

Outlook 2013 Email Management Tips

Part 2 of 3

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Whittling Away Large Attachments

I am continuing my series of Outlook tips to help you handle an overflowing Inbox. In my first article (Tip #1), I showed a not-so-obvious method of deleting multiple messages quickly, which you can read [here](#). This beats hitting the Delete key obsessively and helps to conquer removal of large volumes of messages from the same sender.

In this article, Tip #2 is about removing large attachments to email messages that you don't need to keep—especially useful if your organization has a mailbox size limitation. You can keep the message trail, but get rid of those large attachments.

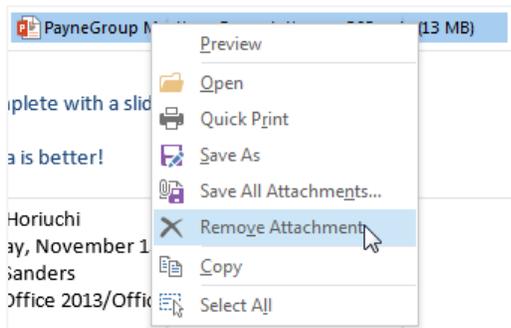
Although not talked about much, Outlook 2013 automatically keeps track of certain types of email in its Search Folders, such as Categories Mail (tagged with a colored category), Important Mail (tagged with High Importance), and Large Mail (1 MB to over 25 MB in size), to name a few. A Search Folder will find email that meets certain search criteria defined for that folder. For example, when you select the Large Mail subfolder, it'll conduct a search for all large email within your mailbox and display in five groups as shown in the picture below.



What's wonderful about Search Folders is that it searches for the set criteria the moment you click on the folder. One click happiness! The next step is to delete those large attachments.

Tip #2: Delete Large Email Attachments

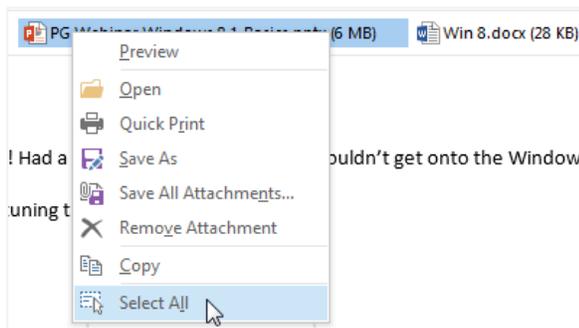
1. Navigate to your Inbox and expand **Search Folders**.
2. Select **Large Mail**.
3. Select the message and in the Reading Pane, right-click on the attachment and choose **Remove Attachment**.



Tip: If you want to save the attachment first, choose **Save As**, then remove the attachment later.

To quickly delete multiple attachments:

1. Select the message, right-click on any of the attachments in the Reading Pane, and choose **Select All**.



2. Right-click on any of the attachments and choose **Remove Attachment**.

I just unashamedly wiped out over 100 MB of attachments while writing this article. The added bonus is that the Search Folders feature displays large messages from all mailbox folders, so if the message was already filed in a folder other than your Inbox, it will remove the attachment from that location, but keep the message filed.

To read Outlook 2013 Email Management Tips – Part 1 of 3, click [here](#).

About the Author

Susan Horiuchi is VP of Training and Professional Services at PayneGroup. The company has authored 13 books on Microsoft Office, develops globally used products and offers training and professional services worldwide.