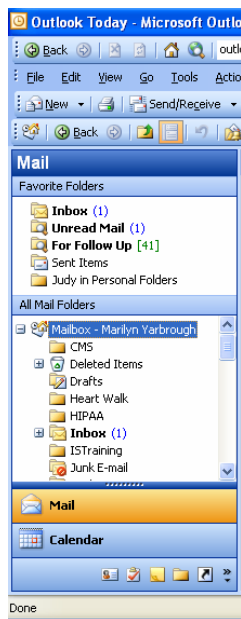


How to Keep All the Mail you Need and Stay Below Quota

With the new Exchange server, all email, calendar entries, tasks, notes and journal entries are saved on the Exchange server in a mailbox with your user name. Although Microsoft recommends a maximum size of 200 Mb for the mailbox, we have allocated 250 Mb for HSC users. This should be more than sufficient to hold at least six months of mailbox entries and only applies to the server not to your local PC.

The smaller the mailboxes are on the Exchange server, the faster and more efficient the server will function. In order to keep the server functioning efficiently, we are offering this information to help you decide how best to manage your Exchange mailbox.

Manually Move Messages to Local Folders



This window shows you a list of your Outlook folders. Notice the list under All Mail folders. There is a Mailbox listed with your name on it. The folders at this level are stored on the Exchange server. The items in your Exchange mailbox are available anywhere you have access to the internet.

Scroll down the list and you should see an entry named Personal Folders. The folders listed below that entry are housed on your local PC. These folders will only be accessible on the PC where they reside.

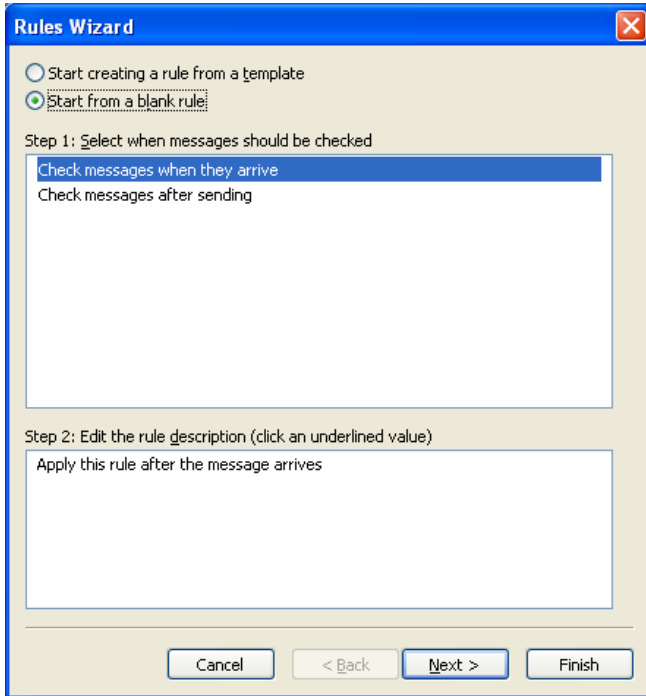
The quickest and easiest way to move messages from the server to your PC is to click on the message header to select it and drag and drop it into your Personal Folders. Or, you may open the message and click the File menu and choose Move to Folder, and choose the folder from the available list.

Use Rules to Move Messages to Local Folders

Rules and Alerts allow you to have the messages automatically placed in folders of your choice based on certain criteria. These rules are client only because they are only accessible when you are using the PC where they are created.

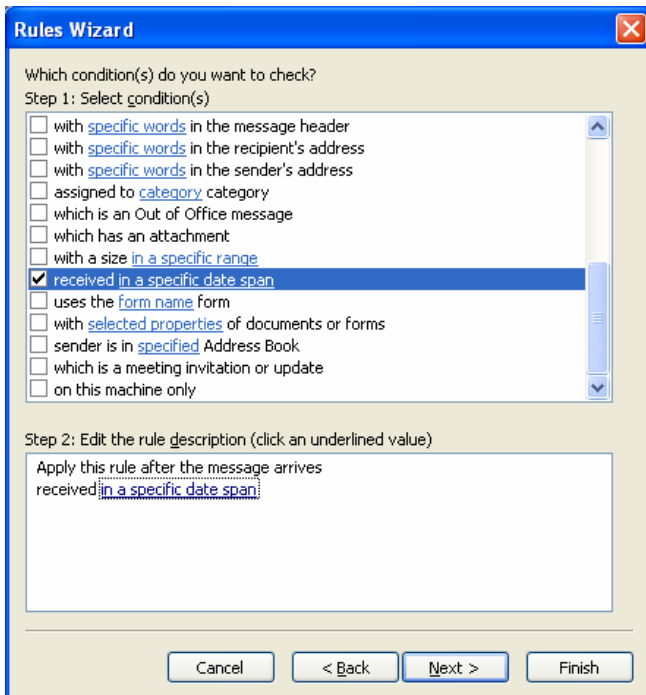
The following example creates a rule that moves all of your incoming email to a personal folder based on a date criteria (i.e. all mail arriving after February 1, 2005).

