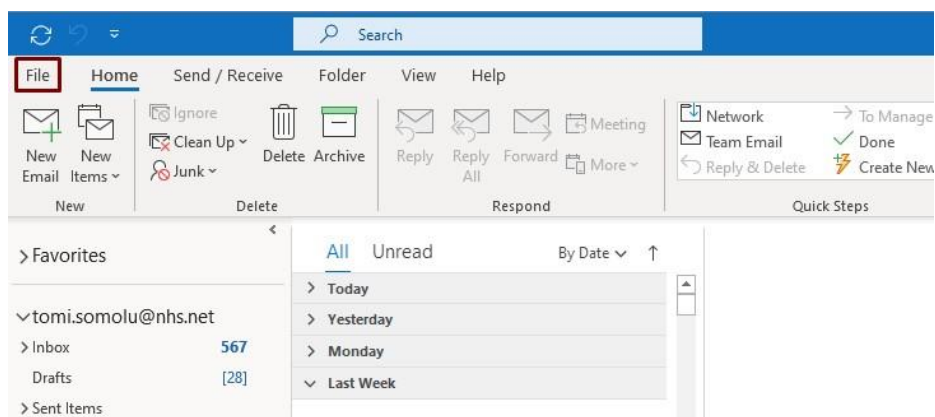


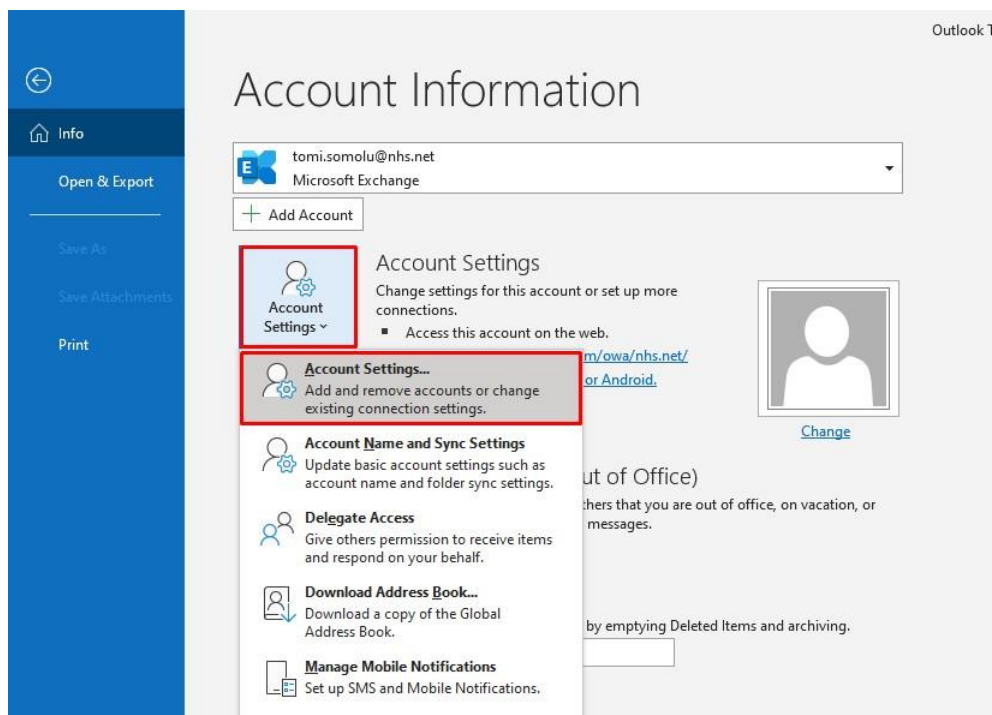
Compacting Outlook OST file

Please set a reminder to perform the following steps every 6 months. It is a process that tidies up the amount of space Outlook consumes on your device.

