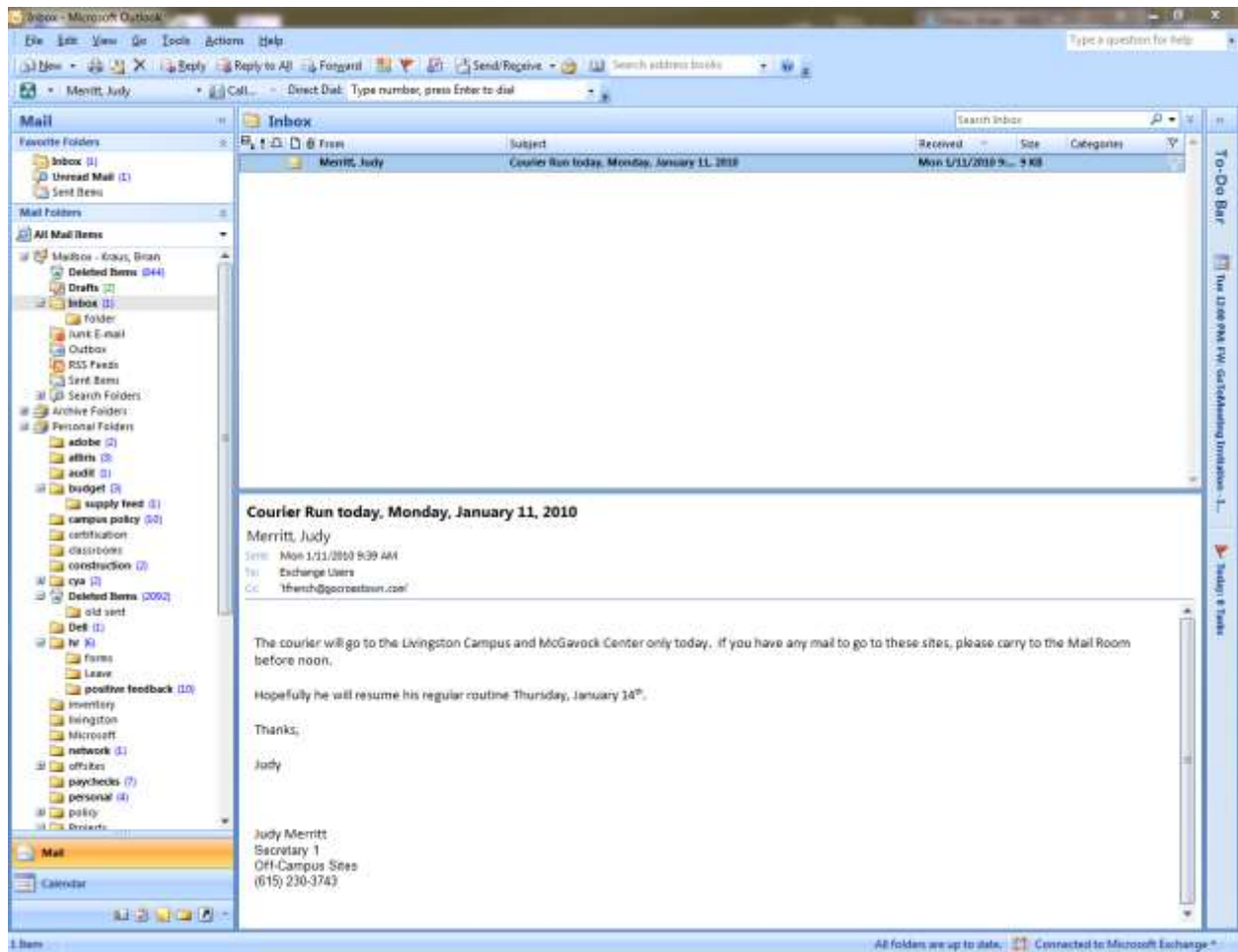
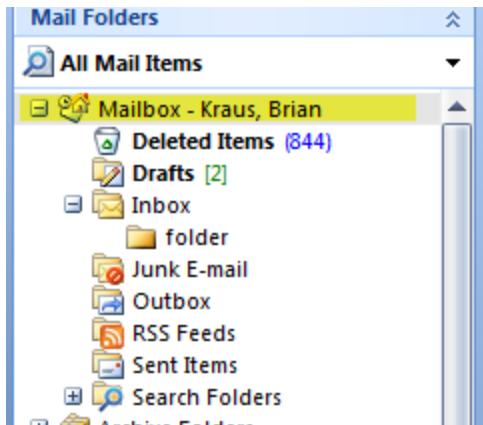


