

Check Your Mailbox's Size

To learn how to check the size of your mailbox, follow these instructions:

1. Open Outlook.
2. Select "File."
3. If "Info" has not already been selected, select "Info" from the left panel.
4. Click the "Cleanup Tools" icon and select "Mailbox Cleanup..." from the list that appears.
5. Click the "View Mailbox Size..." button at the top of the box.
6. In the new box that appears, you can view the "Total size" of your mailbox and scroll to view where most of your messages are located.