



## Exchange Email Optimization Tips

In order to improve email performance and efficiency, please follow these guidelines. They are listed in order of greatest impact first:

### **Empty your "Junk E-mail" folder.**

SPAM is automatically sent here, so you may be unaware that you have e-mail in this folder, however it is counted towards your mailbox size.

### **Empty your "Sent Items" folder.**

Any e-mail sent within Outlook is stored in the "Sent Items" folder. If you feel you may need these for tracking, archive them to PST instead.

### **Empty your "Deleted Items" folder.**

All deleted email is stored within the Outlook "Deleted Items" folder, which takes space. This folder should be emptied on a regular basis and should not be used to store your e-mails. You may turn-on a function that automatically empties the "Deleted Items" folder when you logoff.

### **Delete e-mails that you feel are not important.**

### **Archive e-mails older than a year old that you feel you may need for future reference.**

Outlook has the ability to automatically archive e-mail to a PST file which should be stored on your network server (not on your local PC) for backup. If you do not know how to configure this, contact your IT support personnel.

### **Delete e-mails older than a year old that you feel you will never need to reference.**

### **Avoid using background pictures in your e-mail templates.**

Pictures in your e-mail signature and background template are sometimes useful; however it does take additional storage space and causes additional network traffic for each e-mail you send.

### **Do not propagate SPAM.**

This includes forwarding chain letters and jokes.

### **Do not install any unauthorized programs to "enhance" Outlook.**

An example is programs that have add-ins for smiley icons and backgrounds. This software has malicious spyware and adware which degrade computer/network performance and can crash your computer.

### **Prevent SPAM.**

Do not sign up for any newsletter, website, or bulletin board without reading the privacy policy first.

### **Create folders to organize e-mail.**

One of the major reasons for slow mailboxes is a ridiculous amount of e-mail (1000+) in the primary Inbox. You can create folders within Outlook to sort (click and drag) your e-mail and take them out of your primary Inbox. This can help you organize not only your e-mail but also your work day and tasks you need to complete. If you need help doing this, contact your IT support personnel.

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