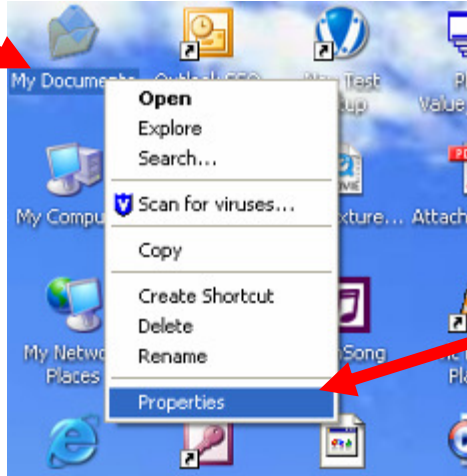


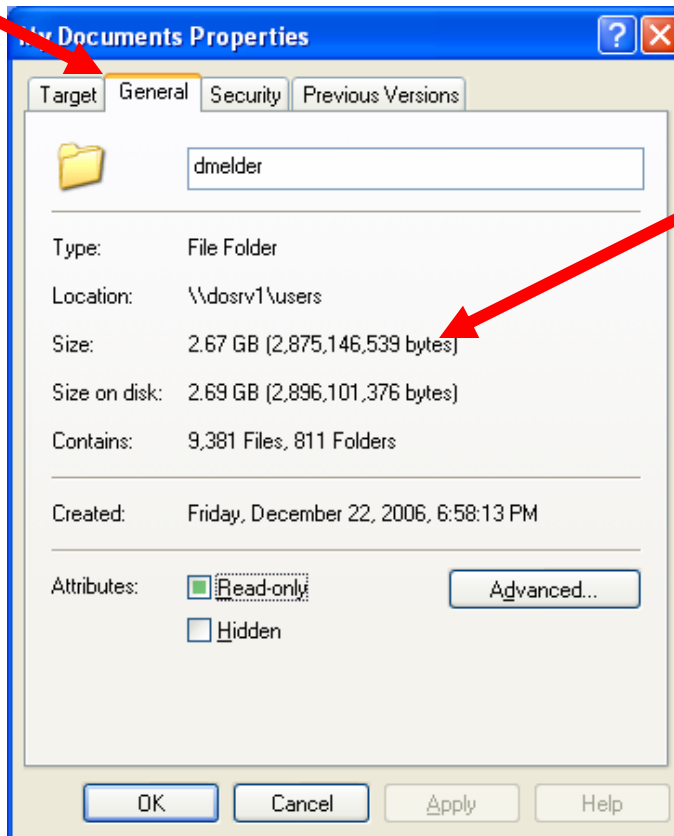
## How to Check the Size of Your Home Folder (My Documents) on the Server

These directions will help you if you have reached the disk quota limit for your home directory / My Documents. You will usually find that most of the space is filled by pictures, music, or videos. Start by deleting these type of files or archiving them to another media like CD, DVD, flash drive, or external hard drive.

1. The quickest way to see the size of the home folder is to Right-click the My Documents folder on the Desktop and choose Properties.



2. On the General tab of the Properties window you will see the size of this folder. It must be less than 1 GB or 1000 MB.



This folder is close to 3x the new disk quota limit