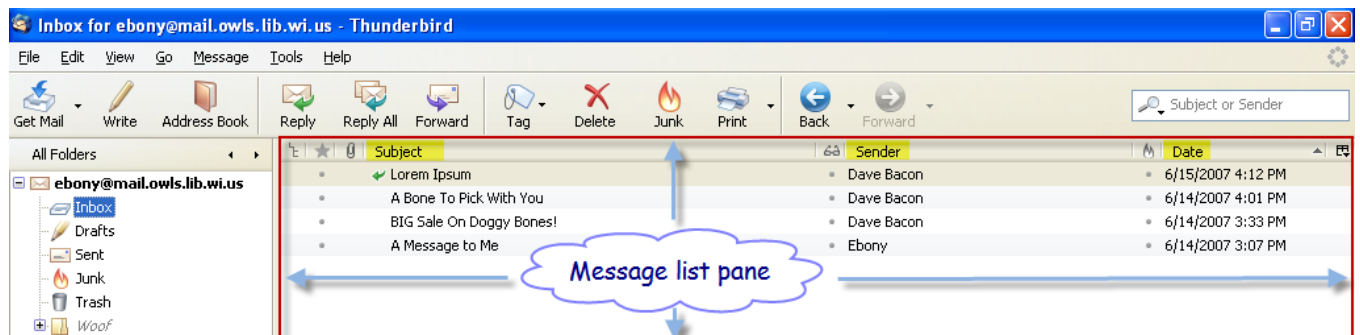


Sort Your Email By Size

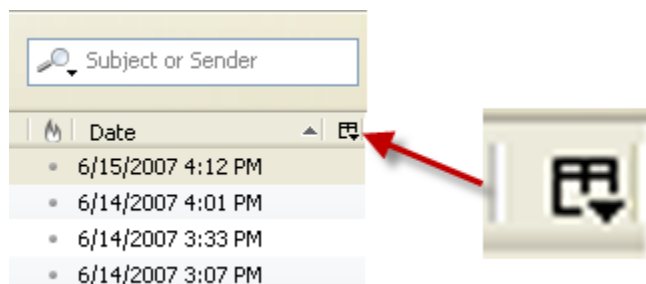
Sorting your email in Thunderbird by the size of each message can be a very useful tool. Especially if you're getting those bothersome over quota email warnings. Quite often a single large email containing a large attachment can put you over your email storage space limit. The solution is to sort your email messages by size and delete, or if you want to keep the email, move the largest messages to a Local storage folder.

Unfortunately, Thunderbird does not provide a sorting by size feature when it's first installed. You'll need to enable it yourself. Here's how...

As you can see in the image below, the 3 primary columns in the message list pane are: Subject, Sender, and Date.

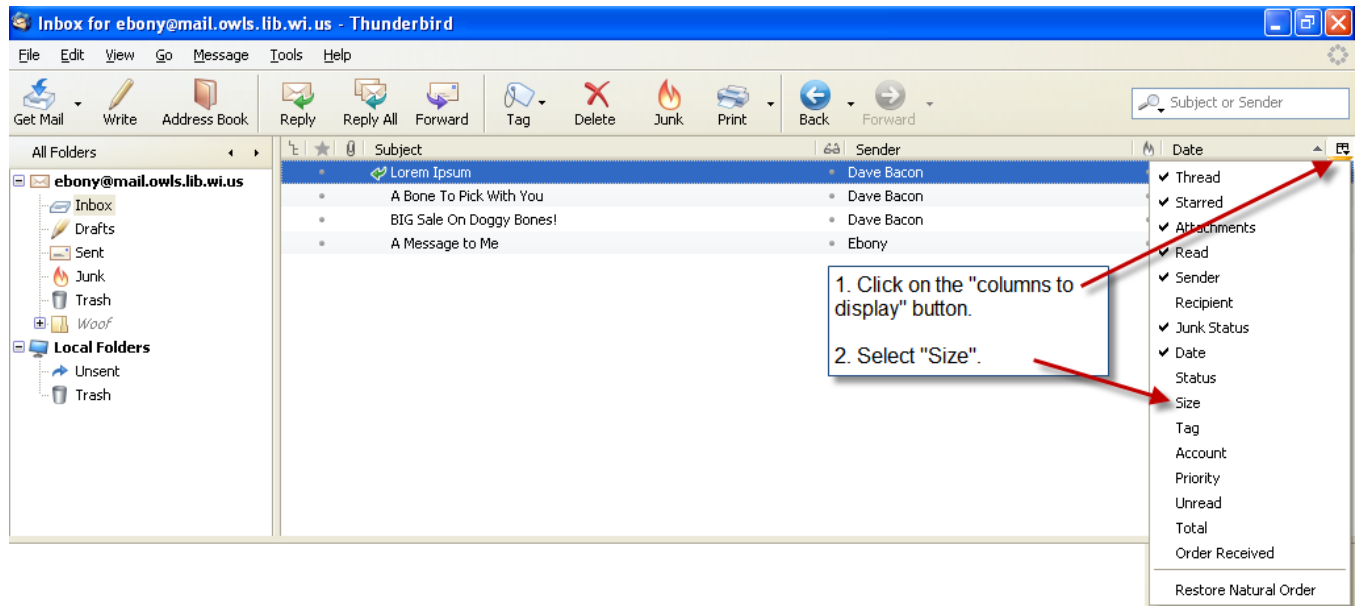


To add a Size column, you first need to locate and click on the small square "columns to display" button just to the right of the "Date" column header. (See below)



Sort Your Email By Size - Continued

When you click on the “columns to display” button, a selection menu will appear. All you need to do is click on “Size” as it shows below.



The new “Size” column should now be visible just to the right of the “Date” column. To sort all of your email by the size of each message, simply click on the Size column header, (or the word “Size”). To reverse the order of the sort, (largest to smallest or smallest to largest), click on the Size column header again.

