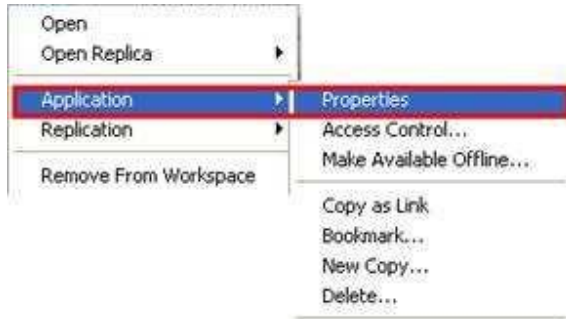## Lotus Notes - Compacting Mail Database:

Note: It is not necessary to compress the mail database if it is stored on the server (e.g. CHZNS020), as databases served on the server are compressed once a week.
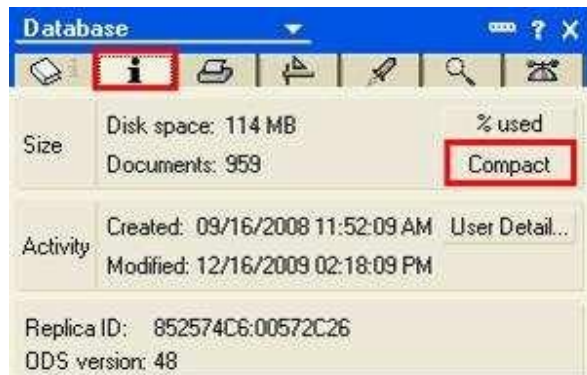Compressing the mail database is therefore only effective when it is stored locally:

1. Prior to the compress, **close** all **mail** and **calendar** views and documents.
2. **Rightclick** the database on the Workspace.
3. Select *Application > Properties.*

4. Click on the i (info) index card.

5. Within Size, click on Compact. ALWAYS wait until the compress has finished.

NOTE: *% used* in the *Size* area shows how much space the database is using. If the percentage is below 90 %, the file should be compacted to conserve disk space.