

Gebruikershandleiding: Je opslagruimte bekijken en je gegevens opschonen



Onderwerpen in deze handleiding



- **#1** Je benutte opslagruimte bekijken
- #2a Filter e-mails op datum / grootte (Optie 1)
- **#2b** Filter e-mails op datum / grootte (Optie 2)
- **#3** Filter op contacten en trefwoorden
- **#4** Verlichting van lange gesprekken
- **#5** <u>Uitschrijven van een nieuwsbrief</u>
- **#6** Maak de map met verwijderde items leeg
- **#7** Maak de map met ongewenste e-mail leeg
- **#8** Ongewenste afzenders blokkeren
- **#9** Oude afspraken verwijderen
- **#10** <u>E-mails van Teams uitschakelen</u>
- **#11** De link naar de documenten delen (Bonus)



- **#1** Je benutte opslagruimte bekijken
- **#2** Je versies verwijderen
- **#3** De vuilnisbak legen



- **#1** Je benutte opslagruimte bekijken
- **#2** <u>Je versies verwijderen</u>



- **#1** Je benutte opslagruimte bekijken
- **#2** Je versies verwijderen
- #3 Een kanaal verwijderen





Outlook : Je benutte opslagruimte bekijken





In het gedeelte '**Mailbox Settings'** wordt de benutte ruimte aangegeven

2

\bigotimes Account Information 斺 Info Microsoft Exchange Open & Export + Add Account Save As Account Settings R Change settings for this account or set up more Save Attachments Account connections. Settings ~ Access this account on the web. https://outlook.office365.com/owa/wavestone.com/ Get the Outlook app for iOS or Android. Change Automatic Replies (Out of Office) Ŀ Use automatic replies to notify others that you are out of office, on vacation, or Automatic not available to respond to email messages. Replies Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving. Office Account Tools \sim 97,3 GB free of 99 GB Feedback

#1

#**2**a

Outlook : Filter e-mails op datum / grootte



Optie n°1

1	Klik op ' F	ile' en dan 'Tools'
Т		
	← ∴ Info	Account Information
	Open & Export Save As Save Attachments Print	Microsoft Exchange Add Account Most Recent Sign-in Last sign-in: Mobile Apps and Desktop clients (Windows) 3 avril 2023 (12 minutes ago) Paris, Paris, FR See all recent sign-in activity
		Account Settings Account Settings Account Settings for this account or set up more connections. Access this account on the web. https://outlook.office365.com/owa/wavestone.com/ Get the Outlook app for iOS or Android.
	Offi e Account Feedbac	Mailbox Cleanup Change Manage mailbox size with advanced tools. Ies (Out of Office) Image: Empty Deleted Items Folder to notify others that you are out of office, on vacation, or nd to email messages. Permanently delete all items in the Deleted Items Folder. to email messages.
	Options Exit	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving. 97,3 GB free of 99 GB

2 Klik op 'Mailbox Cleanup' Ik kan de e-mails die ik ga verwijderen opzoeken op grootte of datum. Eénmaal ik die criteria heb gekozen klik ik op "Find" Mailbox Cleanup Х You can use this tool to manage the size of your mailbox. You can find types of items to delete or move, empty the deleted items folder, or you can have Outlook transfer items to an archive file. View Mailbox Size... 2 O Find items older than 🔶 days 90 Eind... kilobytes • Find items larger than 250 Emptying the deleted items folder permanently 0 Empty deletes those items. View Deleted Items Size ... Delete all alternate versions of items in your <u>D</u>elete mailbox. View Conflicts Size ...

#2b

Outlook : Filter e-mails op datum / grootte



Optie n°2



2 Ik kan dan de e-mails selecteren (CTRL + Klik) die ik wil verwijderen en op de prullenbak klikken Focused Other By Size 🗸 ↑ \sim Enormous (> 25 MB) Ŋ 16/03/2023 Huge (10 - 25 MB) > > Very Large (5 MB - 10 MB) Large (1 - 5 MB) Medium (25 KB - 1 MB) > > Small (10 - 25 KB)

Outlook : Filter op contacten en trefwoorden





Hier kan ik zoeken naar namen, e-mailadressen of objecten om soortgelijke e-mails te groeperen voor verwijdering.

