Let’s Clean It Up!

Step 1: Use the Outlook Cleaning Tool

What does it do?
- Removes redundant emails,
- Moves redundant messages to deleted folder for review before permanently deleting,
- Cleans out email boxes quickly.

How do I use it?

Option A
1. Right click on the folder you want to clean
2. Select Clean Up Folder
3. The Clean Up Folder box will appear reminding you that the files will be sent to Deleted Items
4. Click Clean Up Folder button

Option B
Click Folder tab in the top menu and then Clean Up Folder. This gives you the option to clean up sub-folders.

Step 2: Know what to keep (and delete what we don’t need)

It’s what’s on the inside that counts!
- Read the email and discover its content. What is the email about?
- We only need to keep emails that have operational and strategic value
- Emails that contain transitory information can be deleted.

Website: https://www.uottawa.ca/archives/en
Email: archives@uottawa.ca
Phone: 613-562-5750
Need help deciding on what to keep?

**DELETE!**
Transitory information

**CONSIDER**
Is the information subject to a legal proceeding, IPRA request, or investigation?

- **YES**
  - Information of strategic and operational value
  - Keep!

- **NO**
  - Considered for deletion

**DELETE!**
Does it have only immediate or short-term value?

- **YES**
  - Is the information published material created by someone else?
  - Is it a duplicate?
  - Does another unit have the original?
  - Is another unit the information owner?
  - Yes

- **NO**
  - Step 1: Delete your deleted!

**Empty your deleted folder regularly**
Right click on the Deleted Items folder.
1. Click Empty Folder.
2. Click Yes to continue

If you need something after it’s been deleted:
1. Click on the Deleted Items folder.
2. On the Home tab, click Recover Deleted Items from Server

MORE INFORMATION?
QUESTIONS?
Contact the Information and Archives Management Team.

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