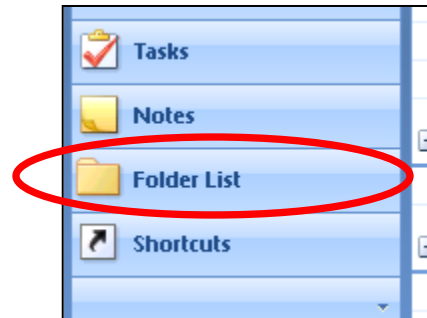
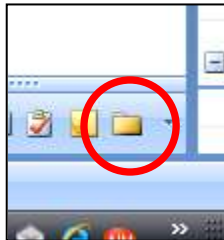


Checking email Folder Size

By Adam Bohn - ΠΛ 39

Using Microsoft Outlook 2007

1. Connect to the school network. This entails being at StLCoP, connected to the network or being connected via dial-up connection into the network.
2. Open up Microsoft Outlook 2007. **This is NOT** [webmail](https://webmail.stlcop.edu/) (<https://webmail.stlcop.edu/>), but rather a program in Microsoft Office.
 - a. Start → All Programs → Microsoft Office → Microsoft Outlook 2007.
 - b. Outlook will log you into the email account that matches the account with which you logged into Windows. (i.e. You can only run Outlook to check **your** email.)
3. Depending on how compact the left-side bar is, you may see either of these two:



4. At the bottom of the list of your email folders, select “Folder Sizes.”
 - a. This may require scrolling down, esp if, of the images above, yours matches the right side.

Server Data		
Folder Name:	Mailbox - Bohn, Adam	
Size (without subfolders):	0 KB	
<u>Total size (including subfolders):</u>	24177 KB	
Subfolder	Size	Total Size
Calendar	388 KB	388 KB
College Republicans	5429 KB	5429 KB
contact updating	49 KB	49 KB
Contacts	51 KB	51 KB
Deleted Items	2930 KB	2930 KB
Drafts	75 KB	75 KB
Inbox	4284 KB	4284 KB
Infected Items	0 KB	0 KB

5. If “Total size” reaches 46080 KB (45 MB), you receive a warning email. At 51200 KB (50 MB) you are unable to send/receive emails until you reduce your Total Size.
6. Scroll down to check all folders. Some folders accumulate over time:
 - a. Deleted Items
 - b. Sent Items
7. Delete enough files to get below your limit. Staying below 30 MB is a good goal.
 - a. ***Remember*** You also need to delete messages from Deleted Items after deleting them from other folders.

- b. A good tip: go to the larger folders and sort by file size to find the best files to delete.