Email Housekeeping - MS Outlook OWA (web client) - Tips & Tricks for cleaning up and organizing your mailbox in preparation for M365 Migration

Option 1: Sort by Size

- 1. Open OWA on your device (xch.csi.cuny.edu).
- 2. In the upper right corner, locate the Sort by link.
- 3. Select **Size** from the field menu. The emails will be sorted into size categories.
- 4. Delete unnecessary emails from the Enormous, Huge, Very Large, and Large categories.
- 5. Empty your **Deleted Items folder**. Right-click on the Deleted Items folder and select Empty Folder. Please note: Deleting items from the **Deleted Items folder** will permanently delete the emails.
- 6. Select the field from the **Sort By** menu to return to a previous sort.

Option 2: Sort Emails with Attachments

Emails with attachments tend to be larger.

- 1. Open OWA on your device (xch.csi.cuny.edu).
- 2. In the upper right corner, locate the Sort by link.
- 3. Select Attachments from the field menu.
- 4. Delete unnecessary emails.
- 5. Empty your **Deleted Items folder**. Right-click on the Deleted Items folder and select Empty Folder. Please note: Deleting items from the **Deleted Items folder** will permanently delete the emails.
- 6. Select the field from the **Sort By** menu to return to a previous sort.