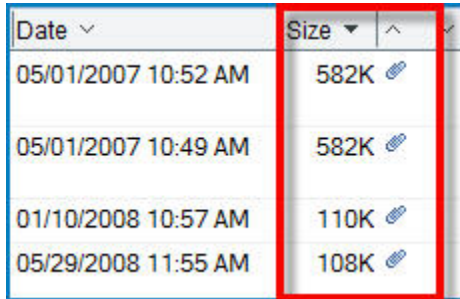






# Lotus Notes - Save and Delete Attachments

When a file is attached in an e-mail, the size of the e-mail is much larger and is using up your allocated space (quota) on the server.

**To see this, try sorting your messages by size:**

- Go to the *All Documents* view (because this includes all messages that you sent **and** received)
- Click the **Size** column heading to sort the messages by size
- Scroll to the top of the view and notice all of the largest messages probably have file attachments (look for the "paperclip" icon)



Date ▾	Size ▾ ^ ▾
05/01/2007 10:52 AM	582K 
05/01/2007 10:49 AM	582K 
01/10/2008 10:57 AM	110K 
05/29/2008 11:55 AM	108K 

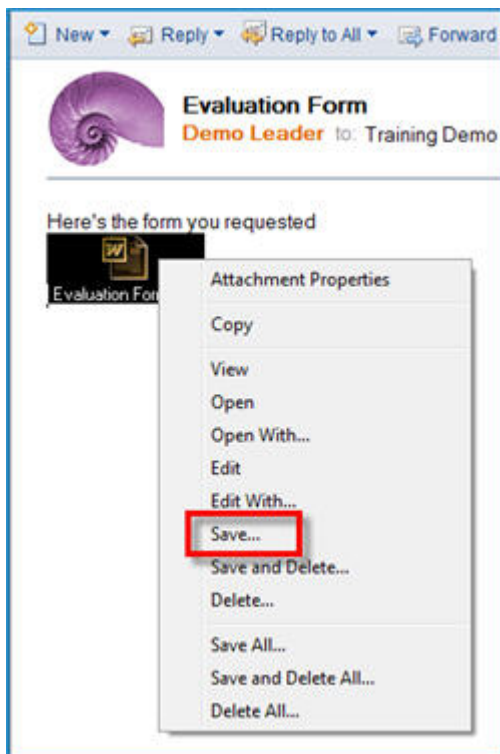
- Click the **Size** column heading again to return to the original view

File attachments do not have to be saved in your e-mail! You should save the file where you usually save your documents - in the **My Documents** folder on your computer, in your **MySBfiles folder** or a **department shared folder**. Then, you can:

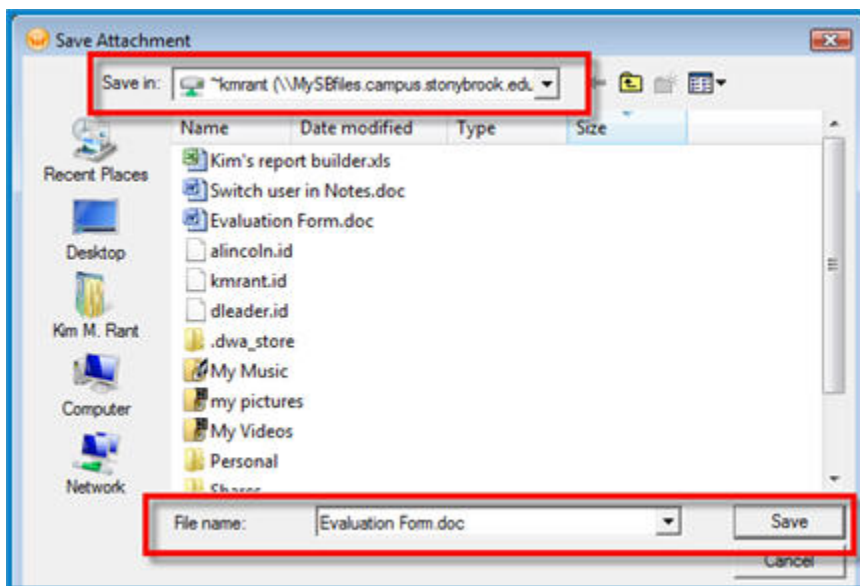
- [Delete the message](#) if you don't need it
- Or save the message with the attachment removed

