



Microsoft 365

Help to clear down your emails

As part of our preparation to make the move to Microsoft 365 we are asking all staff to undertake some digital housekeeping - this includes deleting emails and reviewing and tidying up your google drive.

Your emails and documents will automatically transfer from Google to Microsoft 365 but we need to make sure that we only take with us what we need to. This helps to save us money in storage and avoid the additional costs of transferring data we don't actually need.

Here are some details to help you search your Gmail to help you delete emails that are no longer required. Please do not use your email as a storage area - any attachments on emails should be saved in the appropriate place eg network drive/EDRM etc

TOP TIP: Make sure you empty your bin when you've cleared down your mailbox - that will give you a more accurate picture of how much your storage has reduced!

Find emails over a certain size

To find emails that over a certain size type in the following in the Gmail search box

Larger: *size in MB*

So for example if you wish to find emails in your inbox that are greater than 2MB in size:

Larger:2mb

If you wish to look for emails greater than 2MB that reside in any label, but will also include trash

Larger:2MB in:anywhere

If you wish to exclude any label, for example trash

Larger:2m in:anywhere -trash



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Find emails based on age

Another way of searching would be to base it on age, you can use the following search terms:

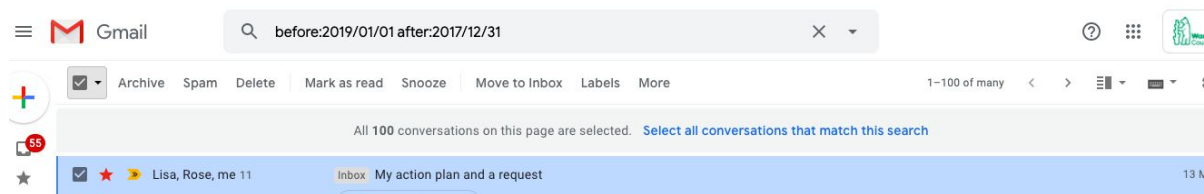
:before

:after

So if you wish to display all emails for 2015 in any folder you would type in:

before:2016/01/01 after:2014/12/31 in:anywhere

If this displays multiple pages of emails you can select the checkbox to select all, and you will be prompted to select emails on all pages, for example:



You can combine search terms too, so if you wanted to find all emails over a certain size in for a certain date range then you can do:

before:2016/01/01 after:2014/12/31 larger:2MB in:anywhere -trash

So the above query will search for all emails in 2015 that are over 2MB in size.

If you don't wish to use the advanced search terms, if you click on the drop down in the search omnibox for Gmail, you can enter in various fields.

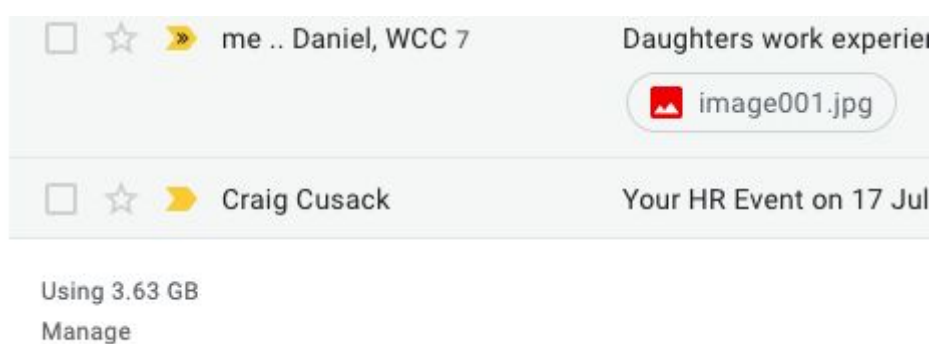




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How to see the size of your mailbox

To see the total size of your mailbox, with no preview pains enabled, if you scroll to the very bottom of the list of emails on the 1st page, in the bottom left hand corner you will see the size of your mailbox, for example:



And if you click on manage, you will see a breakdown between your inbox and Google Drive.

These instructions are based on [this](#) Google support document.