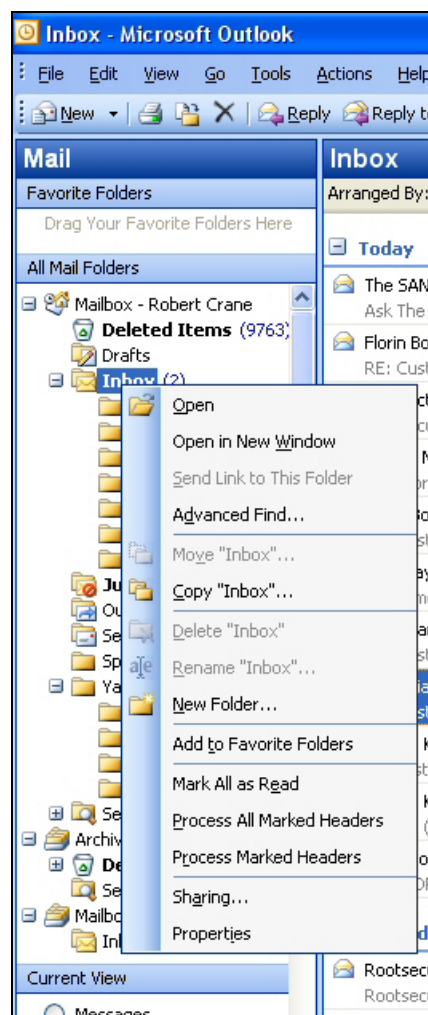


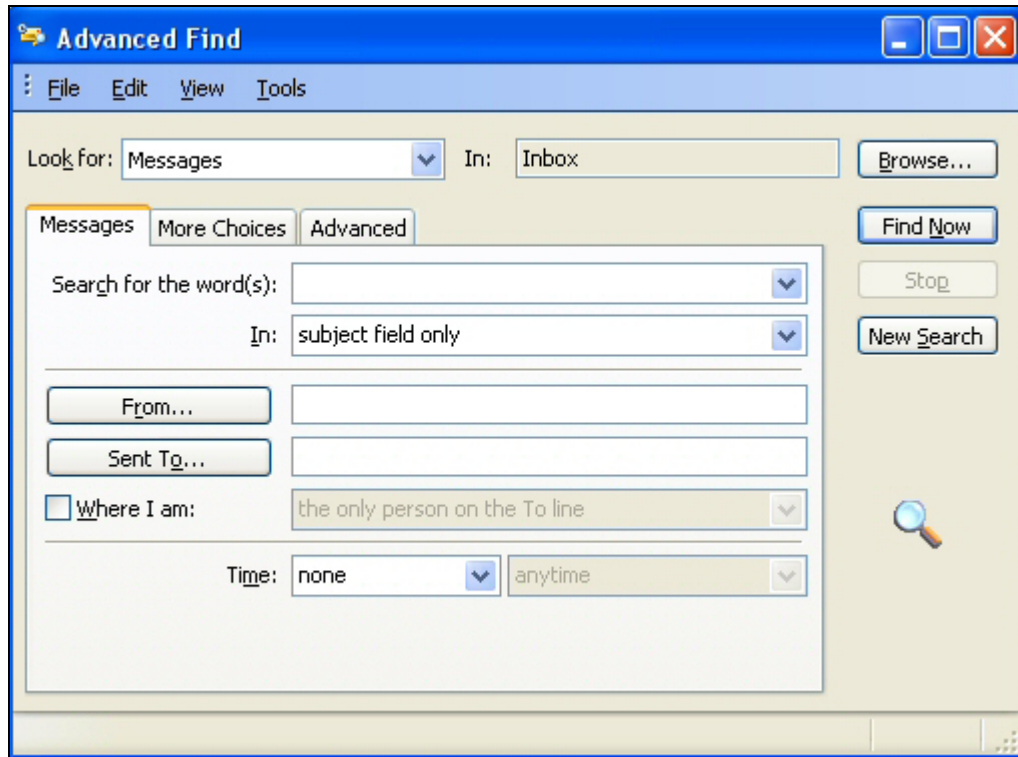
Locating large attachments in Outlook 2003 Version 1.00

The most likely reason for oversized mailbox folders is because of large email attachments. This document will show a quick and easy way to locate and remove large documents from folders in your Exchange mailbox.

