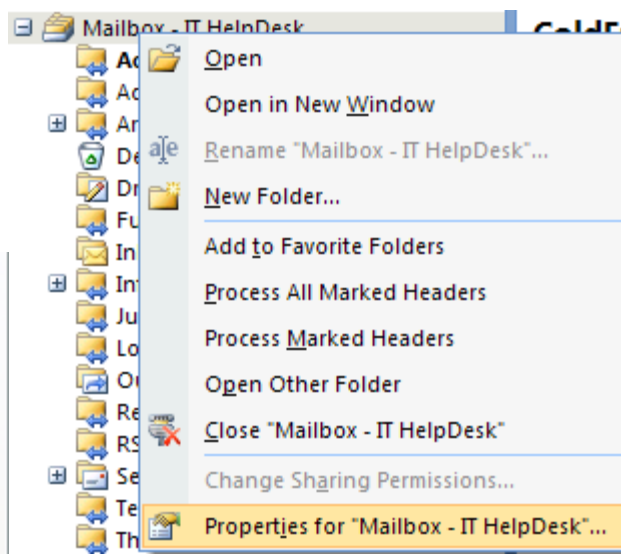


How to Find the Size of Your Mailbox

To accurately find the size of your mailbox, first you need to compact it. To do this:

1. Right Click on your Mailbox and select **Properties for "Folder Name"**
2. Click on the **Folder Size** button.

Subfolder	Size	Total Size
AccountInit	8 KB	8 KB
AccountInit Errors	1773 KB	1773 KB
Archive	125818 KB	218811 KB
Archive\2006	92992 KB	92992 KB
Calendar	113 KB	113 KB
Contacts	0 KB	0 KB
Deleted Items	73 KB	73 KB
Drafts	0 KB	0 KB
Funny Emails	445 KB	445 KB
Inbox	100 KB	100 KB



3. This window will give you a break down of all the folders in your mailbox and their various sizes.
4. The number to observe is the **Total size (including subfolders)**: This number is shown in kilobytes so to see the size in megabytes simply divide this number by 100. In our example, 452,545 kilobytes would become roughly 453 megabytes.