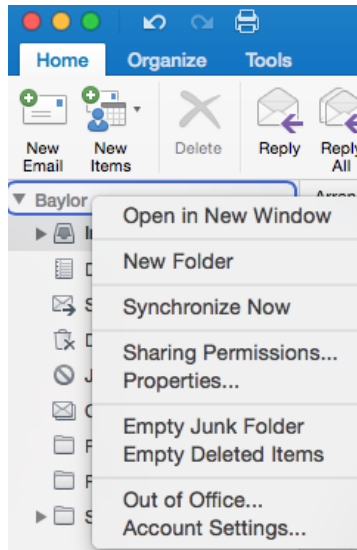


How to check your Outlook 365 Exchange Mailbox size using Outlook 2016

1. Locate the “Baylor” (or other account name) in the navigation pane of your Mail view. Right-click on “Baylor” and select “Properties...”



2. Click the “Storage” button at the top. Here you will find your total mailbox size (**now unlimited in Outlook 365**) 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).

