If you find you have exceeded your mailbox storage limitation, you will be unable to send messages and will instead receive a message like the one below.
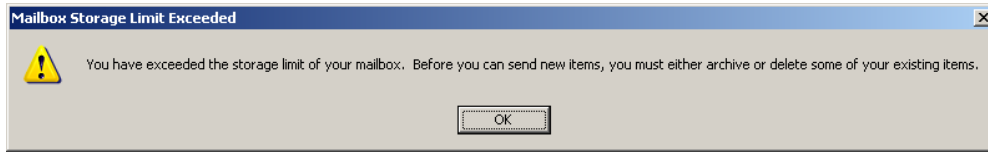

To immediately and effectively reduce the amount of storage space being used, follow the steps below to identify and delete the largest items in your mailbox <u>from 2008 and earlier</u>:

1. Click on 'Mailbox Size' located along the bottom right of your mailbox. See below.

Click once here
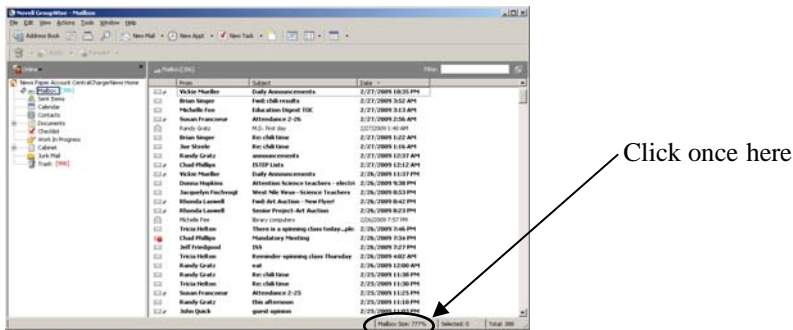
2. This will bring up a Mailbox Storage screen. On this screen under 'View' choose 'Sent items' and then double click the column heading 'Size' to display the items in your Sent box from largest to smallest. See below.

Click Sent Items

Double click Size to sort from largest to smallest
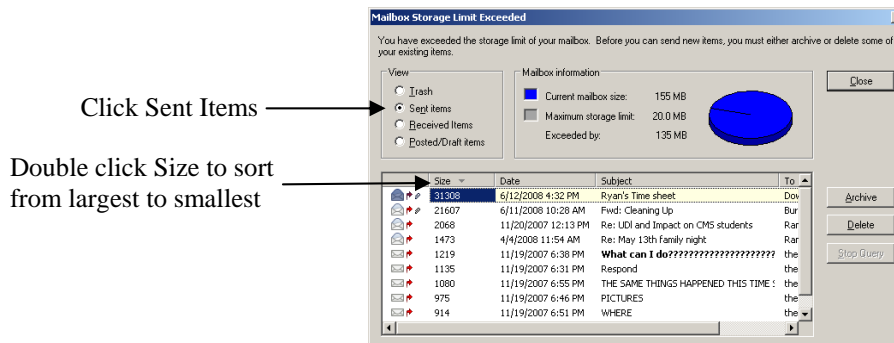
3. Highlight the largest items with dates of <u>2008 and earlier</u> and then click the Delete button.
4. Repeat steps 2 and 3 with 'Received Items' and finally with 'Trash'.

Your GroupWise mailbox is a critical component of daily communication at BCSC. To keep it operating normally it is important that you keep it below the storage limit by:
1. Periodically deleting old received and sent messages
2. Placing documents that you want to share with the entire building staff on a shared directory rather than sending as attachments