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	> Favorites	'n
usually depicted with your email address.	▲ test.user@bedb.com.bn	
In the right click menu scroll all the way down	Den File Location	
and select "Data File Properties "	Drafts [1] Remove "test.user@bedb.com.bn" Sent Items New Folder	
	Deleted Items Show in <u>Favorites</u>	
	Outbox Account Properties Folder Permissions	
	N Co Search Folders	
2. Under the Data File Properties menu, go to the General Tab and click on Folder Size button.	Outlook Today - [test.user@bedb.com.bn] Prop × General Home Page Permissions	

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

			ocal Data Server Data
.com.bn	user@bedb.con	test.	older Name:
0 KB	. (Size (without subfolders):
20 KB	20		otal size (including subfolders):
Size 🔺	Total Size	Size	Subfolder
5 КВ	6 KB	6 KB	Calendar
КВ	0 KB	0 KB	Contacts
КВ	0 КВ	0 KB	Deleted Items
КВ	0 KB	0 KB	Drafts
2 KB	12 KB	12 KB	Inbox
) KB	0 КВ	0 KB	Journal
KB	0 КВ	0 KB	Junk E-Mail
КВ	0 KB	0 KB	Notes
N KR	0 KR	0 KB	Outhoy