# Mailbox Maintenance

Mailbox maintenance is essential!!

- Every employee has a 5GB mailbox.

- Employees receive 100's of emails daily.

- Mailboxes get full very fast.

- Mailboxes must be under the limit to prevent missed emails or emails not being sent.

- Employees also in distribution lists will have "bounce back messages" sent to the sender. Confusion and other questions will arise. Ie. Will they ever receive the message? Did others in the list receive the message?
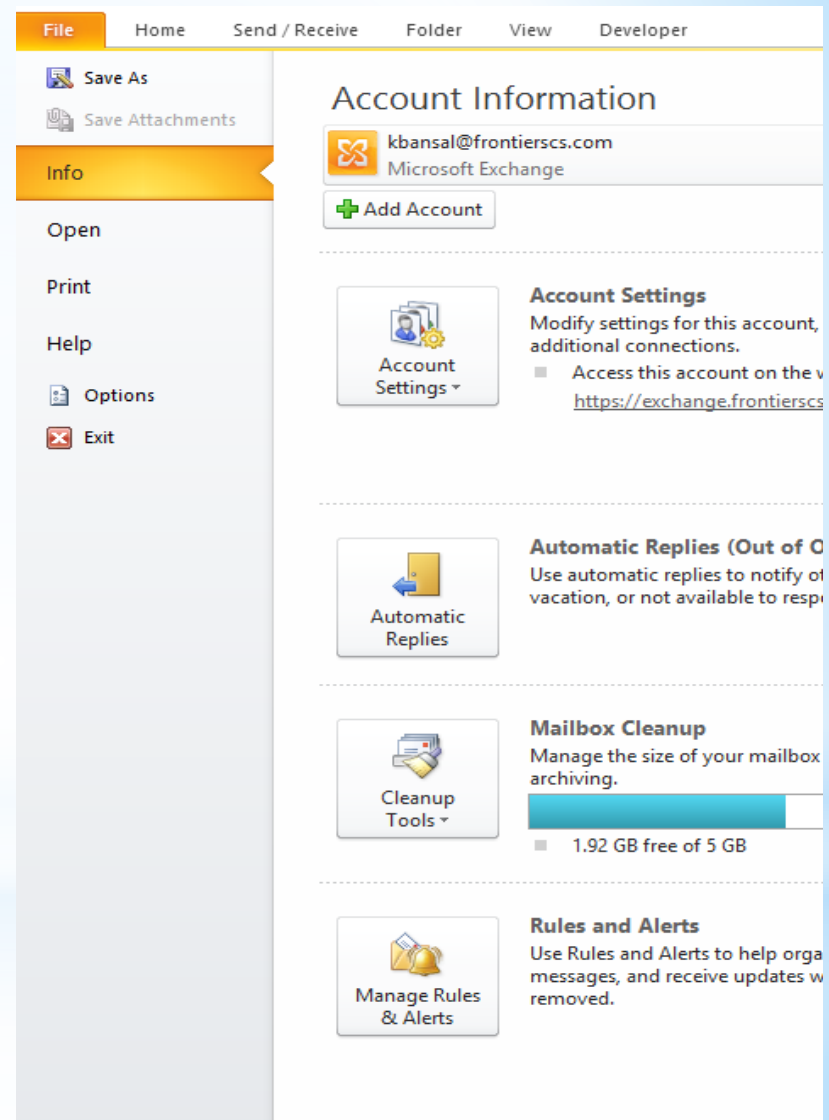
➢ Archiving (manual)
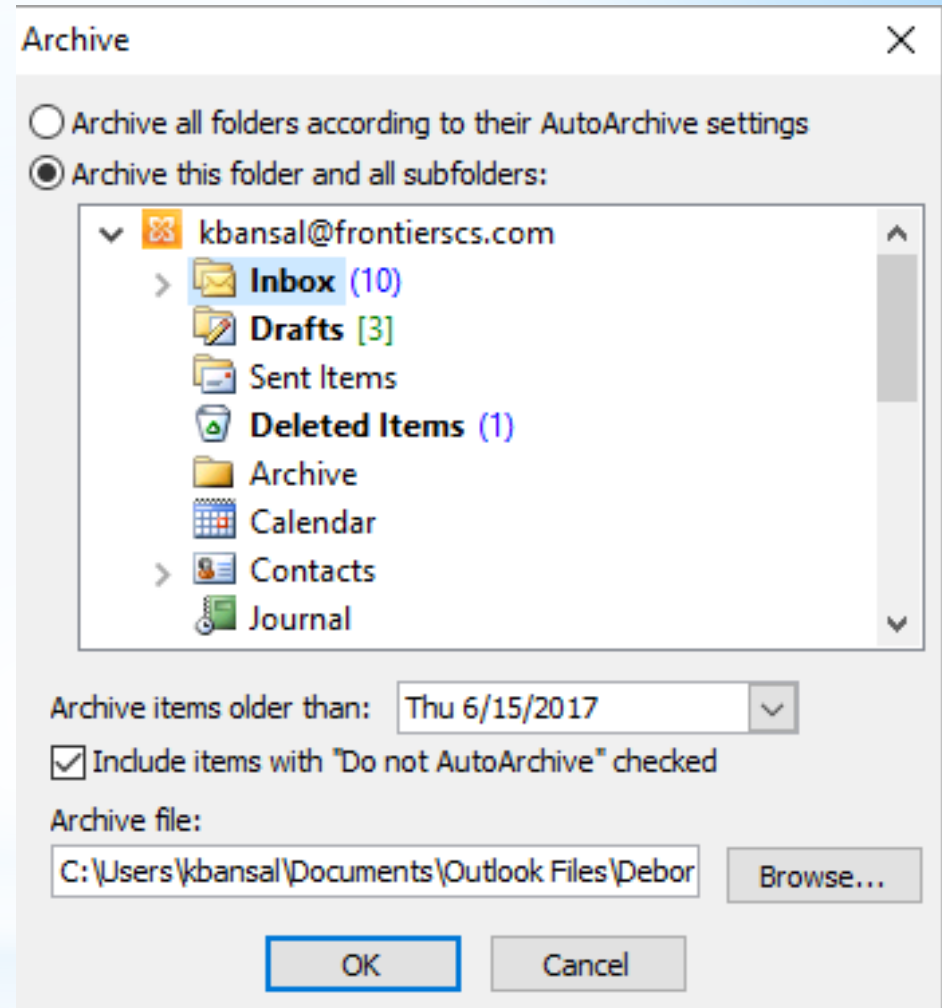
Click File > Info > Cleanup tools > Archive

