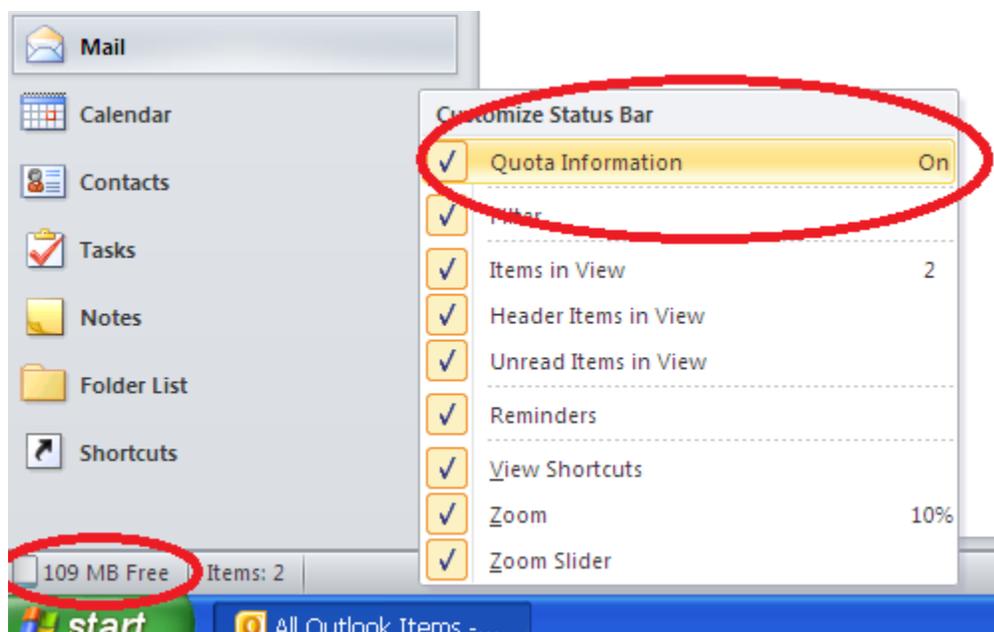


Disk Quotas

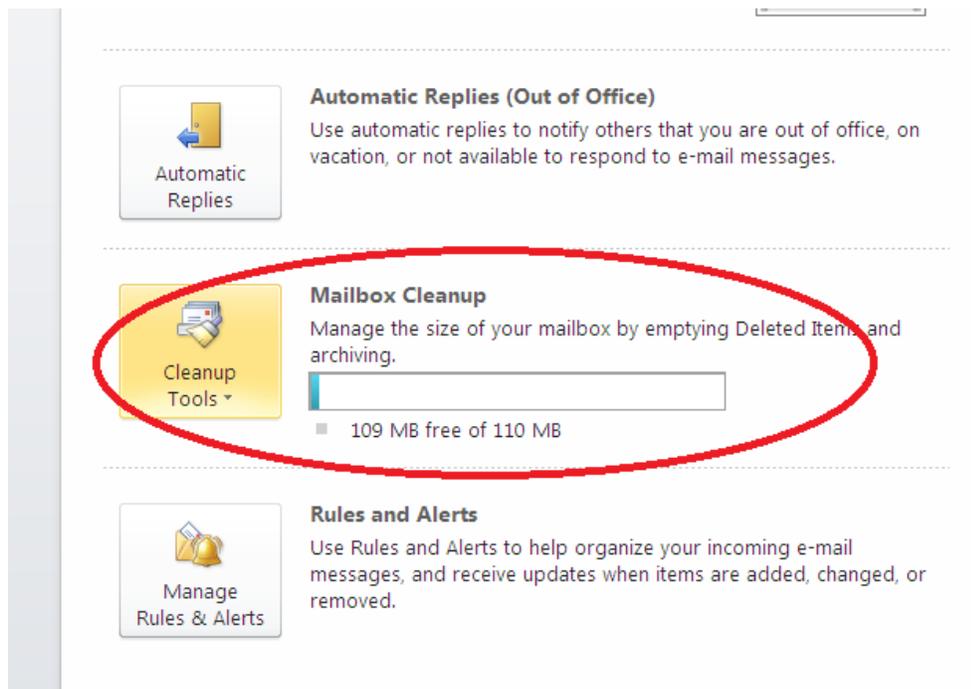
All users and resources in Outlook will be assigned a disk quota in July of 2013. Quotas will be assigned based on the current disk usage of each account. Online archives will not be assigned quotas until September of 2013.

