Exchange 2007 Space Allocation

Exchange accounts have 500 MB (500,000 KB) of storage space allocated. To help you in managing your space, Technology Services has put the following notifications in place:

- If your space allocation reaches 500 MB, you will receive warning messages reminding you to clean up your mail folders each night.
- At 510 MB, you will no longer be able to send mail or schedule appointments.
- At 512 MB, you will no longer be able to send or receive messages or appointments. People sending messages to you will receive a return to sender message saying that your mailbox is full.

Check Mailbox Size in Outlook

- Select Tools from the top Outlook menu.
- Select Mailbox Cleanup.
- Click the View Mailbox Size button.
- The default shows folder sizes on your local computer.
- Click the Server Data tab to see folder sizes on the server.

Check Mailbox Size in Outlook Web Access (a.k.a. Webmail)

- In Internet Explorer or using IE tabs in Firefox, simply hover your mouse over the mailbox name at the top of the folder tree, and a small window will appear detailing mailbox size and usage:
Reduce Your Mailbox Size

Remove deleted items in Outlook or Webmail:

- Right click **Deleted Items** in your folder list.
- Select **Empty "Deleted Items" Folder** in Outlook or **Empty Deleted Items** in Webmail.
- Click **Yes or OK** to permanently delete these items.

Archive older messages in Outlook:

- Select **Archive**.
- Use the default selections or edit as needed.
- Click **OK**.