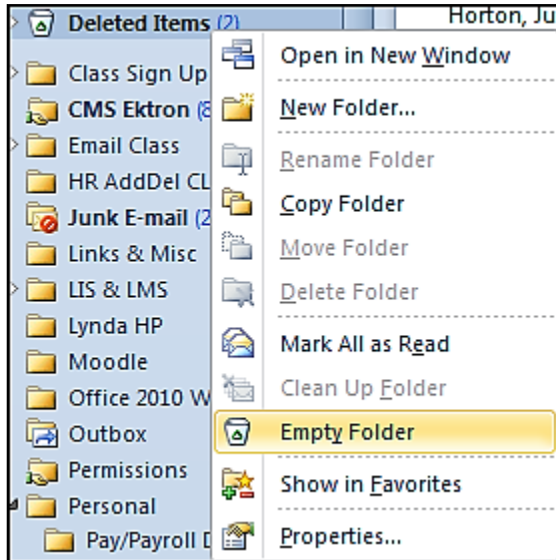# Microsoft Outlook 2013: E-mail Quota Management Tips

If your e-mail quota is exceeded or you want to know a quick way to clean up follow these techniques regularly, you can ensure that your e-mail is always manageable.

Empty your Deleted Items and Sent Items folders are two options.

Right mouse click on the **Deleted Items** folder and click on **Empty Folder**.

Right mouse click on the **Sent Items** folder and click on **Delete All**.
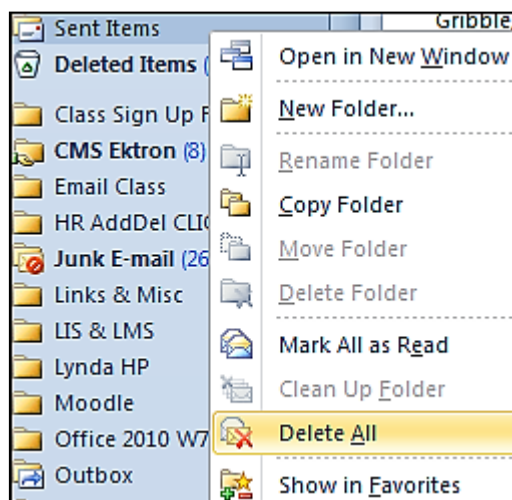

Use Search Folders options to find Large Mail and Mail with Attachments

Select **Mail** in the Navigation panel.

1. Look down the list of Folders, past Drafts, Sent Items, and Deleted Items, and find the **Search Folders**. In the list of folders under **Search Folders** select **Large Mail.**
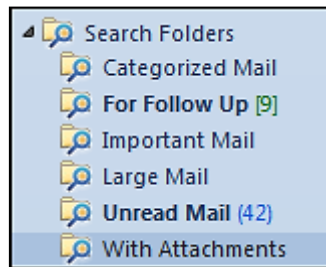
2. Attachments are usually the biggest quota takers of them all! Let's make one of the Search Folder to be called **With Attachments** because that is usually the reason emails are over quotas. Right mouse click on **Search Folders** and choose **New Search Folder**.
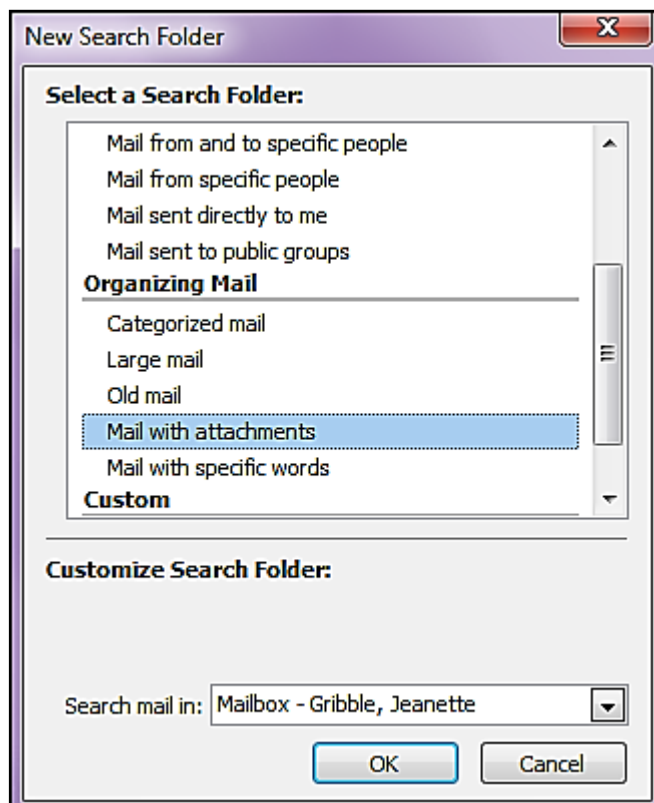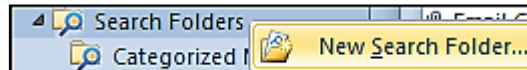

