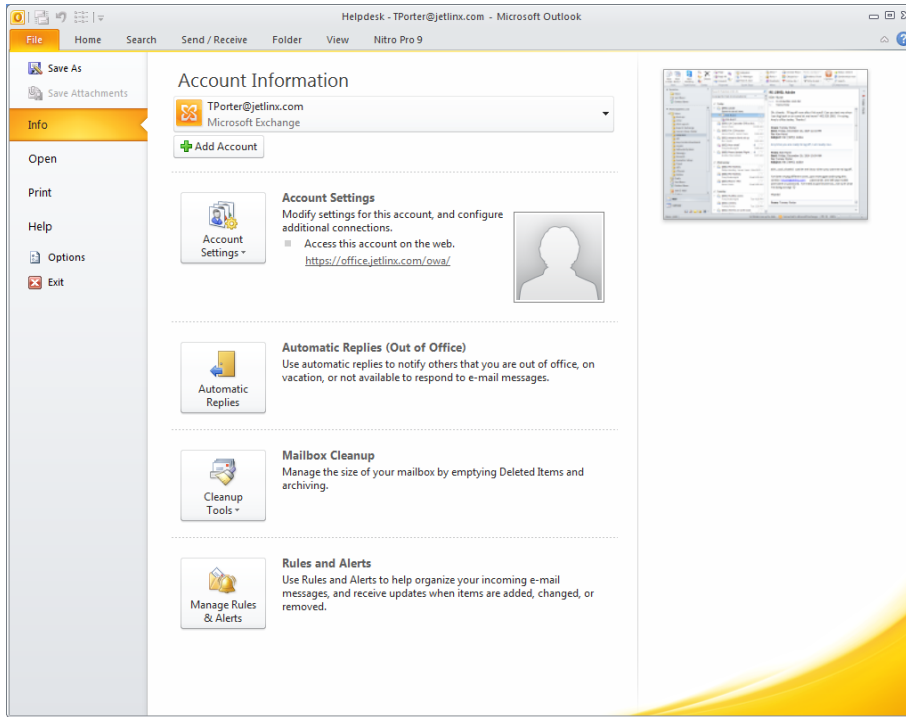
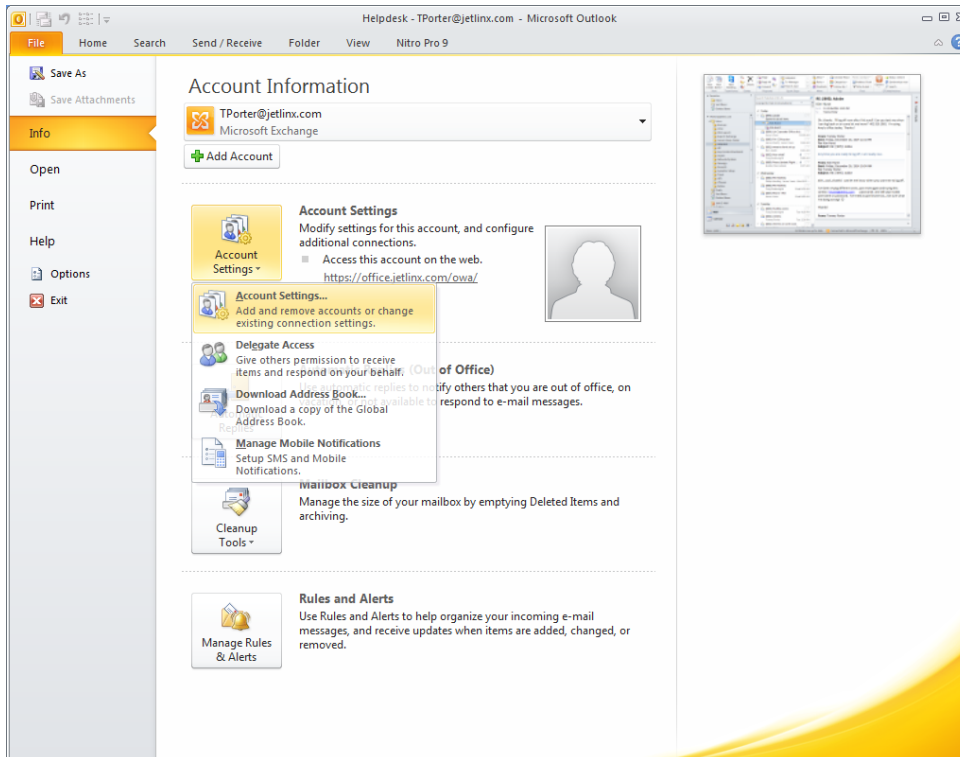


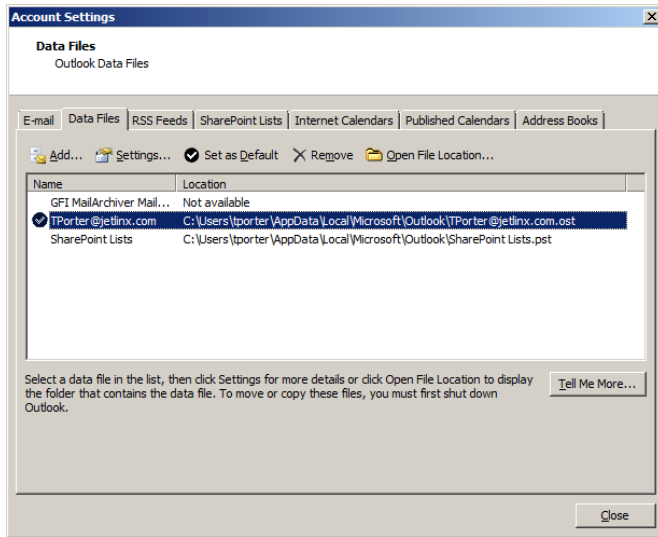
## 1. Click File



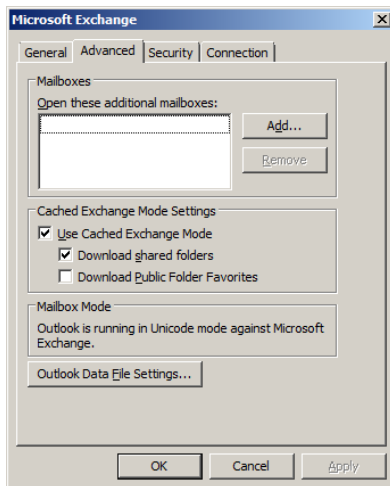
## 2. Account settings > account settings



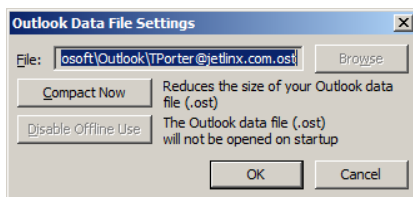
3. Click the data files tab and make sure your .ost file is highlighted



4. Click advanced tab



5. Click outlook data file settings



6. Click compact now

