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## How do I check the size of my Outlook mailbox?

There are two methods to view size of objects in your Outlook mailbox: by folder and by message.

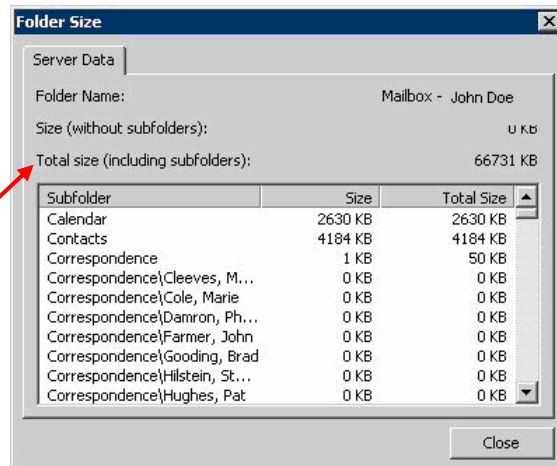
### Viewing size by folder

1. In your folder list, right-click on **"Mailbox"**.  
*A shortcut menu will appear.*
2. From the shortcut menu, select "Properties" (at the bottom of the list).  
*A Properties dialog will appear.*
3. On the "General" tab, click the "Folder Size" button.



The Folder Size window will appear listing all folders and their sizes.

In addition to listing the sizes of your folders, the "Total size (including subfolders)" field will give you the grand total size of your entire Mailbox.

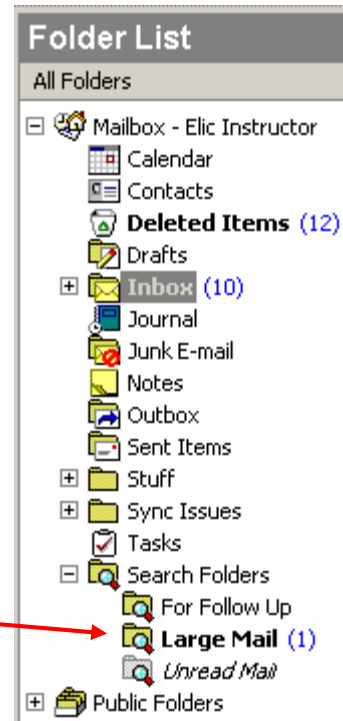


## Viewing size by message

Use Search Folders in Outlook 2003 to quickly find those e-mail messages with large attachments. After you find these attachments, you can decide which ones to delete or save to your computer.

By default, Outlook includes a pre-defined Search Folder named Large Mail. To use this Search Folder:

1. From Outlook's menu bar, select **Go > Folder List**.  
*The Folder List will appear in the Navigation Pane on the left, with Search Folders near the bottom of the folder List.*
2. If necessary, expand the Search Folders by clicking the **plus sign (+)** to the left of Search Folders.
3. Click the **Large Mail** Search Folder.  
*The Contents Pane will display large e-mail, grouped by size (Large, Very Large, Huge, and Enormous).*



Note: The size of messages includes attachments and the message text itself. A message with no attachments might be included in the Large Mail Search Folder because it contains embedded graphics or a large amount of text.

Note: After deleting large items in Outlook, remember to empty the Deleted Items folder.