

MICROSOFT 365 – ONLINE MAILBOX CLEANUP

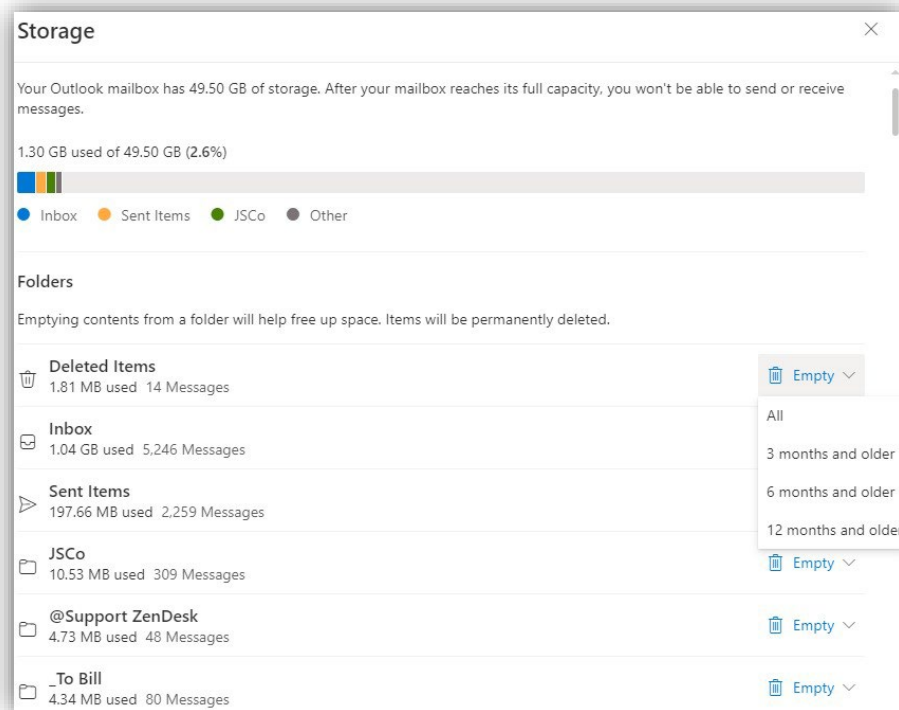
1. Login to your mailbox (outlook.com/jsco.net)
 2. In the upper right hand corner, click the GEAR icon



3. In the SEARCH field, type STORAGE



4. Click the drop-down arrow next to the mailbox that you would like to cleanup and select the appropriate cleanup method:
 - a. 3 months and older – ERASES all email older than 3 months from this mailbox
 - b. 6 months and older – ERASES all email older than 6 months from this mailbox
5. Allow several minutes for the cleanup process.



Please email support@jsco.net if you have any questions.