
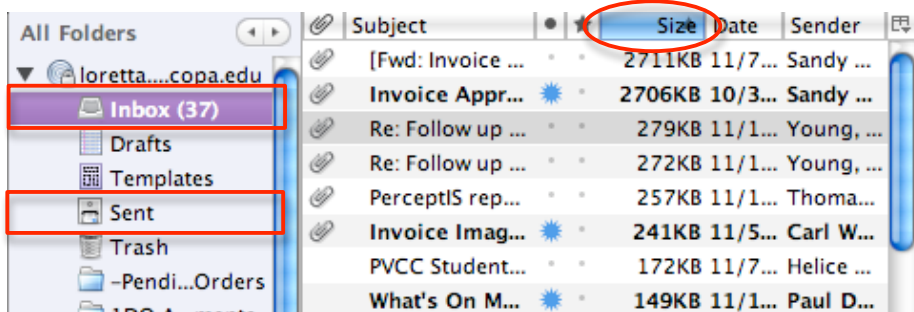
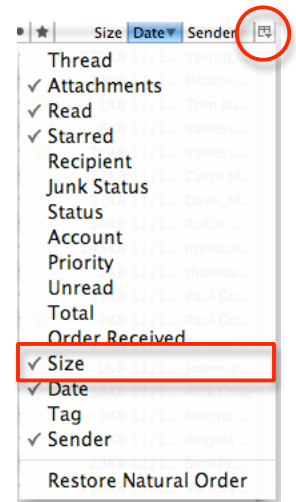


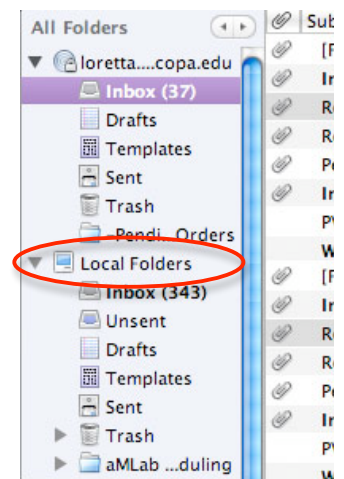
Running out of Memo Space? –Instructions for Thunderbird

1. Open Thunderbird.
2. On the Far Right side you will see a Box with an Arrow Pointing Down 
3. Click on this box to view the Drop menu.
4. Select **Size** from the drop menu (This will place a check mark next to it).
5. The Size Column will now appear in your column selections.
6. Click on the Size Column. This will sort your emails by Size.



7. Delete the larger messages you do not need.
8. Remember to check messages in your Inbox & Sent Folders.
 - a. All message in your mailbox including Inbox, Sent, and other folders are calculated as your mailbox size.

9. If you have messages that you need to keep or archive, you can right click on them and move them to your Local Folder section.
10. This will remove the message from your server space and keep them locally on your workstation.



- a. The local space will also allow you to set up folders to organize your messages.
11. Under the File menu Select Empty Trash.
 - a. This will empty your trash off of the server space.