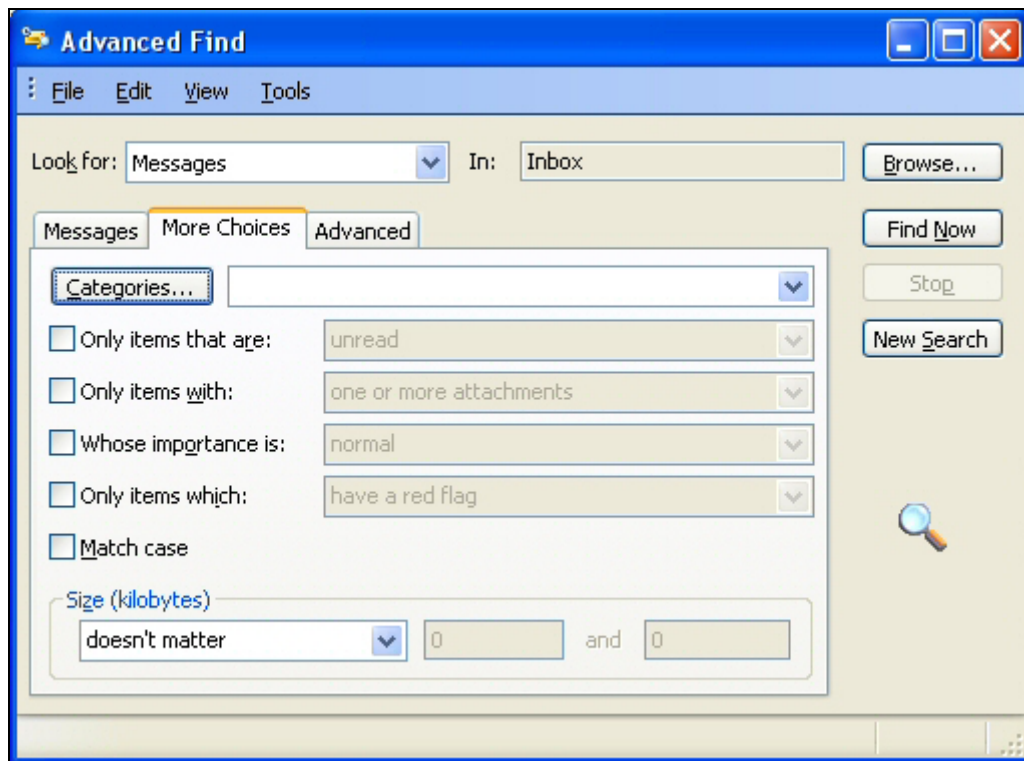
1. Open Outlook 2003 and ensure that you are in your *Inbox*.
2. From the folder view *right mouse click* on your *Inbox* on the left of the screen and select the "*Advanced Find..*" option from the menu that appears, like so :



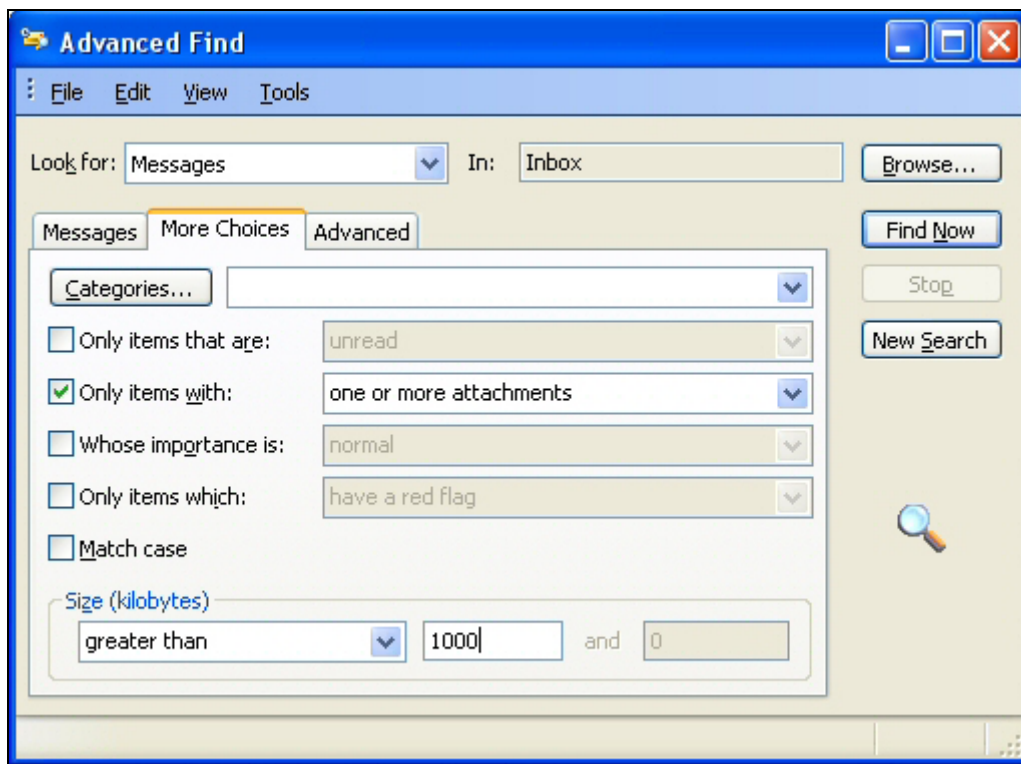
3. This will now display the *Advanced Find* window like so :