2

Search In	Current Mailbox			~
Attachments				~
Attachment Contains			Ű.	
From				
Body				
Received	Start Date	End Date		Ľ,
Subject				
То				
+ Add more option	ns		Se	earch

#4 Outlook : Verlichting van lange gesprekken

Om de opslag van overbodige berichten te beperken, verdient het de voorkeur alleen het meest recente bericht met de geschiedenis te bewaren.

1	lk ga naar	' Home ' en k	lik op het ond	erstaan	ide logo	
	C 9 8 -		Mailbox 🗸 🔎			_
	File Home	Send / Receive	Folder View	Help	Search	
			Reply		<i>F</i>	
	New New	Clean Up Con	(orsation	Share to	Quick	Move ~
	New	Clean Up Folde	er	Teams	Quick Steps	
	✓ Favorites	Cl <u>e</u> an Up Folde	er & Subfolders		By Date 🗸	Ŷ
	🗂 Inbox	605	Nexis Newsdesk	¢		
	Sent Items		Veille Silver Economy Size: 263 KB	- FR / ENG	Thu 30/03	3
	🗂 Junk Email		Afficher dans le naviga	ateur	Inbo	x

Alle gesprekken in de geselecteerde map worden onderzocht en overbodige berichten worden verwijderd.





#5 Outlook : Uitschrijven van een nieuwsbrief







#6 Outlook : Maak de map met verwijderde items leeg



	In ' Home ' ga ik naar 'I	Deleted Ite	ms'
	8 5 8 · + ·	~	
	File Home Sei	nd / Receive	
	$\hookrightarrow \textcircled{S} \backsim$	Show as	
	Change View Reset View ~ Settings View	Convers	i i
	Current View	M	¢
	\sim Favorites	*	
	📋 Inbox	598	
	Sent Items		
	🗂 Junk Email		
4	🗖 Deleted Items 🐥	7	

Ik kan handmatig verwijderen door rechts te klikken op het tabblad **'Deleted Items'** en **'Empty Folder'**

+=	Open in New <u>W</u> indow
	<u>N</u> ew Folder
Lī	<u>R</u> ename Folder
Ē	<u>C</u> opy Folder
	<u>M</u> ove Folder
\Box_{\times}	<u>D</u> elete Folder
Ŕ	Mark All as R <u>e</u> ad
	C <u>l</u> ean Up Folder
R	Empty Folder
*	Remove from <u>F</u> avorites
A↓ Z↓	Sort Subfolders A to \underline{Z}
^	Move <u>U</u> p
\sim	Move D <u>o</u> wn
	é

2

Outlook : Maak de map met ongewenste e-mail leeg



1	In 'Home' , ga ik naar 'Junk E-mail'
T	
	\Im \Im \Re \bullet $+$ \bullet
	File Home Send / Receive
	New New Email Items *
	New Delete
	> Favorites
	Inbox
	Drafts [2]
	Sent Items
Å	Junk Email
11	Deleted Items 🖟 7

Ik klik met rechts op '**Junk E-mail**' en klik op '**Empty Folder'**

+=	Open in New <u>W</u> indow
	New Folder
Lī	<u>R</u> ename Folder
Ŀ	<u>C</u> opy Folder
$ \begin{tabular}{ c c } \hline \hline \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	<u>M</u> ove Folder
	<u>D</u> elete Folder
Ŕ	Mark All as R <u>e</u> ad
	Clean Up Folder
	Clean Up Folder
	Clean Up Folder Empty Folder
EX EX EX AZ	Clean Up Folder Empty Folder
Image: Constraint of the second se	Clean Up Folder Empty Folder Remove from Eavorites Sort Subfolders A to Z Move Up
	Clean Up Folder Empty Folder

2

Outlook : Ongewenste afzenders blokkeren





2	ĸ	ik op 'Junk' en dan	'Blo	ck Sender'
Г				
	M	A <u>l</u> ways Move to Other	8	<u>B</u> lock Sender
	1	<u>l</u> gnore		Never Block <u>S</u> ender
	8	Junk		Never Block Sender's <u>D</u> omain (@example.com)
	Ī	<u>D</u> elete		Never Block this Group or <u>M</u> ailing List
		<u>A</u> rchive	\geq	<u>N</u> ot Junk
	٠	Alert Security		Junk E-mail <u>O</u> ptions



Outlook : Oude afspraken verwijderen (1/2)



Alle eerdere afspraken blijven opgeslagen in de agenda...

1	lk ga naar stappen	de Outlook agenda en vo	lg de onderstaande
	<i>8</i> ७ ⊽		Search
	File Hom	e Send / Receive Folder 2 Show as Conversation	View Help
	Change View View - Settings	Reset View	Show Focused Inbox
	Current Vie	w Messages	Focused Inbox
- 1	Advanced View Settings: (- Compact	×
- 1	Description		
	Columns	Importance; Reminder; Icon; Flag Status; Attachment; From; S	ub
	Group By	None	
	Sort	Size (descending)	
	Filter	Off	
	Other Settings	Fonts and other Table $\int_{\sqrt{2}}^{\sqrt{2}}$	
	Conditional Formatting	User defined fonts on each message	
	Format Columns	Specify the display formats for each field	
13	Reset Current View	OK Cano	el

2	In het tabblad ' Adv ' Date/Time fields'	anced' , en dan	kl op	ik op ' Field' , 'Expires'	
	Filter				×
	Messages More Choices Adv	anced SQL			
	Find items that match these c	riteria:			
		113 11312		Remove	
	Define more criteria:				-
	Field Cor	ndition:		Value:	
	Frequently-used field	s	>		
	Address fields	R	>	Add to List	
	Date/Time fields		>	Defer Until	
	All Document fields		7	Expires 6	
	All Mail fields		>	Flag Completed Date	



Outlook : Oude afspraken verwijderen (2/2)



3	Bij 'Conditio	n' , selecteer ik	'on or be	efore'	
Г	Filter				×
	Messages More	Choices Advanced	SQL		
	Find items that	match these criteria:			
	<add criteria="" fro<="" th=""><th>eria:</th><th></th><th></th><th>Remove</th></add>	eria:			Remove
	Nield 🔻	Condition:		Value:	
	Expires	on or befo	ire 📉		
		on or after			Add to List
		between	re A		
		exists			
		does not e	xist 💌	Cancel	Clear All

ilter					2
Messages	More Choices	Advanced	SQL		
Find iten	ns that match th	ese criteria:			
Define mo	vre criteria: —				Remove
Define mo F <u>i</u> eld	ore criteria: —	Condition		Value:	Remove
Define mo F <u>i</u> eld Expires	ore criteria:	Condition on or bet	: ore	Value:	Remove

Outlook : e-mails van Teams uitschakelen



1	In de Teams applicatie klik ik op '' ' Settings'	en dan op	
		×	
	袋 Settings 入 国 Cast		
	Zoom — (100%) + 🗔		
	Keyboard shortcuts		
	About >		
	Check for updates		
	Download the mobile app		

Settings				
Sectings				
段3 General	Email			
E Accounts	Missed activity emails		Off	
🗇 Privacy				
Q Notifications	Appearance and sound		As soon as possible	
P Devices	Appearance and Sound		Once every 10 mins	
App permissions	Notification style		Once every hour	
ℜ Accessibility	Show message preview		0	
© Captions and transcripts	Play sound for incoming ca	alls and notifications	Once every 8 hours	
Files and links			Daily	
& Calls	Teams and channels	ſ	Off	
0 cuis	You will get desktop and activit	y notifications for:		

En+ Outlook : De link naar de documenten delen



Mails met GIF's en bijlagen zijn het omvangrijkst daarom raden we aan die documenten via een link delen.

