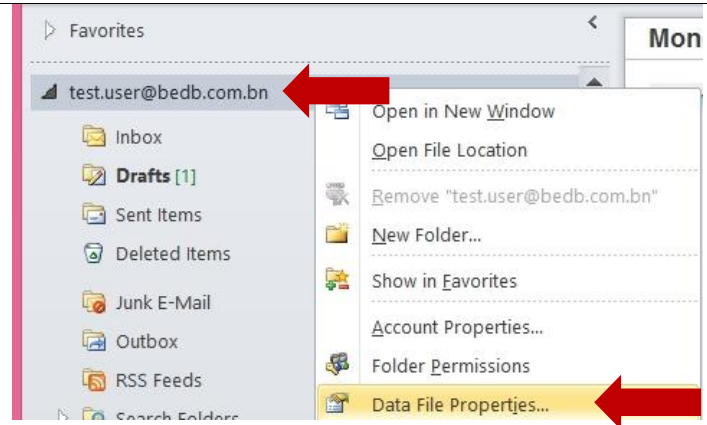


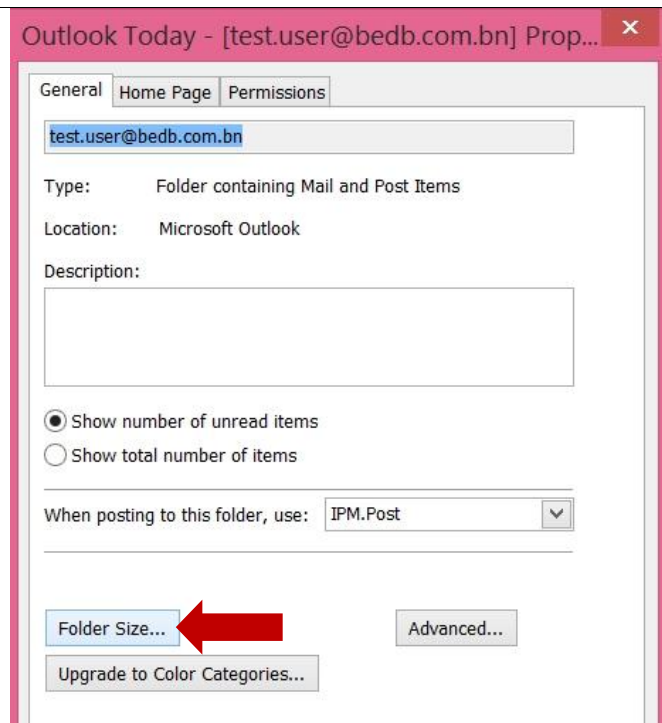
## CHECKING YOUR MAILBOX SIZE IN MICROSOFT EXCHANGE USING MICROSOFT OUTLOOK 2010

1. Open Microsoft Outlook 2010 and right click on your Microsoft Exchange Mailbox. This is usually depicted with your email address.

In the right click menu, scroll all the way down and select "Data File Properties ..."



2. Under the Data File Properties menu, go to the General Tab and click on **Folder Size** button.



3. In the Folder Size menu, you will see two tabs.

The **Local Data** tab will show the size of your mailbox in your desktop computer. The **Server Data** tab will show the size of your mailbox in your Exchange email account.

Please click on the Server Data tab and look at Total size (including subfolders) as this is the actual data in your Microsoft Exchange Mailbox.

Please note:

- 1,000KB = 1MB
- 1,000,000GB = 1GB

Folder Size

Local Data Server Data

Folder Name: test.user@bedb.com.bn

Size (without subfolders): 0 KB

Total size (including subfolders): 20 KB

Subfolder	Size	Total Size
Calendar	6 KB	6 KB
Contacts	0 KB	0 KB
Deleted Items	0 KB	0 KB
Drafts	0 KB	0 KB
Inbox	12 KB	12 KB
Journal	0 KB	0 KB
Junk E-Mail	0 KB	0 KB
Notes	0 KB	0 KB
Outbox	0 KB	0 KB

Close