Save the attachment and delete the message from your Inbox or any folder/view:

- Open the message
- Right click the attachment and choose **Save**



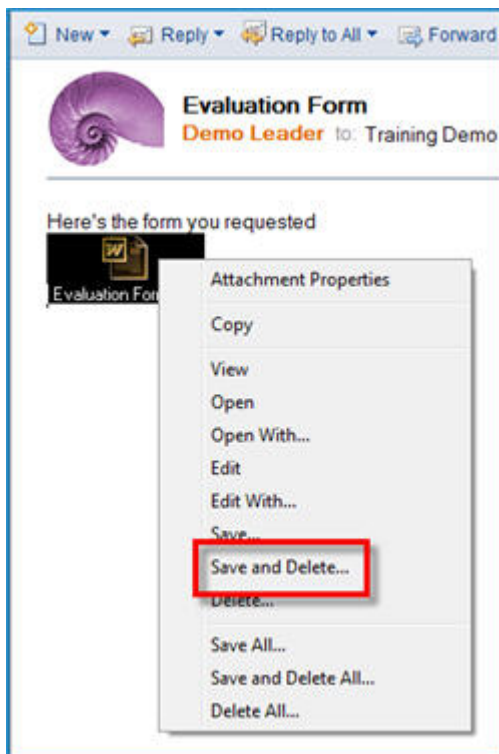
- Complete the information in the *Save Attachment* dialog box



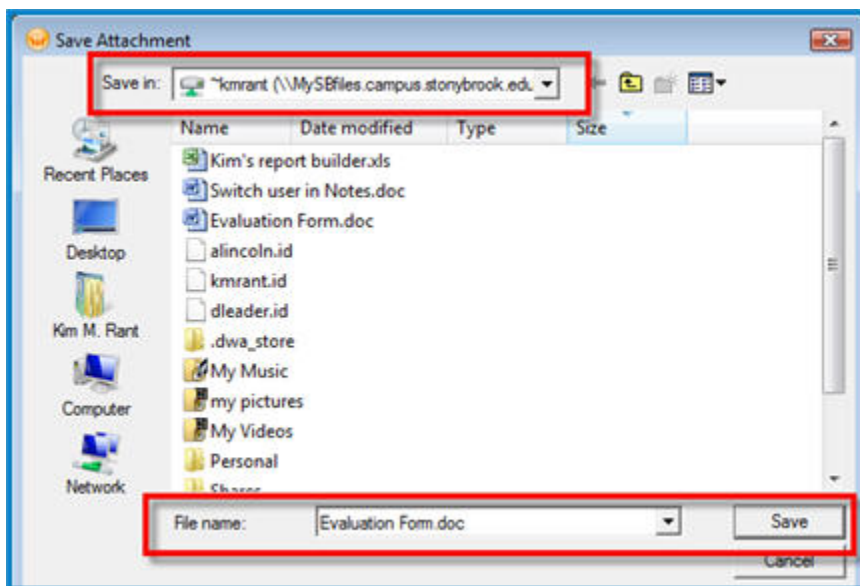
- Choose the folder you'd like to save the document in, enter the file name and click **Save**
- The attachment will still be in the message and will use up space toward your quota
- If you don't need it, go back to the folder/view, select the message and click **Delete** to delete it

Save the message with the attachment removed:

- Open the message
- Right click the attachment and choose **Save and Delete**



- Complete the information in the *Save Attachment* dialog box



- Choose the folder you'd like to save the document in, enter the file name and click **Save**
- The attachment will be removed from the e-mail and replaced with a note indicating the name of the file that used to be there and that it was deleted
- Click **Save and Close** to save the message with the attachment removed

The file attachments that you send to others are in your *Sent* view and are also using up your allocated space on the server. Don't forget to delete the attachments from these messages as well.