

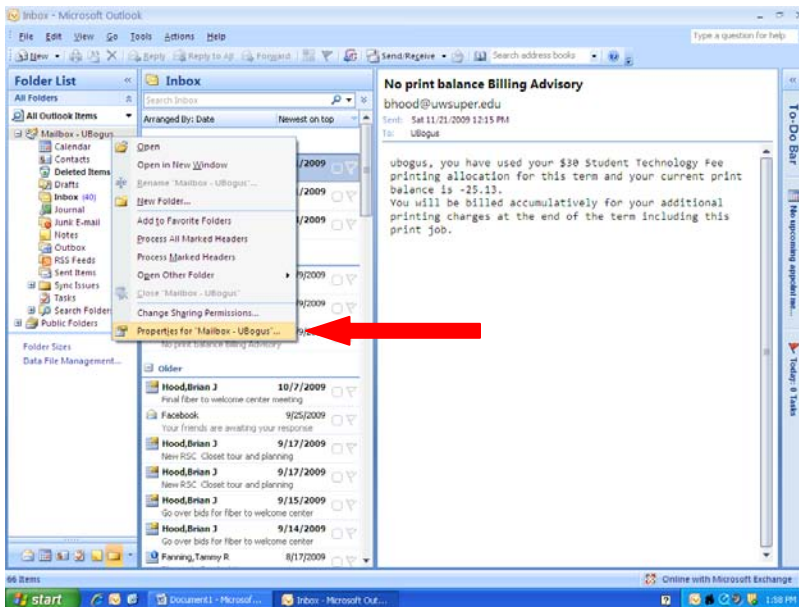
To check your e-mail box size in Outlook follow these steps:

Click on the yellow Windows Outlook client located near the start button:

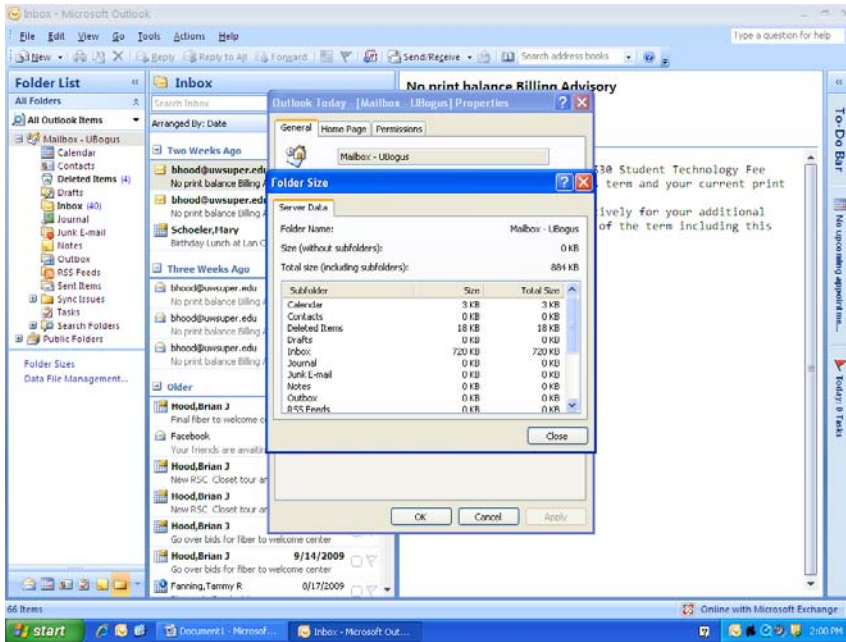


Opening your email through the UWS website will not work.

Right-click on the “Mailbox – your username” link and select “Properties for mailbox – your username”



Click the “Folder Size” button on the General tab and it will bring you to this screen:



From here, you can check your total mailbox size, as well as see how much room each folder in your mailbox is taking up. You are allotted 200,000 KB of storage for your email. Once you use up the 200,000 KB, an email will be sent to you alerting you that you have exceeded your limit.