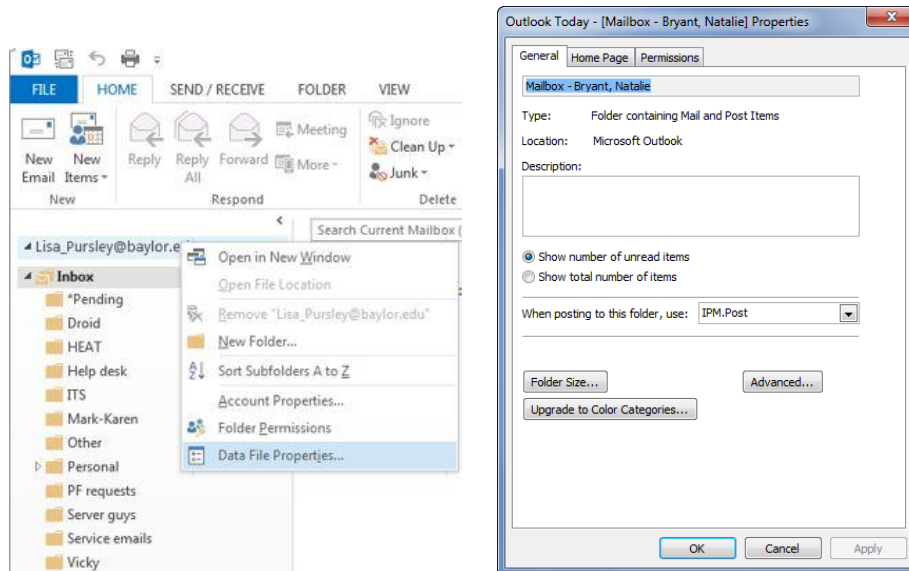


How to check your Exchange Mailbox size – Outlook 2013

1. Select the very top level of your mailbox—where you see your email address. Right click here and choose “**Data File Properties**,” and then click the “**Folder Size**” button.



2. If you have 2 tabs—one called “Local data” and another called “Server data” be sure to select the “**Server data**” tab for the actual, correct mailbox size. **Here you will find your total mailbox size along with a break-down of each of your folders on Exchange.** You can scroll through and check to see which folder(s) are the largest and may need attending to. This is not an actual count of how many emails you have per folder, but rather how large those folders are on the Exchange server.

Remember to think in terms of MB vs.KB (or in terms of 100,000’s). For example, a total mailbox size of 508,765KB is approximately 509MB, which is about ½ of 1GB. So in the example below my mailbox is at about ½ capacity.

Faculty/Staff are limited to 1GB, which would display as 1,000,000KB. You will not be able to send or receive email if you go over quota, but a system admin message should warn you of such before this happens.

