



# MCS Exchange

## Managing Quota/Folders in Outlook

**Document Description:** This document explains managing mailbox quota (as set by ICT) and determine folder sizes.

**For user by:** All staff on the Exchange email server using Outlook 2007.

### Quick Start:

#### Checking a Folder Size:

- 1) Highlight the **Folder** you want to check the size of
- 2) Right-click the folder and select **Properties**
- 3) Click the **Folder Size...** button

Review details and click **Close** when finished



## 1. Background

These instructions demonstrate managing your mailbox quota (as set by ICT) and determining folder sizes in Outlook 2007. Quotas on mailboxes are put in place to manage space usage on the servers.

This document has been produced to enable Microsoft Outlook 2007 users to easily determine the size of their folders within Outlook. By determining the folder size, you will be able to manage your folder limits and avoid having your mailbox 'frozen'.

## 2. Managing your Quota (mailbox size)

2.1. As you reach your mailbox limit, the System Administrator will send you an email notice (an example is shown) once you reach your 100 MB mailbox size limit.

```
From: System Administrator
Sent: Tuesday, 19 September 2006 11:00 PM
To: Exchange Test-One
Subject: Your mailbox is over its size limit
Importance: High
```

```
Your mailbox has exceeded one or more size limits set by
your administrator.
Your mailbox size is 102645 KB.
```

```
Mailbox size limits:
You will receive a warning when your mailbox reaches
100000 KB. You may not be able to send or receive new mail
until you reduce your mailbox size.
To make more space available, delete any items that you
are no longer using or move them to your personal folder
file (.pst).
```

```
Items in all of your mailbox folders including the Deleted
Items and Sent Items folders count against your size
limit.
```

```
You must empty the Deleted Items folder after deleting
items or the space will not be freed.
See client Help for more information.
```

If you disregard this message and your mailbox size reaches 120 MB - YOU WILL NOT BE ABLE TO SEND EMAILS.

And if your mailbox size reaches 140 MB - YOU WILL NOT BE ABLE TO RECEIVE EMAILS.

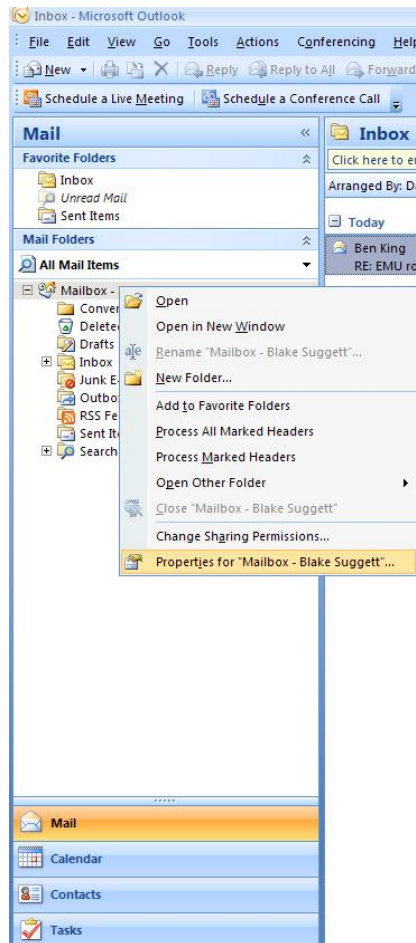
**Solution:** Delete unwanted emails and/or use an Archive folder (This does not count to your mailbox quota).



### 3. Checking the Folder Size (Properties)

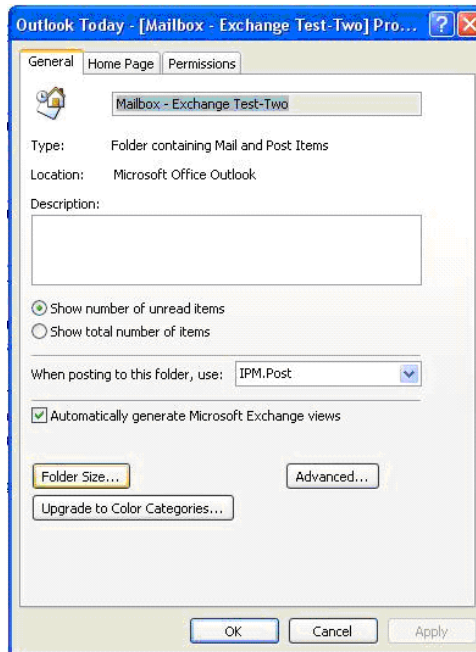
3.1. Once you have the Navigation Pane open, you will see your mailbox (Mailbox – your name).

To check a folder size, **right-click the folder** and select **Properties**





3.2. Click the **Folder Size...** button



3.3. The following window will be displayed for the selected folder

*Note: the detail also lists the sub-folders within your chosen folder along with their individual size.*

**Now that you can determine your individual folder sizes, you can decide which folders need to be cleaned up or archived.**

