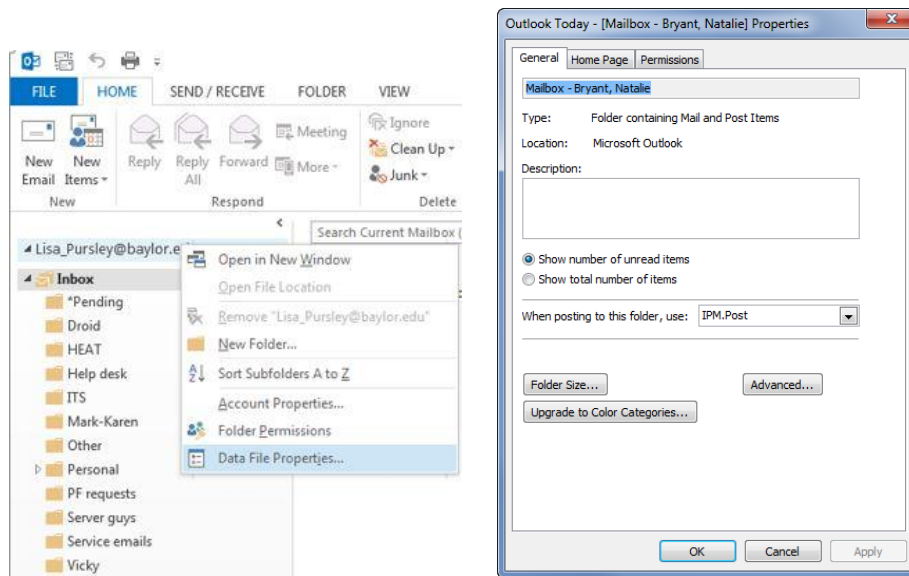


How to check your Outlook/Exchange 365 mailbox size – Outlook 2016

NOTE: Baylor faculty/staff/student accounts now have UNLIMITED email storage.

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 Outlook/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 Outlook/Exchange server hosted by Microsoft 365.

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.

