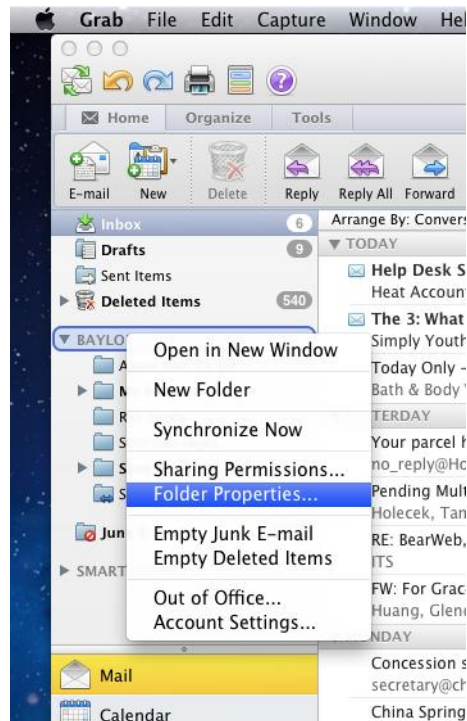# How to check your Exchange Mailbox size using Outlook 2011

1. Locate the Baylor heading in the navigation pane of your Mailbox screen. Right-click on "Baylor" and select "Folder Properties…"

2. Click the "Storage" button at the top. Here you will find your total mailbox size **(limited to 1 GB for faculty/staff, 300 MB for students)** along with a breakdown of each of your folders on Exchange. You can scroll through and check which folder(s) are the largest and may need attention. *Remember to think in terms of MB vs. KB. (or in terms of 1000's) For example, a total mailbox size of 710455 KB = 710 MB. (1,000 MB = 1 GB)