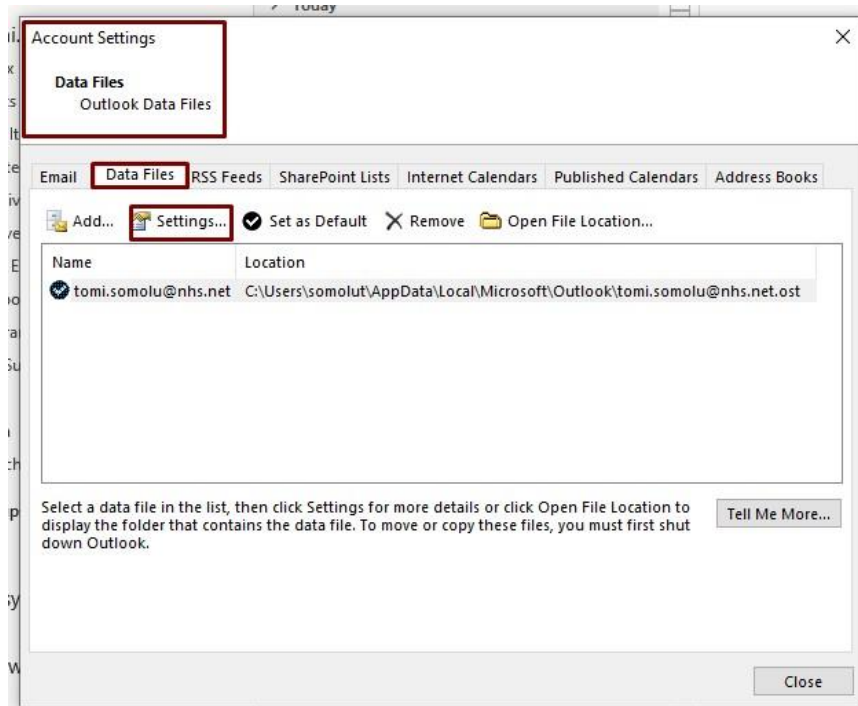
Step 1: Launch Outlook and select **'File'** as shown in the screenshot below.



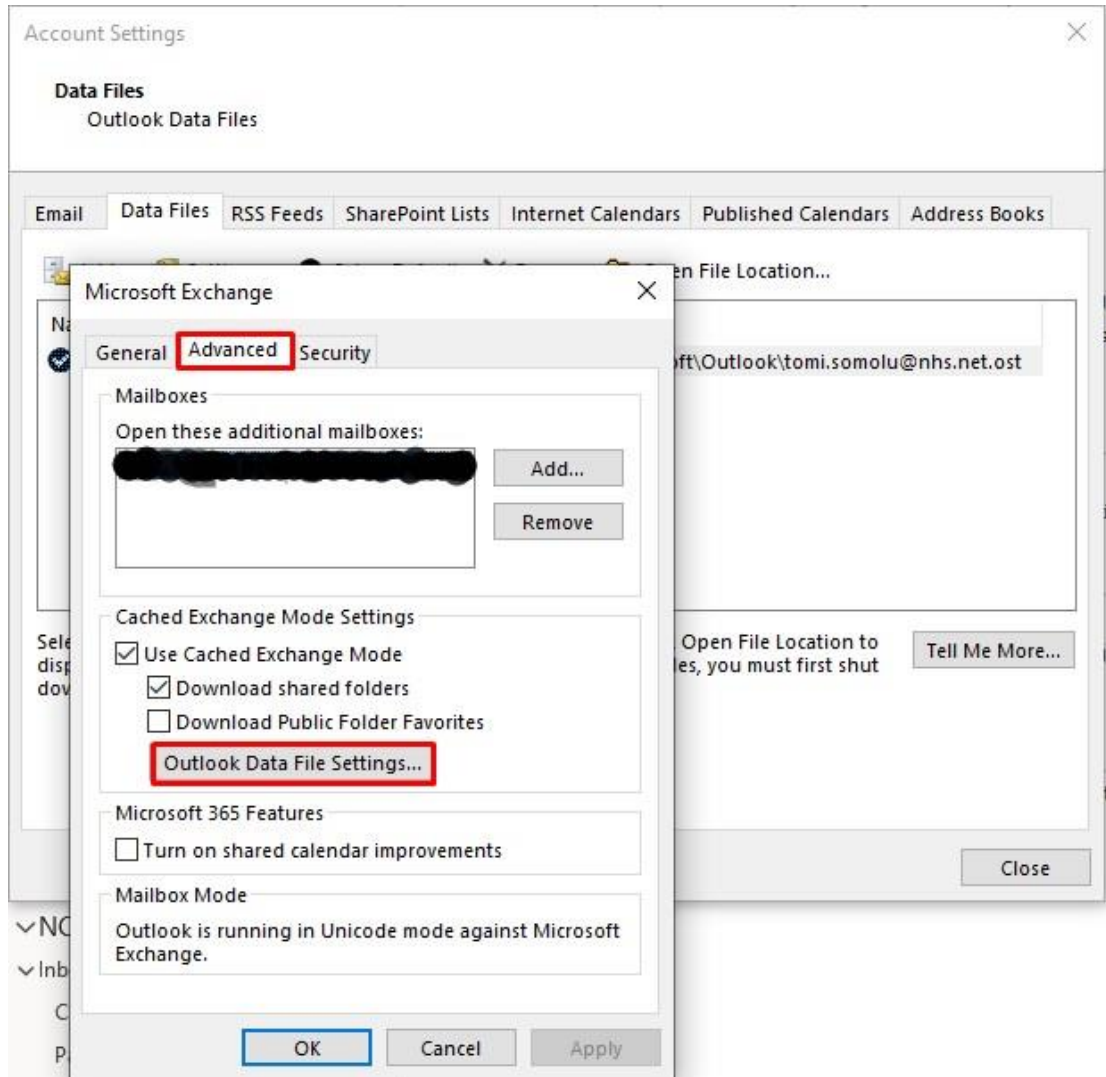
Step 2: Select **'Account Settings'** from the File Menu as seen here.



