

Monitoring E-mail Account Size

INFORMATION TECHNOLOGY SERVICES
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Account Size Overview

The help ensure consistent performance of the campus e-mail system, storage space on all campus e-mail accounts and Public Folders is limited to two gigabytes (2 GB) – the equivalent of approximately 82,000 average-size messages (25 KB each). Using the Microsoft Outlook client, it is possible to monitor the e-mail account size and determine how close an individual account is to the size limit.

To check e-mail account size from Microsoft Outlook:

1. Select the **T**ools menu ► **M**ailbox cleanup.... The *Mailbox Cleanup* dialog box opens (see Figure 1).
2. Click the **V**iew Mailbox Size... button. The *Folder Size* dialog box opens (see Figure 2).
3. The account size can be seen in the **T**otal size (including subfolders): field. The example in Figure 2 has an account size of “**97895 KB**,” or approximately 98 megabytes (well below the 2 GB size limitation).
4. Close all open dialog boxes.

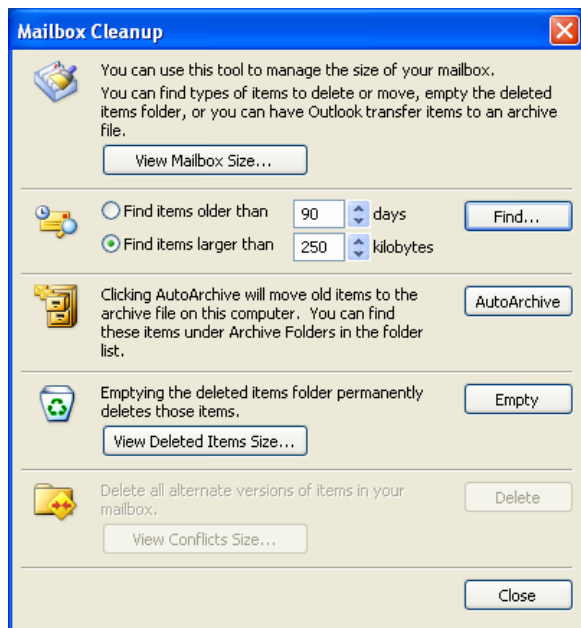


Figure 1 - Mailbox Cleanup Dialog Box

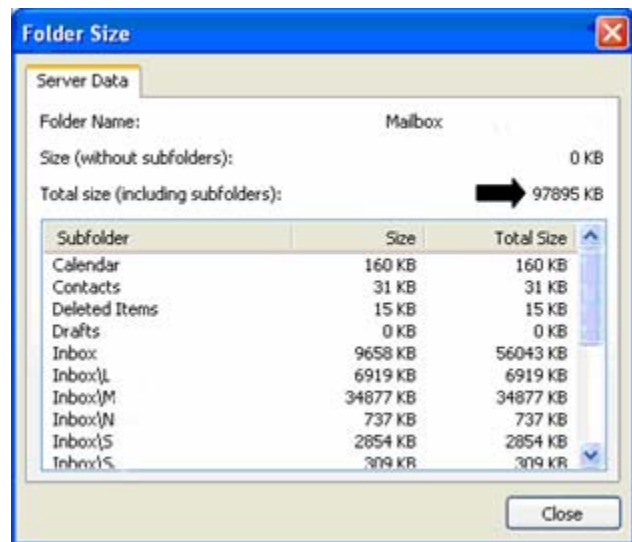


Figure 2 - Folder Size Dialog Box