

**Checking E-mail Folder Size**

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**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.
- 3) 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