Once quotas have been assigned you can see how much space you have used by right clicking on the status bar in Outlook and selecting “Quota Information On”. This will show you how much disk space you have free.

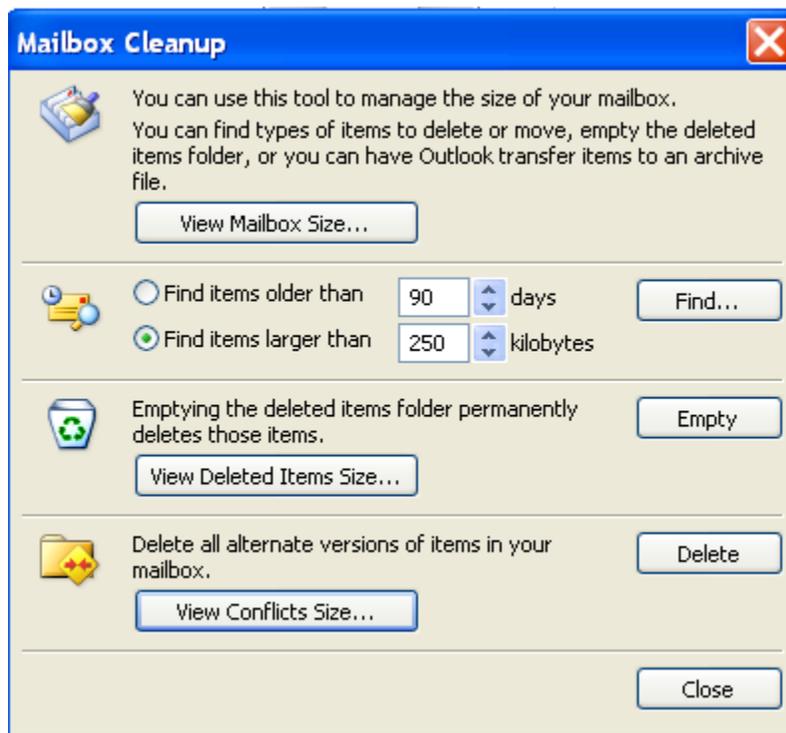
Mail messages stored in your online archive do not count against your mailbox quota.



You can also view quota information by clicking on “File” and checking out “Mailbox Cleanup”



Various options are available in Mailbox Cleanup to help you reduce your mailbox size

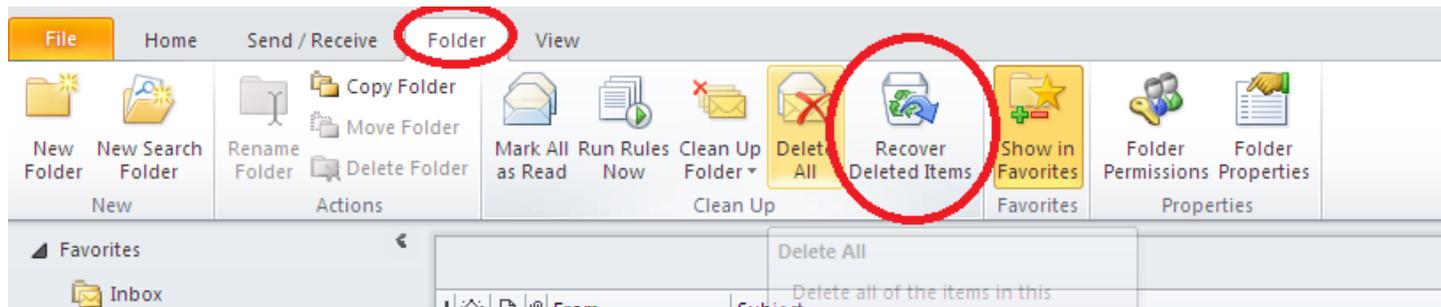


Deleted Items

There **is no automatic removal of deleted items in Outlook**. It is the user's responsibility to remove items from the deleted items folder. Deleted items count against disk quota.

Users need to go in and empty their deleted items on a regular basis.

Even after they are removed from deleted items they can be recovered for two weeks with "Recover Deleted Items". To find this look in the "Folder" tab.



Recovered items are placed either in your inbox or sent items folder – not in the original location they were deleted from.