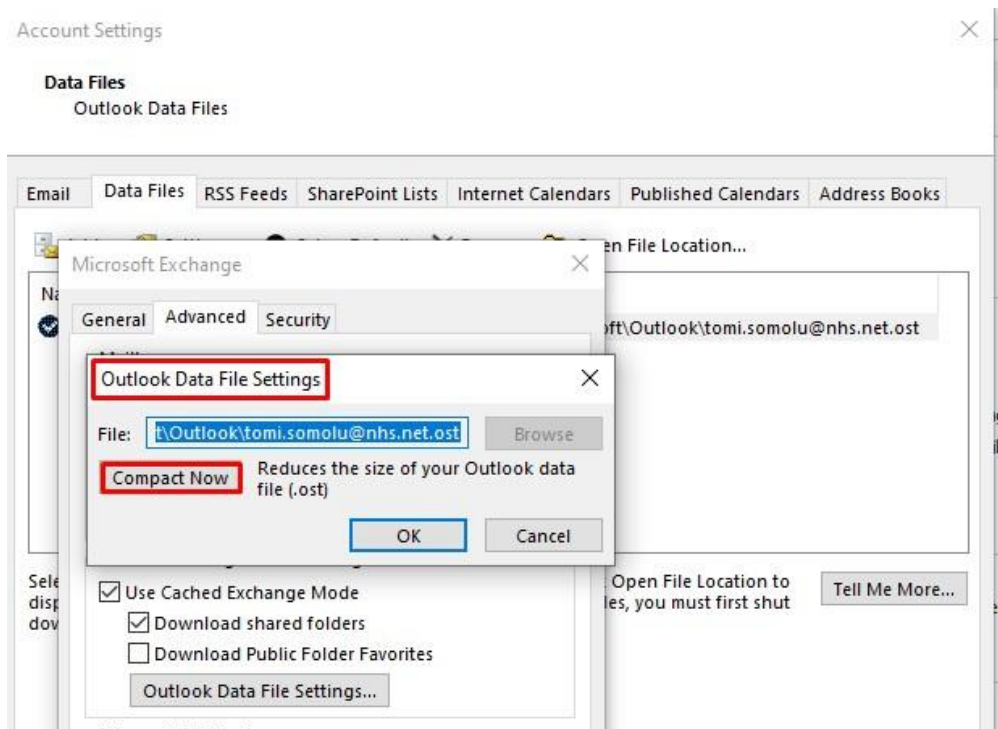
Step 3: Then select **'Data Files'** tab followed by the **'Settings'** option.



Step 4: Access the **'Advanced'** tab and click on **'Outlook Data File Settings'**.



Step 5: Click on **'Compact Now'**. Depending on the size of the file on your PC, this process can take from 5 – 15 minutes. When it finishes, click on OK and Close the other setting windows.



This process will reduce your Outlook file on your profile.

As stated earlier, please perform these steps every 6 months.