- Highlight the folder you want to archive, or you can highlight entire mailbox.

- Pick a date until which you want to archive your data.

- Click archive.

It will archive your data and create a new folder in your Outlook which has the same subfolder structure as your main mailbox.

Archived data does not use your mailbox space

IT department highly recommends that you archive your mailbox every 15 days (or thereabouts) to ensure that your mailbox does not surpass the 5GB limit.

Preventing bad impressions to our clients or missing important emails...

Archive ✕

◯ Archive all folders according to their AutoArchive settings
◉ Archive this folder and all subfolders:

- ∨ ⊠ kbansal@frontierscs.com
  - ⟩ 📩 **Inbox** (10)
  - 📝 **Drafts** [3]
  - 📇 Sent Items
  - 🗑 **Deleted Items** (1)
  - 📁 Archive
  - 📅 Calendar
  - ⟩ 💳 Contacts
  - 📔 Journal

Archive items older than: `Thu 6/15/2017` ∨

☑ Include items with "Do not AutoArchive" checked

Archive file:

`C:\Users\kbansal\Documents\Outlook Files\Debor` [Browse...]
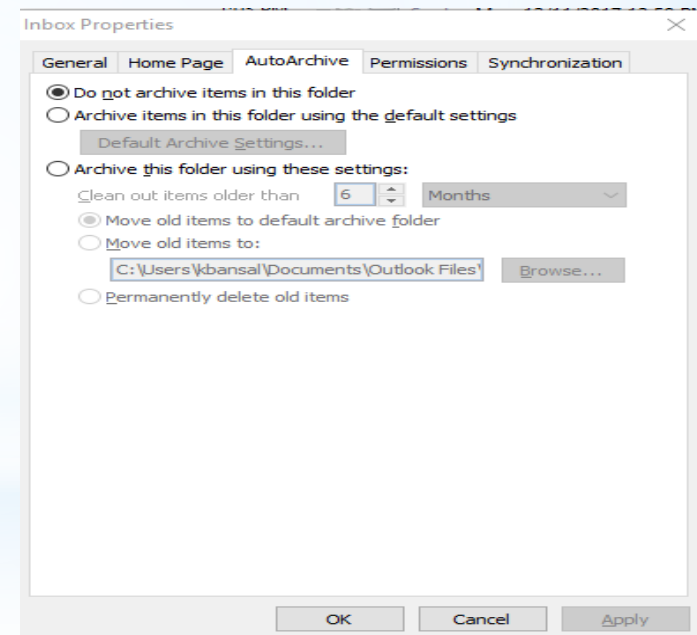
[OK] [Cancel]

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➢ Auto Archive

You can set auto archive as well

Click Folder > Auto Archive
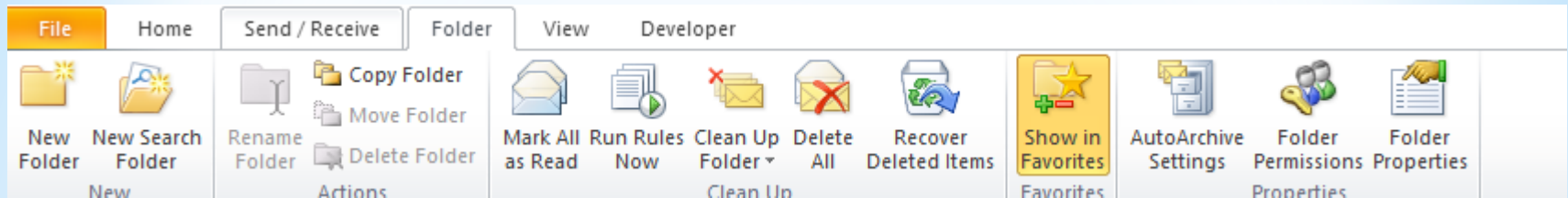
Under Auto Archive Tab
- Pick user default settings, or
- Pick your own personalized settings.
  - Ie. How & where your old emails should be archived.

IT recommends using "Auto Archive" if you feel that you can't run manual archiving.

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✓ Email Viruses

It is very common to get a Virus through email.

About 90% of Virus infection in companies are coming through emails.

Frontier has spam filter services and rules to block most common file types… but we still get hit here and there with Viruses.

Please be aware of following:
- Do not open any attachment(s), or click any links in an email if you don't recognize the sender.

- Even if you recognize the name of the sender it doesn't mean it is originates from them… always be extra careful.

- If you received an email with an attachment and a password is given for the attachment to open it… don't open it. Those attachments are usually designed to run Scripts to encrypt your data and that will cause us a lot of data loss…

If you receive any email you are uncertain about…
- Don't open the email but forward it immediately to the IT team at Support@frontierscs.com
- Send the email as an "attached item".
- IT will review and take appropriate actions.

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