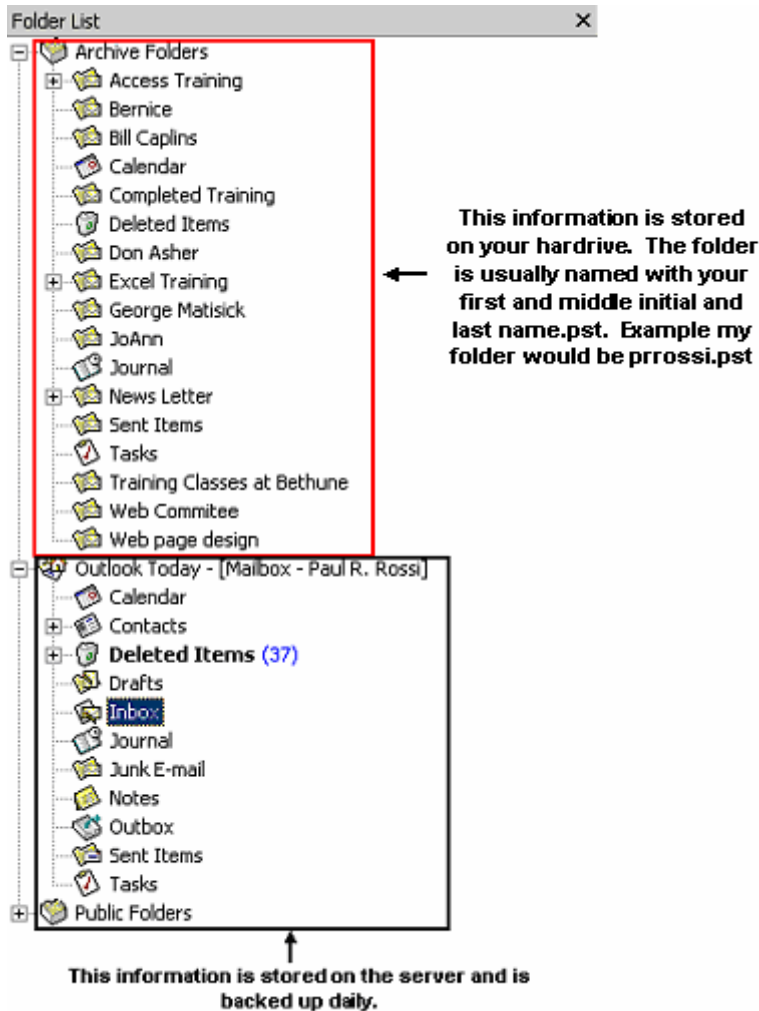


I have been changed over to Microsoft Exchange so how does that affect me?

1. First, your mail box should look similar to before with the addition of a new folder named *Archived Folders*. See below the look of my mail box:



The archived folder is the place where Outlook stores its data. When we changed your computer to use Microsoft Exchange, you were given a Personal Folder (.pst) in Microsoft Outlook that we named Archived Folders. Since the .pst file is located on your hard drive, loss of your hard drive could result in the loss of data. If the information in your archive folders is important, it is recommended that you backup the .pst file onto a recordable CD drive. (See our web page for instructions)

2. Your mail box is located on the server and can not exceed 160 megabytes.
To view the size of your mailbox:

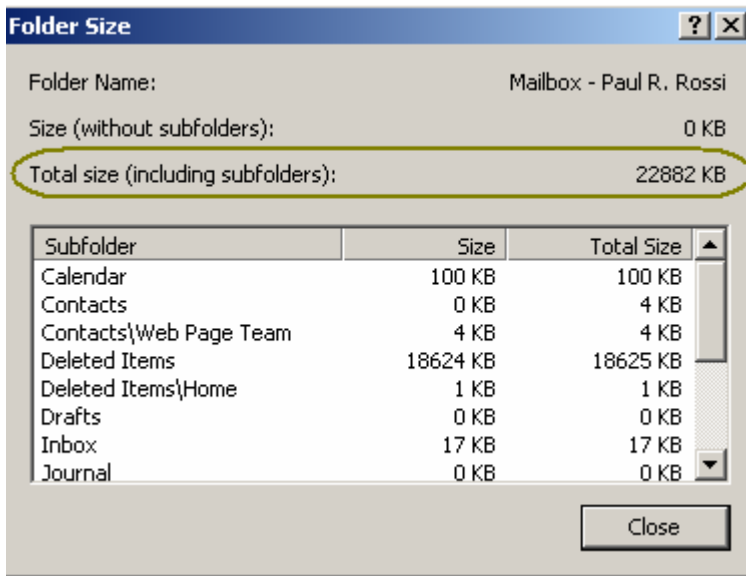
- a. Right Click **Outlook Today** (**Mailbox – Your name**).
- b. Click **Properties** for the Outlook Folder.



3. A **Mailbox – Your Name** Properties dialog box appears.



4. Click on **Folder Size** and a new Folder Size dialog box appears.



5. Look at the **Total size (including subfolders):** size. It can not exceed 160000 KB. If you are approaching your size limit, it's time to move files to your archive folder.