

## Computer Services Help Desk (475-6488)

## **Checking E-mail Folder Size** March 25, 2004 Difficulty: Intermediate

- 1) Open Microsoft Outlook (2002 or 2003)
- 2) Move your mouse over the top item in your Folder List called "Outlook Today – [your username]" If you only have the "Outlook Shortcuts" side bar visible then right click on "Outlook Today" icon.
- Right click on Outlook Today then hover your mouse over the last item called "Properties for Outlook Today"



- 4) When the Properties window opens click on the Folder Size button which is located at the bottom left of that window
- 5) Once the Folder Size window opens you will see the total size as well as the individual folder sizes in the bottom window

F	older Size		? 🔀		
Folder Name:		jdead	jdeadman (Jason Deadman)		
Size (without subfolders):			0 KB		
Total size (including subfolders):			63583 KB		
	Subfolder	Size	Total Size 🔼		
	AVG Virus Vault	0 KB	0 KB 📃		
	Calendar	312 KB	312 KB 💳		
	Contacts	3 KB	14 KB		
	Contacts\My contacts	11 KB	11 KB		
	Deleted Items	0 KB	0 KB		
	Drafts	0 KB	0 KB		
	Inbox	54441 KB	57547 KB		
	Inbox\CATIA	1423 KB	1423 KB 🞽		
			Close		

jdeadman (Jason Deadman) Properties 🛛 🔗	×			
General Home Page Permissions				
ideadman (Jason Deadman)				
Type: Folder containing Mail and Post Items Location: Microsoft Outlook				
When posting to this folder, use: Post				
Automatically generate Microsoft Exchange views				
Folder Size Advanced				
OK Cancel Apply Help				