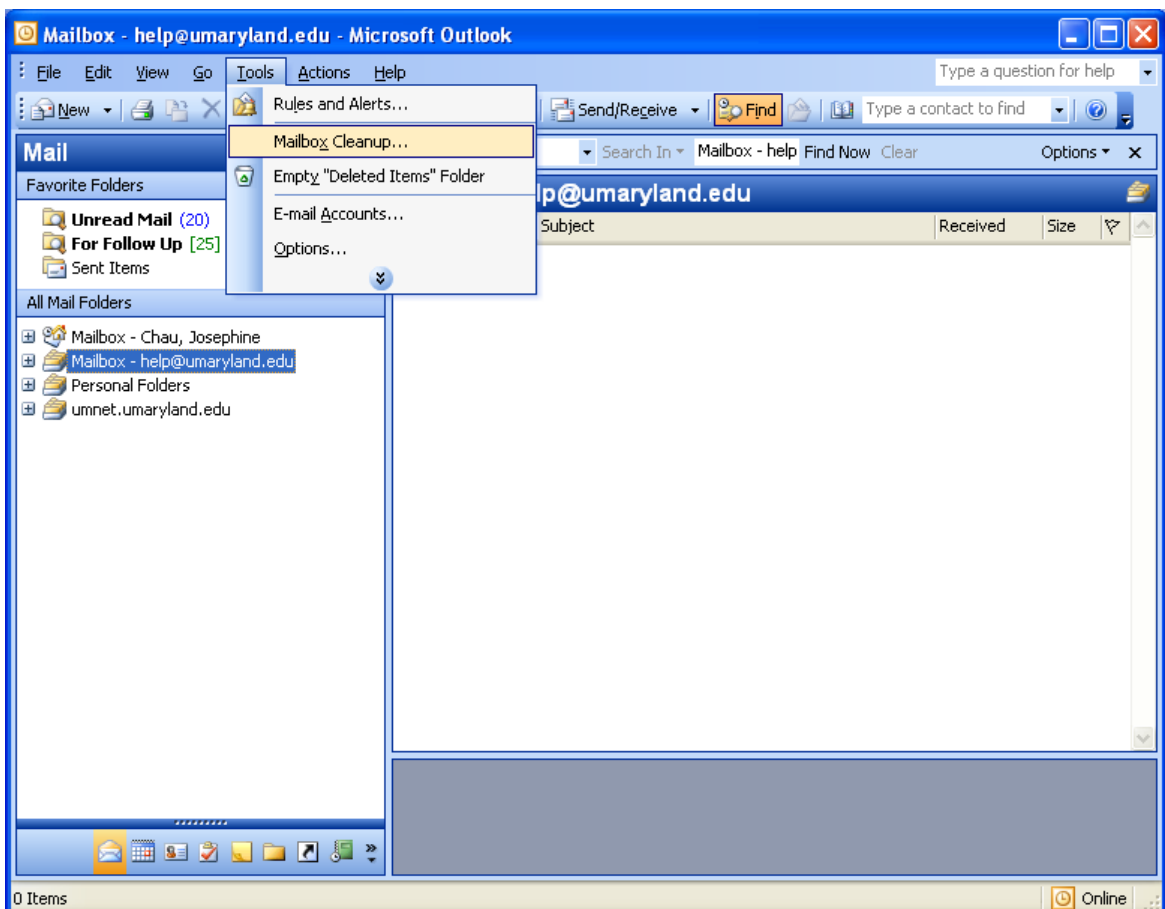


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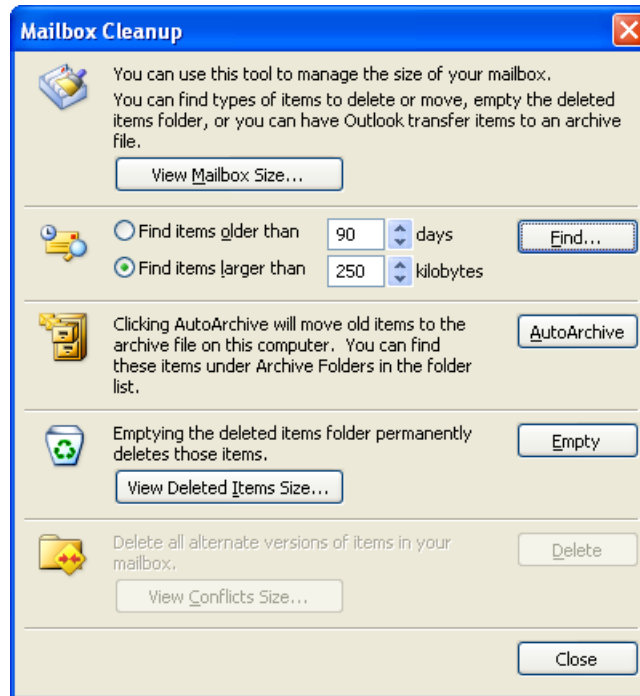
## ***How much space are my email folders taking up?***

At some time you may need to know how much storage space your email account is using and also be able to see how much email is stored in each of your email folders. These instructions are designed for Outlook 2003. If you are using a different version of Outlook, please contact our office for further assistance.

1. Open Outlook 2003 or Outlook 2007 on your computer.
2. Click on "Tools" to open the Tools Menu.
3. Click on the option "Mailbox Cleanup" to open the Mailbox Cleanup window. You may need to expand the Tools Menu to find this option.

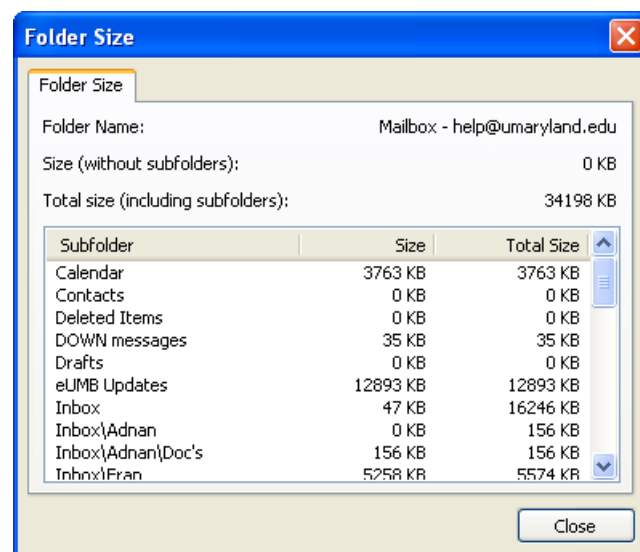


4. In the Mailbox Cleanup window, click on the button labeled “View Mailbox Size...”



5. After clicking on the “View Mailbox Size...” button you should see another window labeled “Folder Size”. This window will show you all of the email folders in your Mailbox.

If you have access to multiple email accounts, check the Folder Name to ensure that you are viewing the storage statistics for the correct email account.



## QUESTIONS?

If you require further assistance finding out how much space your email folders are using in Outlook 2003 or Outlook 2007, please contact the ASC Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu)