

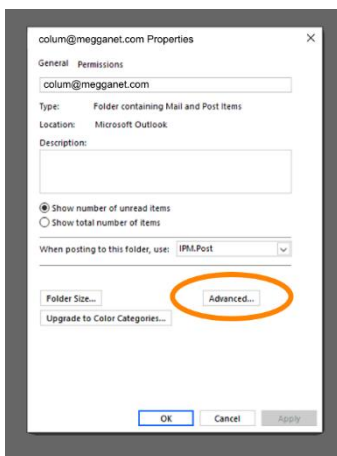
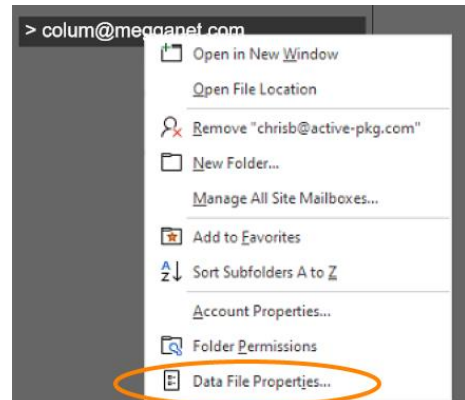
Hosted Exchange Compact an Outlook .OST file.

If your Outlook data file becomes large, fragmented, slow, or cumbersome you may need to compact it. Useful if you have been deleting or moving a lot of data within your data file about.

The compacting technique differs from system to system, so this technique is specifically for Hosted Exchange or IMAP email accounts.

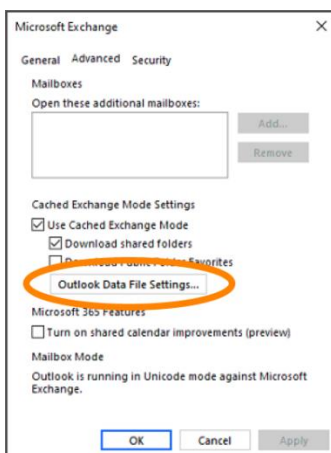
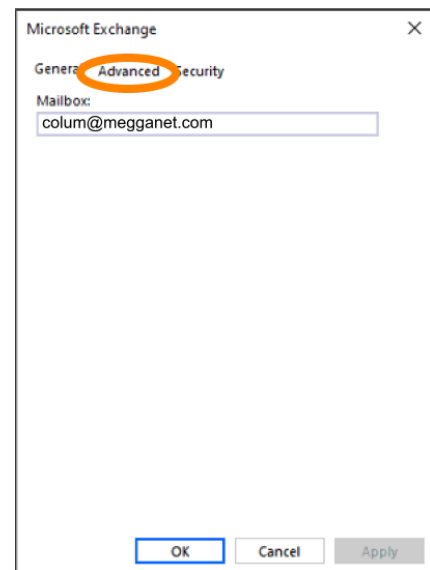
1 - Load Outlook.

2 - Right mouse click the datafile and select 'Data File Properties'.

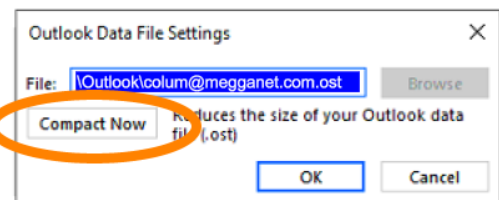


3 – Select Advanced.

4 – Select advanced and press 'OK'.



5 – Select 'Outlook Data File Settings' and press 'OK'.



6 – finally, Select 'Compact Now' and press 'OK'.

This will take a few minutes on a large/ highly fragmented data file. But it should help free up some space on your hard disk as well.