Checking your Mailbox Size

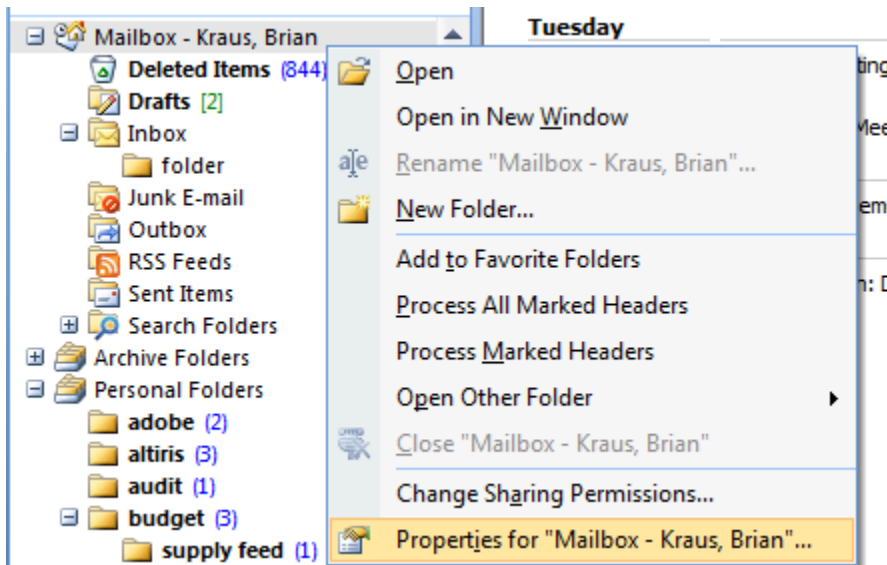


Once you have opened your Outlook client, you should see Mailbox-Lastname, Firstname in the Mail Folders section.

