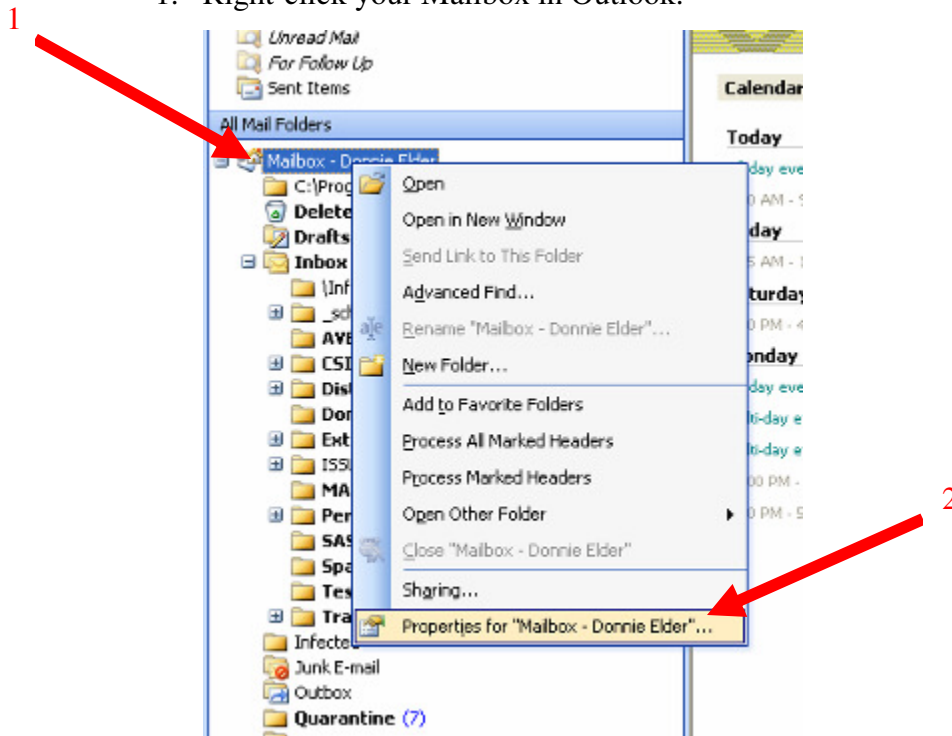
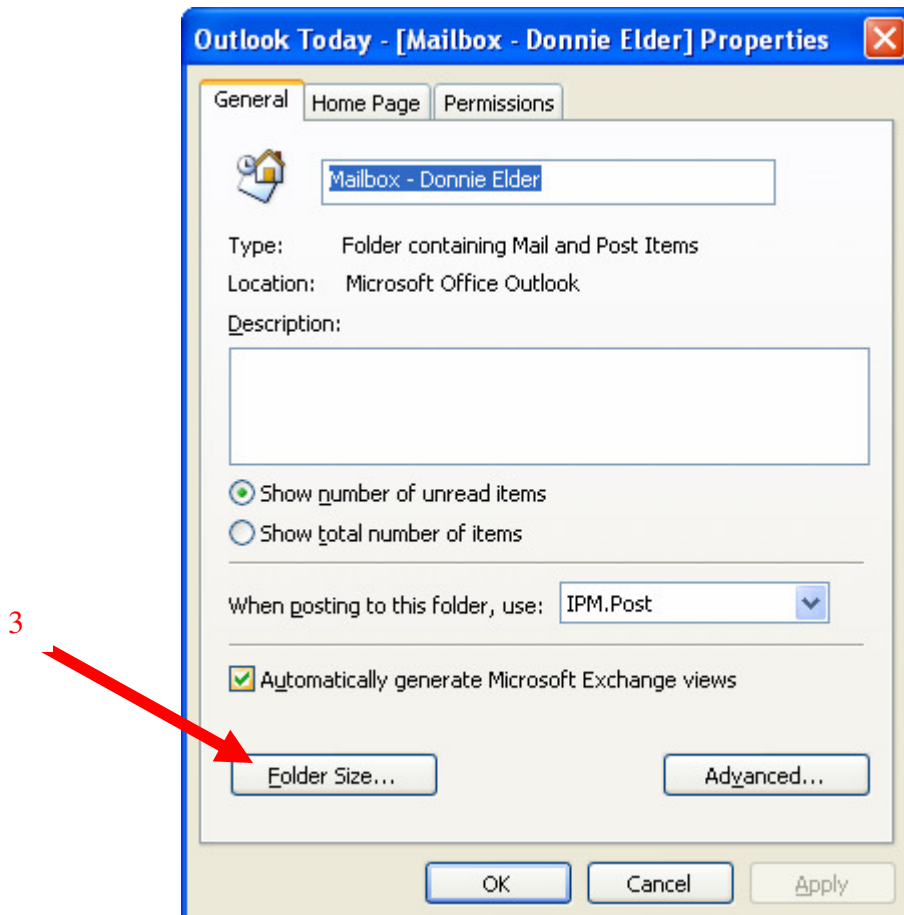


# How to Check the Size of Your Mailbox in Outlook

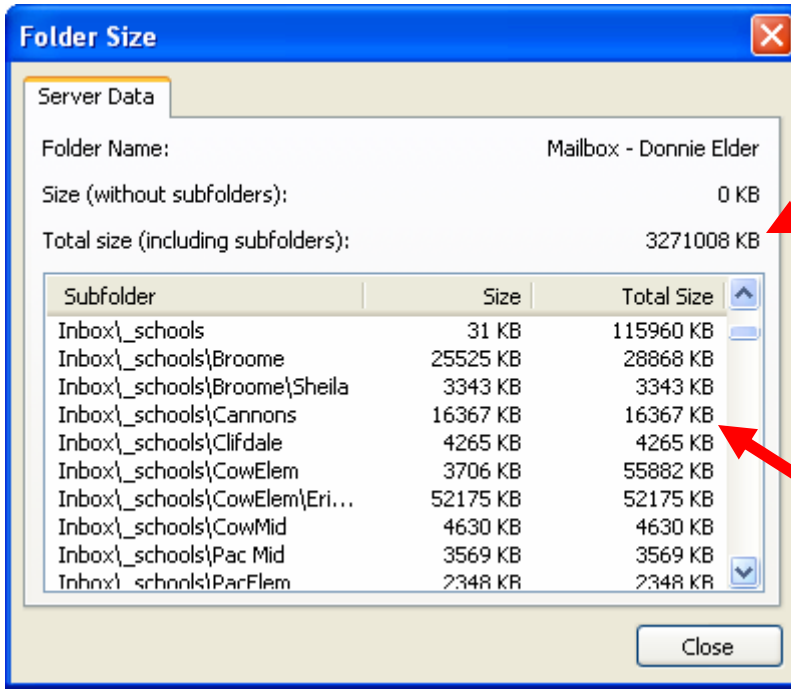
1. Right-click your Mailbox in Outlook.



2. Choose Properties.
3. Click the Folder Size button in the Properties window.



4. The Total size should be less than 1,500,000 KB or 1.5 GB. If it is more than this value you should delete email or archive data locally so you can save it to another media such as CD-R disk. Notice the Folder Size window provides the size of each subfolder in Outlook. If you want to delete old messages this will tell you where to start.



More than double the 1,500,000 KB limit

Individual folder sizes