3. In the **New Search Folder** dialog box, under **Organizing Mail**, select **Mail with attachments**, and click **OK**. You now have a folder called **With Attachments**.
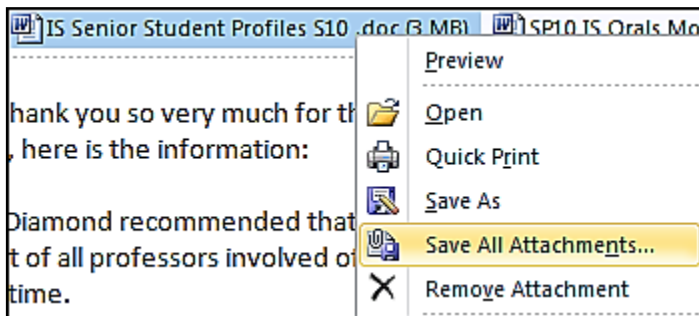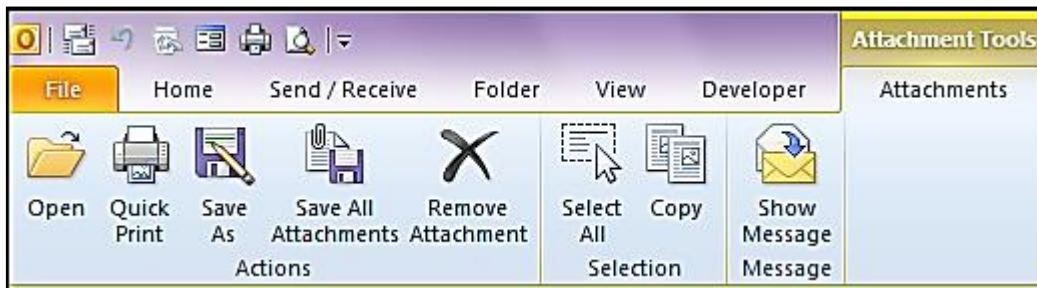
Save Attachments and Remove Attachments

Large e-mails almost always have large attachments - you can quickly save space by deleting the e-mail. What if you want to keep the e-mail message but you don't want to keep the attachments? Let's see how to Save Attachments & Remove Attachments.

What you can do is optionally save the attachment or attachments, and then remove the attachment(s) from the e-mail.

1. Select an e-mail. In the e-mail pane you will see an icon for the message and an icon for each attachment.
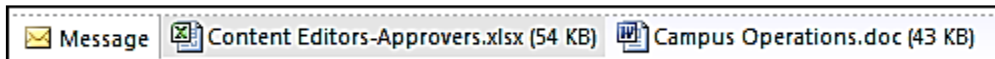
2. Select one or more of the icons for the attachment and the **Attachment Tools** tab will appear.

3. You can also right mouse click on the attachment to find these same options.

4. In the **Actions** group you can optionally use **Save As** or **Save All Attachments** to save one or more of the attachments.

5. Also in the **Actions** group you can use the **Remove Attachment** button to remove the selected attachment(s).