

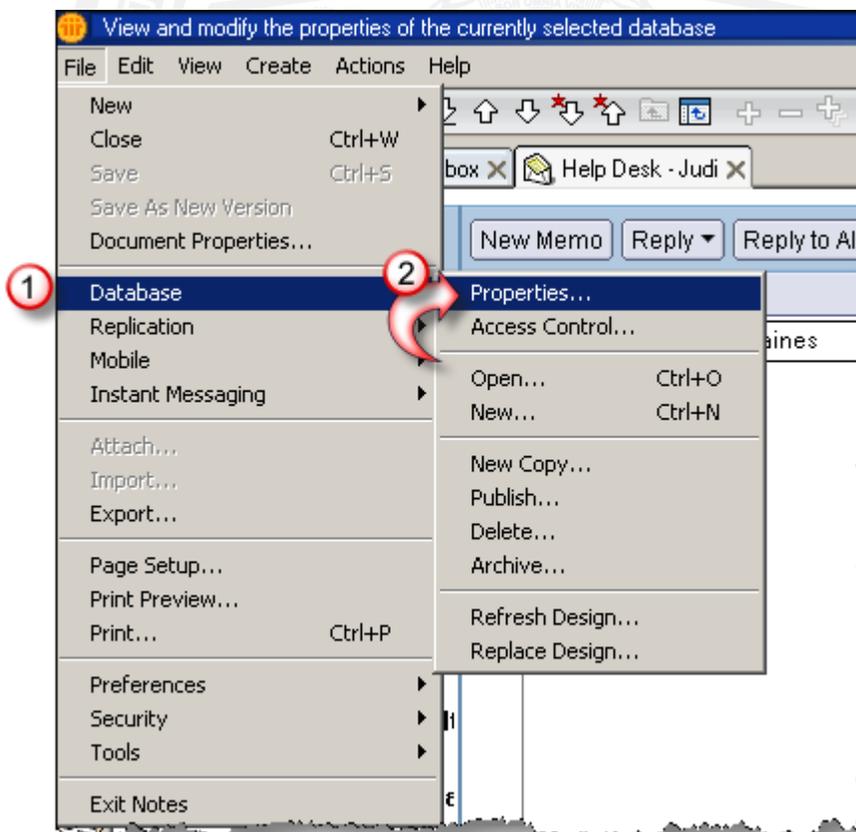


How To Compact Lotus Notes Mailbox

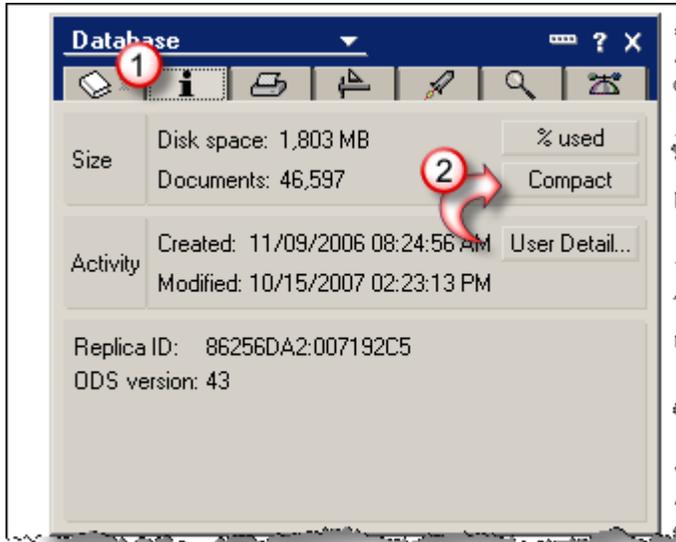
Lotus Notes 6.5

When the message appears “Your mail file has exceeded the warning size threshold of nnnKb. You should delete messages, empty the trash and compact your mail or contact your Administrator for help“, the mail must be compacted.

Left-click Database > Properties from the File dropdown menu



Left-click the *i* tab
Left Click Compact



Note: This will take about 3 minutes to complete. Then you may check it by clicking on % used. The larger the %, the better.