# How do I manage my email quota?

## Q: How do I manage my email quota?

### Answer

- Your quota includes your email, calendaring data, task lists, address book, and all your other data stored on the exchange server. Delete messages and data you do not need.
- Move email attachments you've received to your local machine or Athena directory and delete them from the post office server. Attachments can be large and take up space.
- Go through your messages stored on the mail server regularly and delete those you no longer need. You may want to devise an archiving strategy to make it easy to find messages that can be deleted. For example, create a "hold" mailbox (a.k.a. folder) that you examine on a regular basis and store messages in it that can be deleted at some point in the near future.
- If you have stored messages that you access infrequently, move them to your local machine and delete them off of the post office server.
- If you set up a mailbox to store copies of messages you've sent, be sure to go through it regularly to delete ones you don't need, or move them to your local machine for long-term storage.
- If you have a Trash or Junk mailbox (a.k.a. folder) on the post office server, make sure it's emptied regularly.
- A possible option for managing quota is having email addressed to your MIT email account forwarded directly to another email account. More information is available at http://ist.mit.edu/email/forward