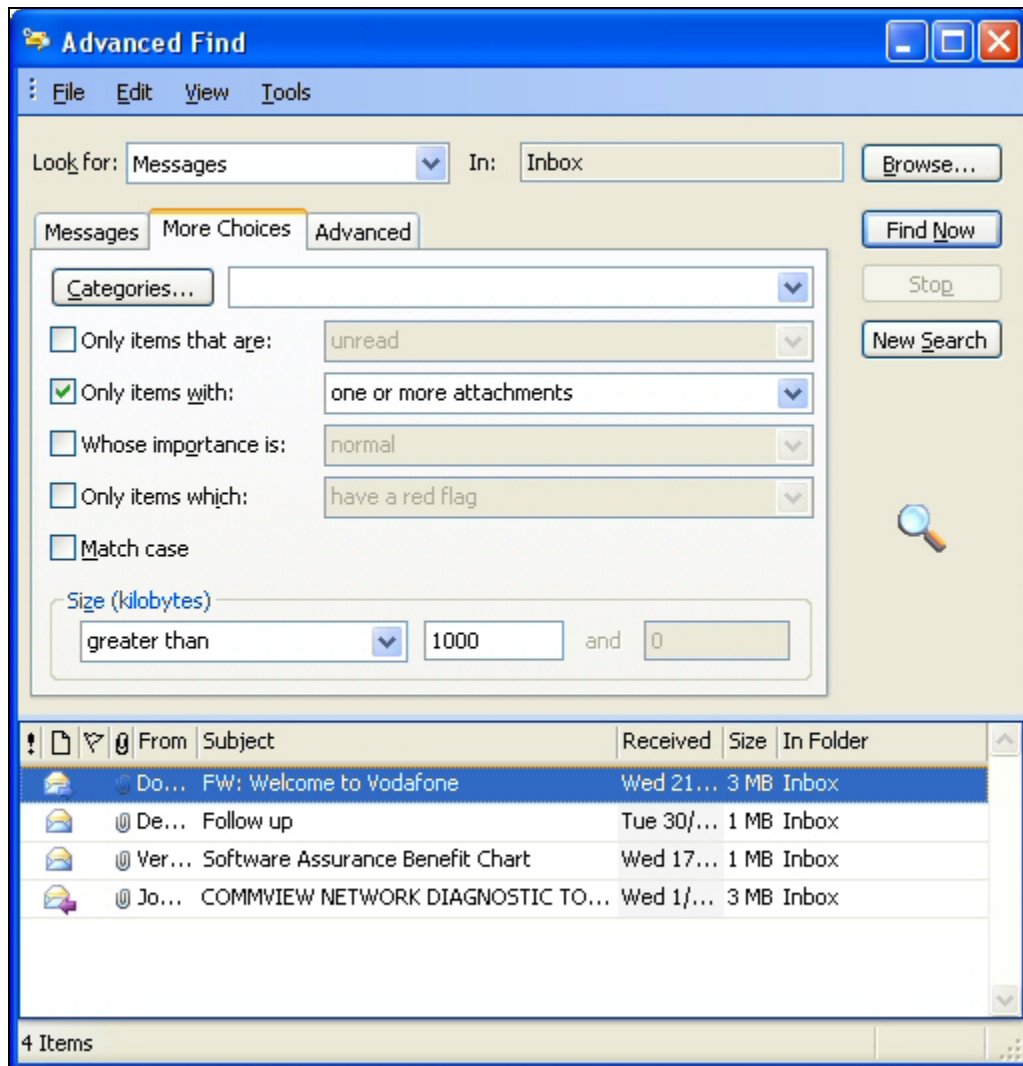
From here select the *More Choices* tab and the window should now appear like :



