



Info

Open & Export

Save As

Save Attachments

Print


Office Account

Feedback

Options

Exit

# Account Information

 c\_psanangel@cinopolis.com  
Microsoft Exchange

+ Add Account



## Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.  
<https://outlook.office365.com/owa/cinopolis.com/>
- Get the Outlook app for iPhone, iPad, Android, or Windows 10 Mobile.



[Change](#)



## Automatic Replies (Out of Office)

Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.



## Mailbox Settings

Manage the size of your mailbox by emptying Deleted Items and archiving.

- 106 MB free of 99 GB
- Last Updated: 07:09 a.m.
- Your mailbox is near the maximum storage limit. Archive or delete items to create additional free space.

Empty Deleted Items Folder

Clean Up Old Items



## Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.



## Slow and Disabled COM Add-ins

Manage COM add-ins that are affecting your Outlook experience.



## Manage Add-ins

Outlook Configuración

Almacenamiento

Tiene 99.00 GB de almacenamiento de correo electrónico con esta cuenta que incluye datos adjuntos y mensajes en todas las carpetas.

98.90 GB utilizados de 99.00 GB (99.0%)

Bandeja de entrada | Elementos enviados | GR Julio C Cedillo C | Otros

Administrar almacenamiento

Vaciar el contenido de una carpeta le ayudará a liberar espacio. Los elementos se eliminarán de forma permanente.

Carpeta	Usado	Mensajes	Acción
Elementos eliminados	210.01 MB	137	Vaciar
Correo no deseado	2.71 MB	25	Vaciar
Bandeja de entrada	87.70 GB	102,480	Vaciar
Elementos enviados	4.36 GB	5,951	Vaciar
GR Julio C Cedillo C	2.03 GB	765	Vaciar
Gerencia	491.60 MB	240	Vaciar
Conflictos	488.89 MB	118	Vaciar
Almacen	439.27 MB	309	Vaciar
RH			Vaciar