

How to Find the Size of Folders in Exchange

1. Right click on the name of your Mailbox folder. This folder is normally called "**Mailbox – [your Username]**" and click on "**Properties for 'Mailbox – [Your UserName]'**..."
2. Click on the **Folder Size...** button.
3. In the Folder Size window you will see each folder in your mailbox and their size in kilobytes. For conversion, there are 1,000 kilobytes in a megabyte. For example, the **Archive** folder is 87,381 kilobytes. This is the equivalent of 87.4 megabytes.