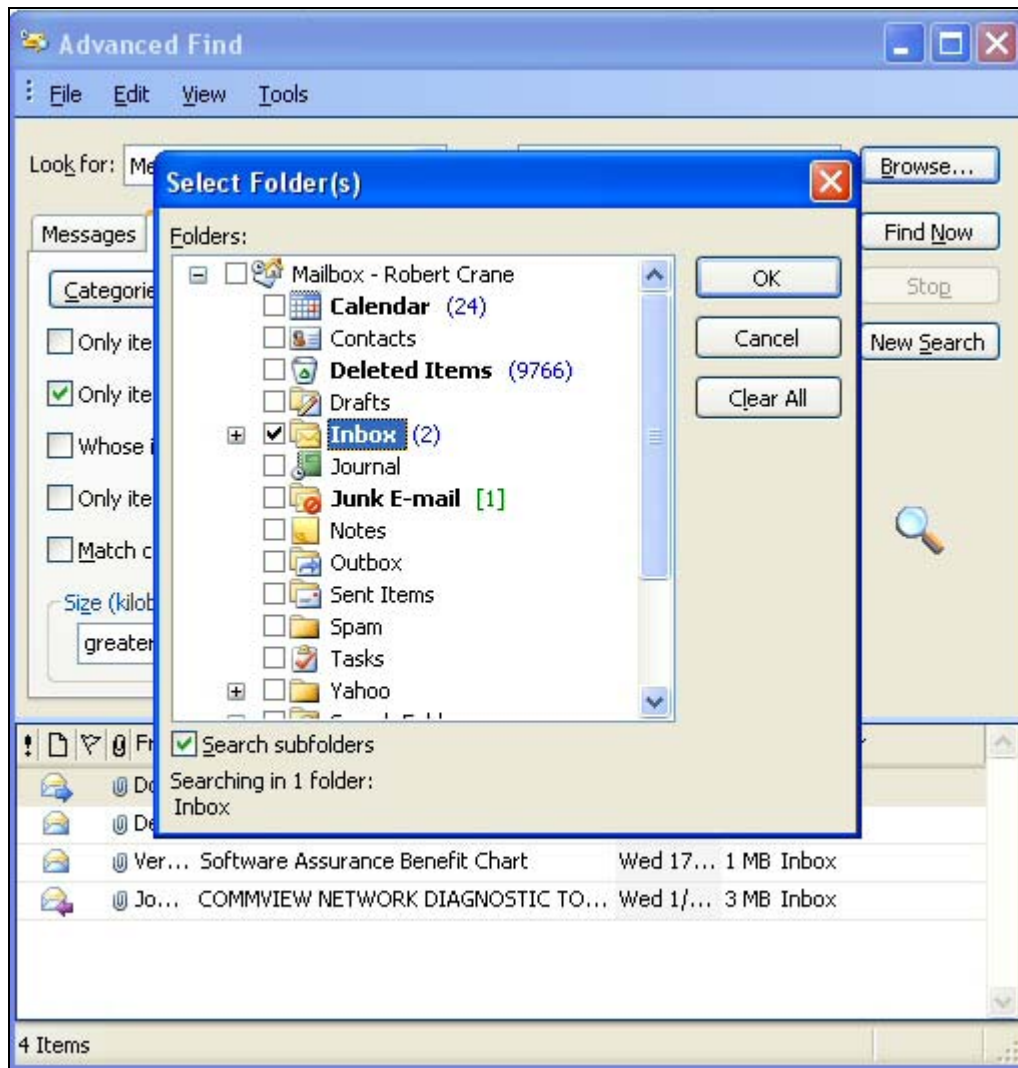
4. Tick the second option under the *Categories* button called "Only items with:". Once ticked the option "one or more attachments" will become available. Leave this as the selected option.
5. At the bottom of this window under the heading "Size (kilobytes)" pull down the option and select "greater than".
6. In the box immediately to the right of this enter the minimum size to search for in kilobytes. For example if you want to search for all attachments over 1 MB then enter 1,000 into the box.
7. With all these selections complete the window should appear like so :



8. Press the *Find Now* button in the upper right of the window to commence the search.
9. The search will now run on the folder you have selected and by default any folder you have created underneath that (in this case the *Inbox*). When the search is complete you will see the results at the bottom of the *Advanced Find* window like so :



10. To open any of these emails simply double click on them.
Alternatively, press the *Delete* key to delete the email or *Shift* and *Delete* to delete the email without sending it to the *Deleted Items*.
11. If you wish to change the folder you are searching simply click the *Browse* button in the upper right hand corner of the *Advanced Find* window and select the folder (or folders) you wish. The following *Select Folder(s)* window will appear to allow you to make your choice.



12. By default the search will run on the folder you select and any sub folders. If you wish to prevent subfolders being searched simply unselect the "Search subfolders" option in the above window.