During the migration to W-Exchange only attachments that are 35 MB or less will be migrated. If you have attachments larger than 35 MB and would like to migrate them to W-Exchange please follow the steps below. These steps will help you identify large attachments and copy them to your Webmail Briefcase folder. Everything in the Briefcase folder will migrate to the W-Exchange OneDrive online storage app where you may access them after your account is migrated.

1. Click on the **Advanced Search** button.

2. Click on the **Size** button and enter the following criteria:
   - Size: Is larger than
   - Value: 35
   - Units: megabytes (MB)

3. Open each email displayed in the search results and click the **Briefcase** link next to the attachment.
4. Select the folder named **Briefcase** then click the OK button

![Add to Briefcase](image)

5. Repeat these steps for each email attachment over 35MB displayed in the search results.