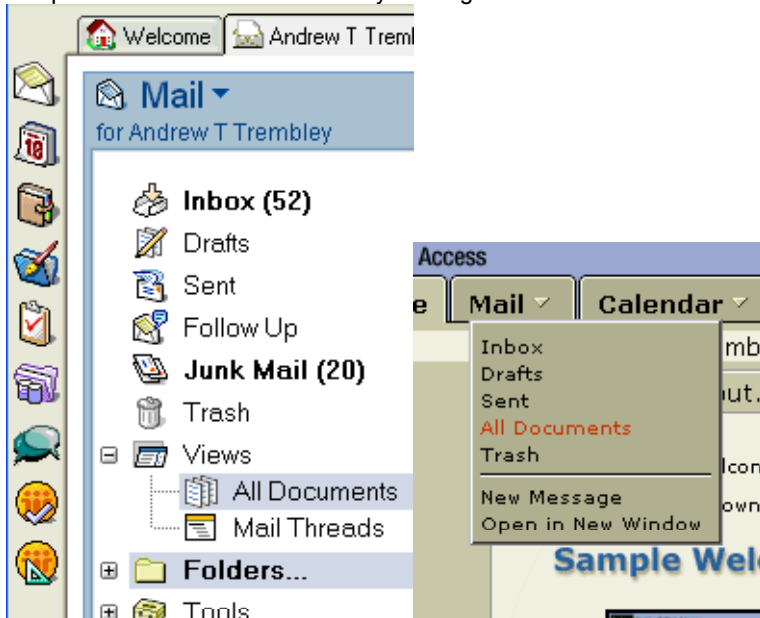


<h2>Doc Library</h2> <p>Main Topic</p> <p>Andrew T Trembley/SJSU 11/09/2004 02:53 PM</p>	Subject: Finding and deleting large messages from your mailbox Category: Non-Notes Access, Notes Access		
	Originator Andrew T Trembley/SJSU	Reviewers	Review Options Type of review: One reviewer at a time Time Limit: No time limit for each review Options: Notify originator: final reviewer after:

If you receive a "quota error warning" message you may have to delete old messages to make space for new ones. For the most effective results it's best to find and delete large messages. The quota setting is on your whole mailbox, not just your inbox, so it's important to make sure that you don't just check the inbox.

This process will work for both Notes and Web Access (browser). The screen shots in this document will show both options. First (left or top) is the Notes R6, second (right or bottom) is Domino Web Access 6. Notes/iNotes R5 will not exactly match the pictures.

1. Open your mailbox
2. Open the "all documents" view by clicking on "all documents":



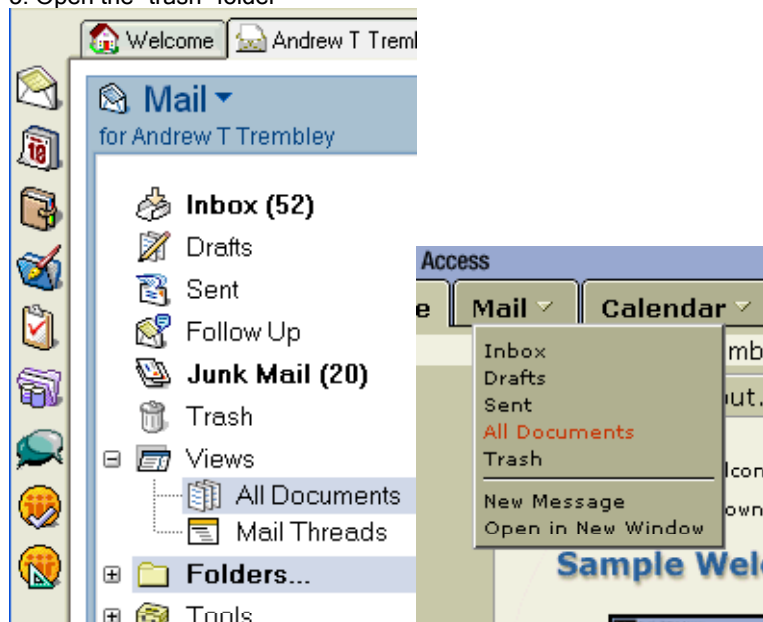
3. Click on the "size" column title to sort the largest messages to the top

w Memo						
Reply ▾ Reply to All ▾ Forward ▾ Delete Follow Up ▾ Folder ▾ Copy Into New ▾ Chat						
^	Who ^	Date ▾	Time	Size ▾		Subject
◆	Victor Van Leer	09/16/2004	07:41 AM	15,890,781		Problem with roaming 9/1
✉	John A Sroka	10/14/2004	10:33 AM	1,140,044		Unix / Notes SJSUOne Aut
📧	John A Sroka	10/15/2004	11:19 AM	1,139,022	📌	Rescheduled: Unix / Notes

Who	Date	Time	Size	Subject
Victor Van Leer	09/16/2004	07:41AM	15890781	Problem with roaming 9/16/04
John A Sroka	10/14/2004	10:33AM	1140044	Unix / Notes SJSUOne Authenticati
John A Sroka	10/15/2004	11:19AM	1139022	Rescheduled: Unix / Notes SJSUOn
Victor Van Leer	09/09/2004	12:35PM	772010	Intellisynch WebEx meeting
Victor Van Leer	08/31/2004	09:48AM	771900	Fw: Intellisynch Email Accelerator

4. Message size is in listed bytes. You have a maximum 200,000,000 bytes of storage available in your mailbox; any more and you will stop receiving mail. If you are storing more than 150,000,000 bytes you will receive warning messages. Starting with the biggest message and working down to the messages around 1,000,000 bytes, review and delete enough messages to make space for new incoming mail. The "quota error message" will tell you how many bytes you need to delete to stop the errors.

5. Open the "trash" folder



6. Click the "empty trash" button to clear the trash.

