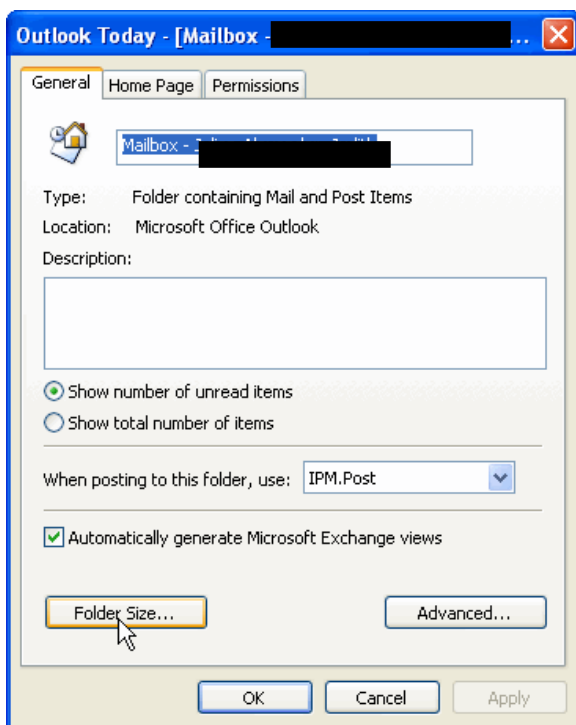
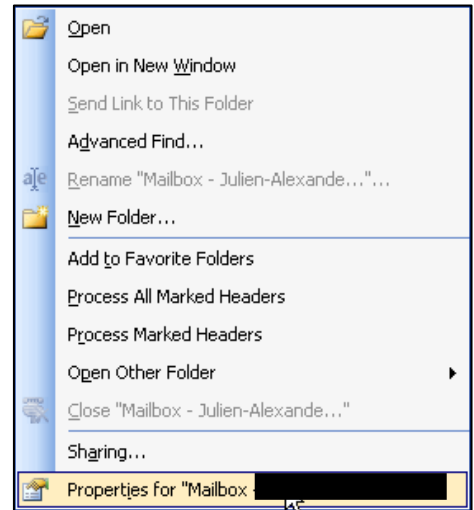


How to Check your Mailbox Size

Right-click on your **Outlook Today** or **Mailbox** folder and choose **Properties for Mailbox**.



On the **General** tab, click on the **Folder Size** button.

A dialog box will appear displaying your total mailbox size.

Each sub folder is also listed for you to determine where the bulk of your mail is.

Note: Folder sizes are displayed in K or Kilobytes, 10000K is approximately 10 MB or megabytes.

