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.