1	الد م	a naar Sharon	aint an klik an '' an ' Cany Lin	le?
– J	IK g	a naar Sharep	onit en kik op en copy Lin	K
		SharePoint	✓ Rechercher dans cette bibliothèque	Open
\mathcal{A}	â			Glimpse
		WE - AX	A [BE] - Digital Sustainability - Maturity	Share
		Private group		Copy link
		Sloc-notes	+ New V 🗄 Edit in grid view …	Manage access
	D	Home		Download
	€	Conversations	\cdots $>$ 06. Implementation roadmap $>$ 1 - Chang	Delete
		Shared with us	□ Name ∨	Rename
	Ð	Agenda	S [EN] Guide utilisateur_Nettoye	Pin to the top of the list
		Files	[EN] Guide utilisateur Nettover its spaces.p	Move to
		Files		

2 Dan krijg ik de link door op 'Copy' te klikken.





OneDrive

Onedrive : Je benutte opslagruimte bekijken





3 De vrije ruimte wordt weergegeven in de rechter bovenhoek Site settings Storage Metrics . 1022.42 GB of free space out of 1024.00 GB 👪 Site collection (Page 1 / 1 Kind Name Total size Site Quota % Last modification % paren Documents 1.5 GB Not available 0.15% 03/04/2023 10:02 Lists 0.00% 03/04/2023 07:54 30.9 MB Not available

Onedrive : Je versies verwijderen (1/2)





5 Ik zie de documenten die de meeste ruimte innemen. Site settings . Storage Metrics . 1022.42 GB of free space out of 1024.00 GB Site collection Papers Papers (Page 1 / 3) Next 🕨 Kind Total size↓ Site Quota % Last modification % parent 294.1 MB 49.61% 0.03% 03/22/2023 09:25 Version history 119.6 MB 20.18% 0.01% 03/14/2023 08:46 Version history 0.00% 48.6 MB 8.20% 03/13/2023 05:22 Version history 17.1 MB 2.88% 0.00% 01/20/2023 01:20 Version history E 0.00% 9.5 MB 1.61% 03/10/2023 08:49 Version history 0.00% 9.5 MB 1.59% 02/24/2023 09:18 Version history 0.00% 9.3 MB 1.57% 01/20/2023 01:20 Version history

#2 Onedrive : Je versies verwijderen (2/2)



5	Klik op ' Version History' om alle opgeslagen versies var het document te zien								
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	Papers Papers					(Page 1 / 3) Next 🕨			
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7a

Klik op de datum en vervolgens op '**Delete'** om versies van het document te verwijderen



... of bewaar alleen de laatste versie door te klikken op '**Delete all versions'**

Delete all versions Size Comments No. 4 Amended Size Comments 87.0 03/22/2023 09:15 3.7 MB 3.7 MB 86.0 03/22/2023 09:10 3.7 MB 3.7 MB 85.0 03/22/2023 07:48 3.7 MB 3.7 MB 84.0 03/22/2023 07:38 3.7 MB 3.7 MB 83.0 03/22/2023 07:17 3.7 MB



7b



Onedrive : De vuilnisbak legen



1

In de navigatiebalk aan de linkerkant klik ik op '**Recycle bin'**

		A OneDrive
	命	Home
	Đ	My files
	٨٩	Shared
	☆	Favorites
		Recycle bin

Om specifieke bestanden of mappen permanent uit de prullenbak te verwijderen, selecteer ik items en klik op '**Delete'**

2

3



Om de prullenbak in één keer definitief te verwijderen, selecteer ik '**Empty recycle bin'** in de navigatiebalk

