

View Mailbox Limit and Available Space

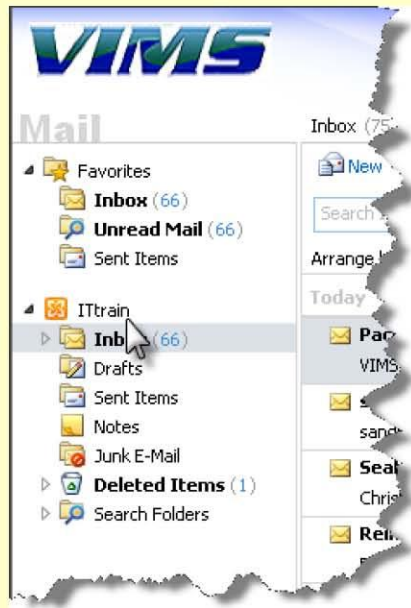
Mailboxes are set to a maximum 5 gb limit. When your mailbox reaches 4.5 gb, you will receive a warning message to clean up your mailbox. Please pay attention to this message because when your mailbox reaches its limit, you will not be able to send or receive new mail until you delete some existing content in your mailbox.

Try This Yourself:

- 1 In the Navigation Pane on the left hand side, click **Mail**.



- 2 Point to your name at the top of the folder list. In this example it is ITtrain.



- 3 A window appears that shows the current size of your mailbox, and your mailbox limits. Your screen will look like this:

