# How to check the size of your
# Mailbox (email account) and My Documents

Mailbox

Find your **All Mail Folders** list in Outlook:

There are multiple versions of Outlook installed on AISD computers. By default, the 2003 version shows folders in the left-hand column. Other versions require you to turn on the folder list to be able to view the folders.

If you do not see a folder list similar to the one pictured below, then click on **View** and choose **Folder List**.
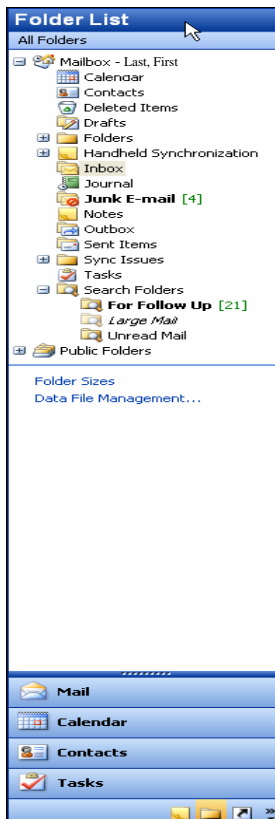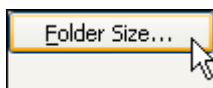

At the top of the **Folder List** (**All Mail Folders**) right-click on the first item. It will either say **Mailbox – lastname, firstname or Outlook Today- [Mailbox – lastname, firstname]**.
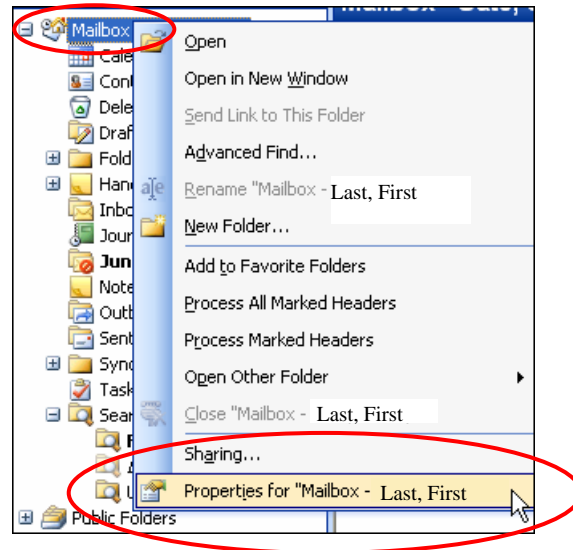
After right-clicking, choose **Properties for …** (the last item listed).

A new window will appear with your mailbox information. Click the **Folder Size…** button found in the lower left of the window.

The **Total size (including subfolders)** is the amount of space your email account is taking up on the server.

REMINDERS:
1000 KB (kilobytes) = 1 MB (megabyte)
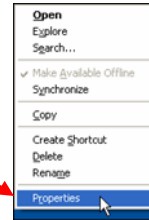1000 MB (megabytes) = 1 GB (gigabyte)

In the Subfolder list, you can see the size of individual subfolders.

My Documents

Find your **"My Documents"** icon located on the desktop or in the Start menu.

Right-click on the "**My Documents**" icon and choose **Properties**.

Click on the **General** tab and wait for the **Size on disk** to calculate.

REMINDERS:
1000 KB (kilobytes) = 1 MB (megabyte)
1000 MB (megabytes) = 1 GB (gigabyte)

Size on disk refers to the amount of storage you are using on the server for your files saved in your "**My Documents**" folder.