Open Outlook and click on the Tools menu. Choose Rules and Alerts.



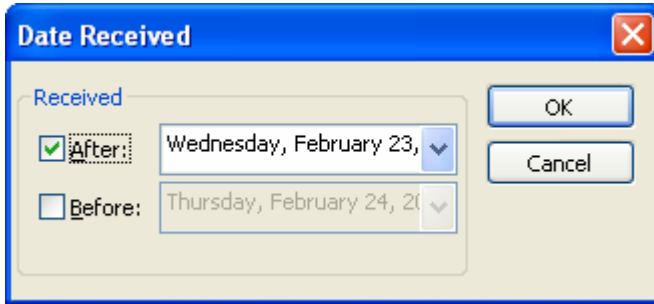
Choose New Rule and Start with a blank rule:

Choose Check messages when they arrive and click the “Next” button.

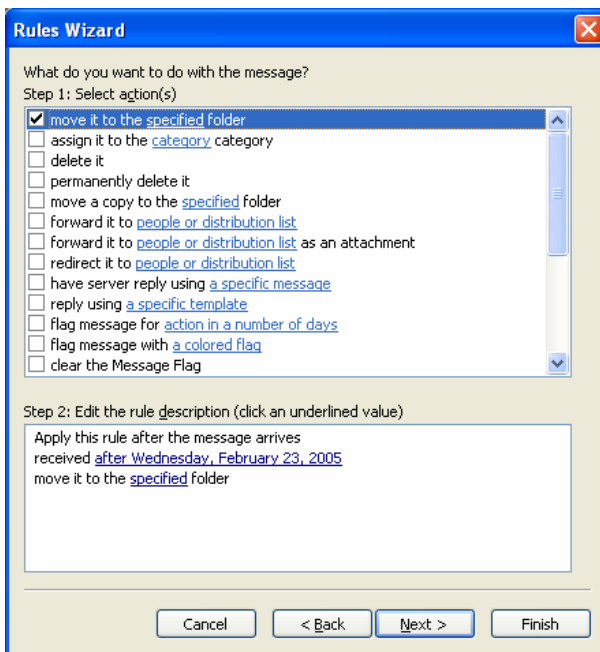


Scroll down the list of possibilities until you see the entry that states “received in a specific date span” and click the box beside that entry.

In the bottom window click the “in a specific date span” link and set a date in the past so that all new mail will become subject to this rule.

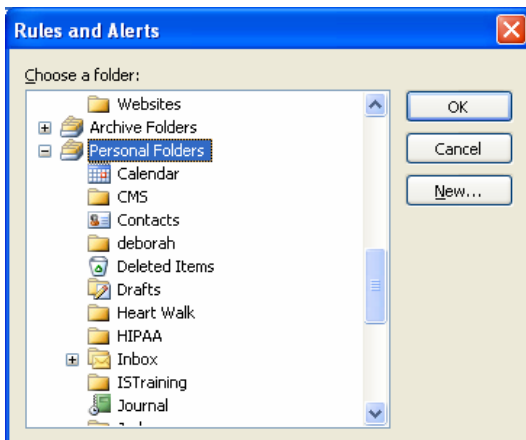


Click the box beside “After” and choose the date you wish to assign to the rule. Click the “OK” button. Click the “Next” button.



Click the box beside “move it to the specified folder”.

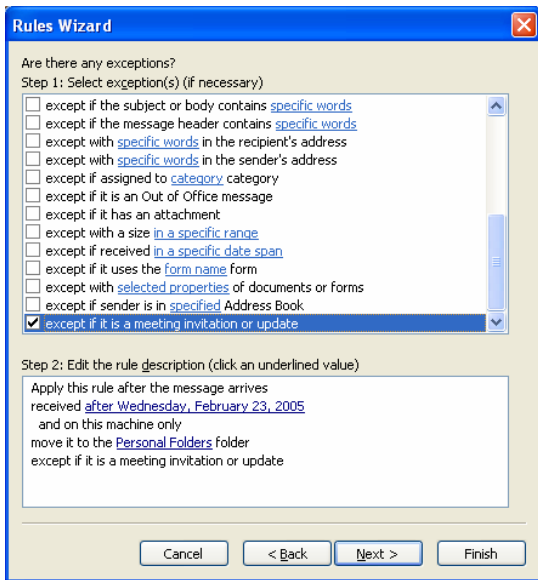
In the bottom window click on the “specified” link.



Choose the folder you wish to send the messages to. Be sure this folder is listed below the Personal Folders entry, or click the “New” button to create a folder.

Once the folder is chosen, click the “OK” button to return to the rules window.

Click the “Next” button.



It is very important that an exception be created for messages that are meeting invitations or updates. Otherwise, all meeting entries will be written to the calendar that resides in the Personal Folders area and will only be accessible on the machine on which the rule was set.

By keeping the meetings at the server level, other users will be able to view free and busy times on your Calendar. Click the "Next" button.



Choose whether you want to run the rule now or turn on the rule for future messages. Click the "Finish" button to complete the process.