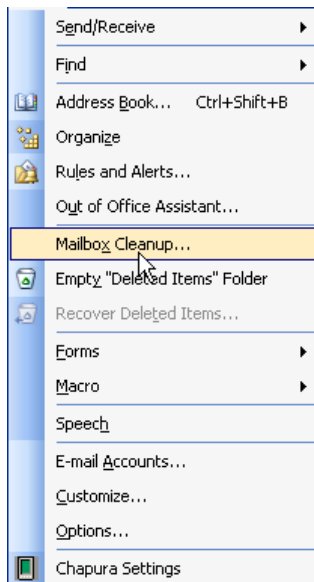
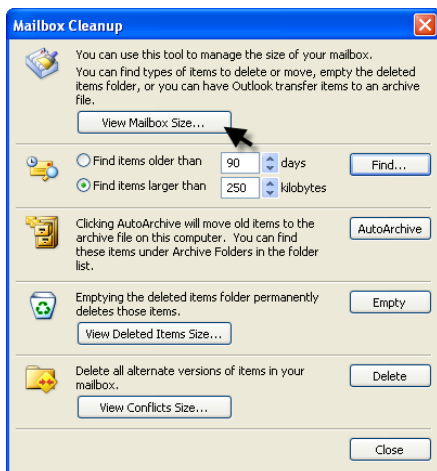


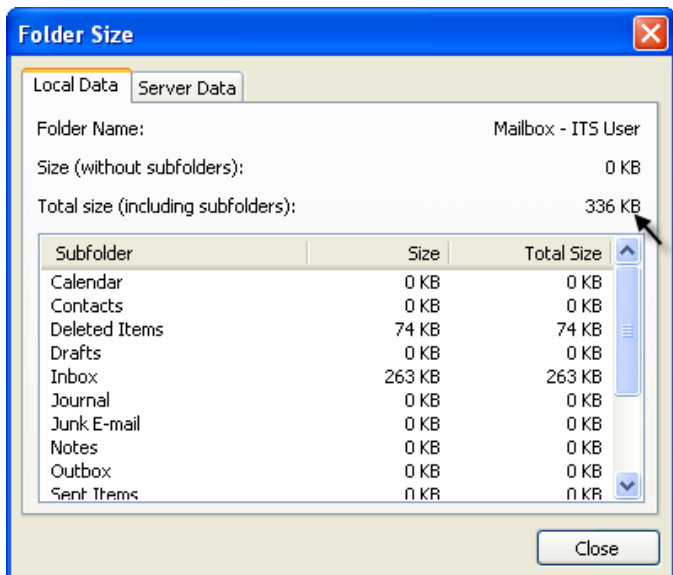
Title	Checking Exchange Mailbox Size
Description	This document describes how to determine your Exchange mailbox size
Applications	Outlook 2003 – Faculty/Staff Email System
Comments	Beginning February 1, 2006, Faculty/Staff Exchange Mailboxes must be 2 gigabytes or less. Two gigabytes = 2,048 megabytes = 2,097,152 kilobytes



1. Click on **Tools** in the Outlook toolbar.
2. Select **“Mailbox Cleanup”**



3. Click on the button **“View Mailbox Size”**



4. Look for **“Total size (including subfolders)”**

Note: 1,048,576 KB (kilobytes) is equivalent to 1000 MB or 1 GB