

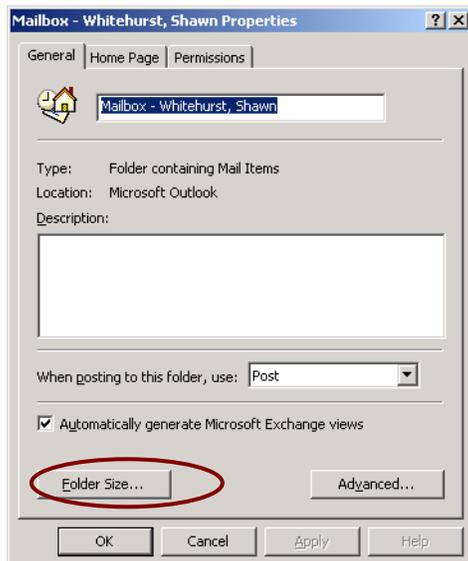
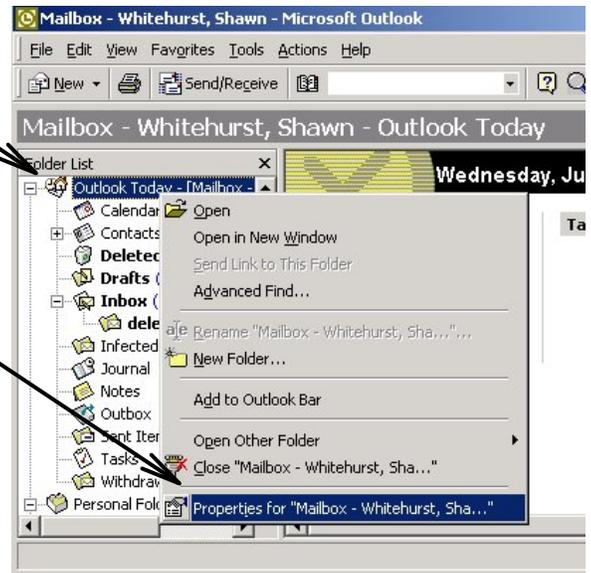
MS Outlook: Checking Your Mailbox Size

The current mailbox limits are set for 30 megabytes for teachers/staff and 100 megabytes for principals. This is a DoDDS-E requirement and cannot be changed at the local level. Once you reach 25 megabytes, the system will begin sending you messages that you are nearing the limit. If you are over the limit, you can receive messages, but you will not be able to send anything until you've reduced the size of your mailbox.

Reduce the size of your mailbox by deleting items (and then making sure they're being deleted from the "Deleted Items" folder) and/or [moving items to your personal folders](#). If you need to set up personal folders, [click here to see the how-to](#).

Here's how to check your mailbox size:

1. Start Outlook from your school computer.
2. Right-click on "Outlook Today - [Mailbox...]"
3. Select *Properties for...*
4. Click on the *Folder Size* button.



5. This will give you an overall size as well as a detailed breakdown of the sizes of each folder. From here, you can see where the problems are. In the example, my total usage is over the 30MB limit. Right now, I can receive, but not send messages.