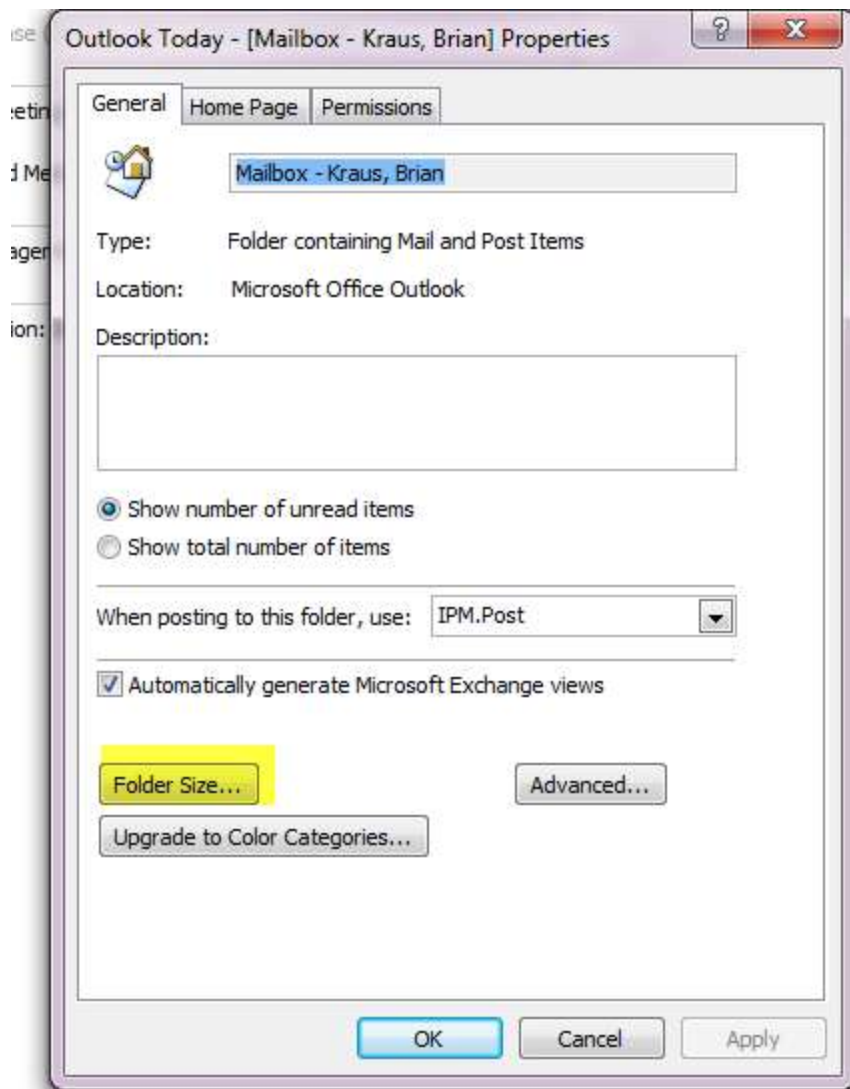


Click on your mailbox so that it is highlighted

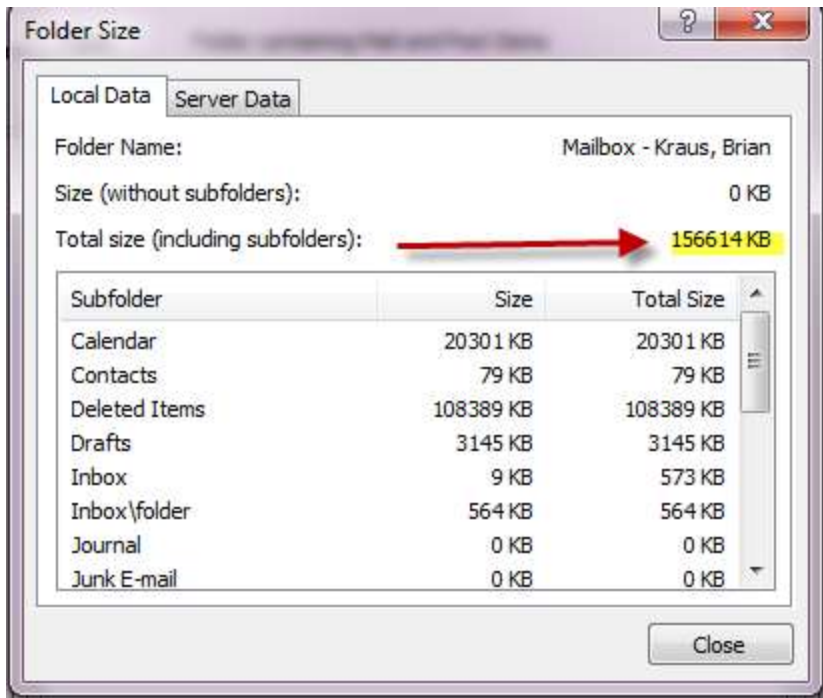
Right click and select *Properties for Mailbox* from the menu.



The *Outlook Today* window should appear.



Make sure that you are viewing the *General* tab and click on *Folder Size*.



The total size of your mailbox will show up in KB. Your mailbox size limit is 500,000 KB. This window also provides a breakdown so that you can see where the most space is being used.