_									
		ANA	OneDrive				✓ Search		
					Empty rec	ycle bin	<i>9</i> .		
	ŵ	Home					h}		
	þ	My files		R	ecycle b	in			
	RR	Shared							
	☆	Favorites			D	Name	~	Date deleted $\downarrow~~\checkmark$	Deleted by \checkmark
	Ŵ	Recycle bin			Þ	Digital		3/31/2023 6:17 AM	
							LTD CL MALL C		







Sharepoint : Je benutte opslagruimte bekijken





2 Voeg "/_layouts/15/storman.aspx" toe aan de URL https://digiplace.sharepoint.com/sites/NOMDUSITE/_layouts/15/storman.aspx digiplace.sharepoint.com/sites/WOPSTB-SUSTAINABILITY 4 Q SharePoint \leftarrow ø? 6 ★ Follow up WOP-STB-Sustainability # WS 0 Public group |organizational 8 204 members + Create ~ 🙆 Send to ~ … 🔓 Edit 🗸 🖌 Home 0 Files Conversations E Diary 0 OneNote Sustainability Schedule

Sharepoint : Je versies verwijderen (1/2)



3	Klik op een van o bijvoorbeeld	de mapp	en. ' Docum	ients'	
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Kind Name	Total size↓	% parent	Site Quota %	Last modification	
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4 Klik op 'Version History' Pour accéder à tout l'historique des versions sauvegardées du document Site settings • Storage Metrics 🛛 1022.42 GB of free space out of 1024.00 GB Site collection Papers Papers (Page 1 / 3) Next 🕨 Kind Name Total size↓ % parent Last modification uota % 0.03% 294.1 MB 49.61% Version history 0.01% 119.6 MB 20.18% 03/14/2023 08:46 Version history 1 48.6 MB 8.20% 0.00% 03/13/2023 05:22 Version history 17.1 MB 2.88% 0.00% 01/20/2023 01:20 Version history 9.5 MB 1.61% 0.00% 03/10/2023 08:49 Version history 0.00% 9.5 MB 1.59% 02/24/2023 09:18 Version history ŧ 9.3 MB 1.57% 0.00% 01/20/2023 01:20 Version history

Sharepoint : Je versies verwijderen (2/2)



5a

Klik op de datum en dan op '**Delete'** om versies van het document als eenheid te verwijderen

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	84.0		3.7 MB
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	82.0 US/22/2025 10:39		3.7 MB

Klik op '**Delete all versions'**

5_b

Pour conserver uniquement la dernière version du document sélectionné

Saved versions for

Delet	e all versions		
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87.0	03/22/2023 09:15		3.7 MB
86.0	03/22/2023 09:10		3.7 MB
85.0	03/22/2023 07:48		3.7 MB
84.0	03/22/2023 07:38		3.7 MB
83.0	03/22/2023 07:17		3.7 MB







Teams

Teams : Je benutte opslagruimte bekijken

#1







Teams : Je versies verwijderen



5

Klik op **'Version History'** om alle opgeslagen versies van het document te zien

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					(Page 1 / 3) Next 🕨	
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B	17.1 MB	2.88%	0.00%	01/20/2023 01:20	Version history	
8	9.5 MB	1.61%	0.00%	03/10/2023 08:49	Version history	
8	9.5 MB	1.59%	0.00%	02/24/2023 09:18	Version history	
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6a

Klik op de datum en vervolgens op '**Delete**' om versies van het document te verwijderen

Dele	te all versions		
No.	Amended	Edited by	Size
87.0	03/22/2023 09:15		3.7 MB
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85.0	Display	01	3.7 MB
84.0	Display		3.7 MB
93.0	Restore		3.7 MB
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) b	Klik op 'Delete all versions' om enkel de laatste versie van het document te behouden							
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Teams : Een team of een kanaal verwijderen



channel? All conversations will

Delete

Cancel

