Determining the current amount of space your email box is using

Step 1)

Open MS Outlook on your computer

Step 2) with outlook open right click your mouse on "Mailbox - username"

Mailbox - [your username will be here]
Deleted Items (394)
Drafts
Inbox (748)
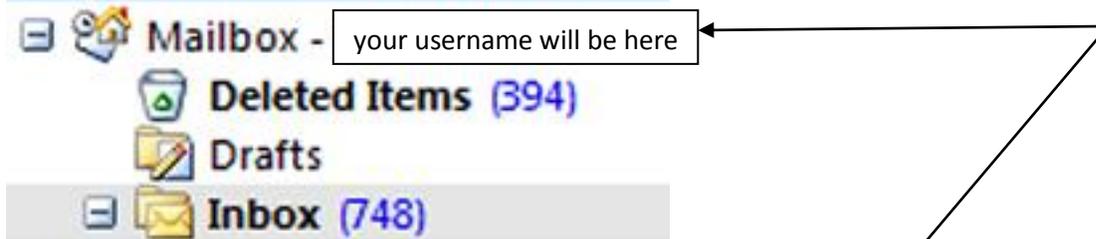
Step 3) Select "properties"

Open
Open in New Window
Move "Inbox"...
Copy "Inbox"...
Delete "Inbox"
Rename "Inbox"...
New Folder...
Remove from Favorite Folders
Mark All as Read
Process All Marked Headers
Process Marked Headers
Change Sharing Permissions...
Properties
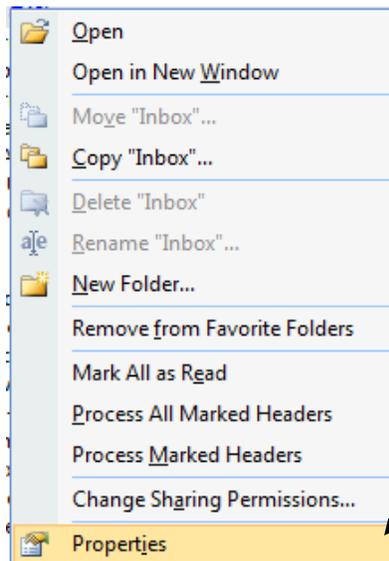
Your size is here, this particular example is using 318mb of the allotted 1gb limit

Step 4) Select "Folder size" -

☑ Automatically generate Microsoft Exchange views

Folder Size...   Advanced...

Upgrade to Color Categories...

OK   Cancel   Apply

Folder Size

Server Data

Folder Name: Mailbox -

Size (without subfolders):   0 KB

Total size (including subfolders):   318683 KB

Subfolder		Size	Total Size
Calendar		2328 KB	2554 KB
Calendar	_out_of_office	47 KB	225 KB
Calendar	_out_of_offi...	178 KB	178 KB
Contacts		177 KB	239 KB
Contacts\Contacts		61 KB	61 KB
Deleted Items		57016 KB	57016 KB
Drafts		0 KB	0 KB
Inbox		159128 KB	181033 KB

Close