to the **Deleted Items** folder) the items can be emptied from the **Deleted Items** folder. To do this select the **Deleted Items** folder. Right click the **Deleted Items** folder and select 'Empty "Deleted Items" Folder' from the menu.

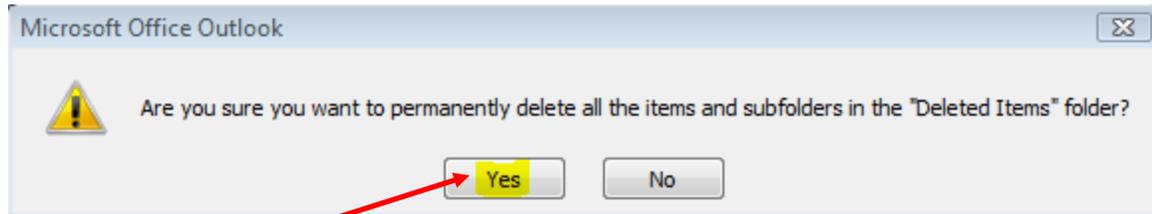




**Enterprise Email
Pre-Migration Step 3C
Cleaning Your Mailbox**



12. The following window will appear. Click the **Yes** button. You may see a progress window indicating the progress of the deletion process. When this window disappears the deletion process is complete.



*****Note***** This is a point-in-time cleanup process for the selected subfolders. You may receive new email in your **Inbox**. This should not affect the migration process which, at the time of completing this process, should be 1-2 days in the future.

13. You have now completed Step 3C, Cleaning Your Mailbox. **You are now prepared for Enterprise Email migration.**