

## FIND THE SIZE OF EMAIL

### *Size of individual email*

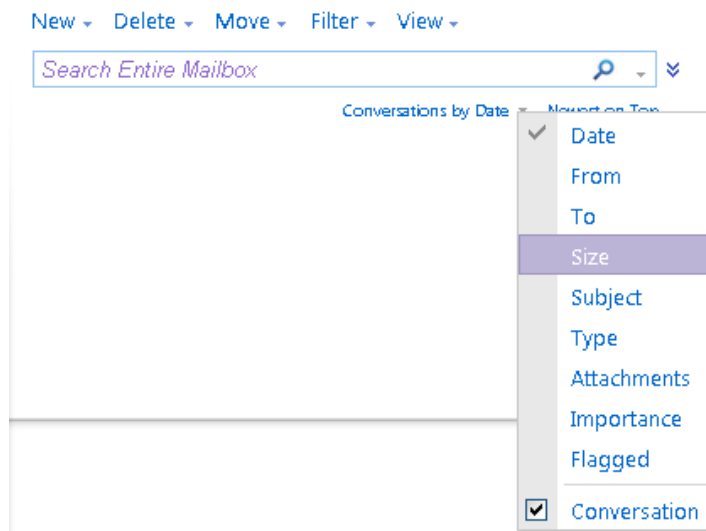
If you cannot see the Size field in MS Outlook, you might need to change the Reading Pane view of the mailbox. Click on View, Reading Pane (in Web Access, click the reading Pane down arrow), and choose the option Bottom or Off.

If the mailbox view changes, but you are still not able to see the Size heading, you will need to add the field:  
In Outlook on campus:

- Outlook 2010: Select **View** menu, **Change View**, click **Manage Views**, select **Modify**, and then select Columns.
- To add the Size field, first select Size in the left box so that it is highlighted, and then click the Add -> button to move it to the box on the right. You can change the order that fields are listed by selecting a field and then choosing Move Up or Move Down. Click OK.

In Web Access:

- Select the Conversation by...drop down arrow:

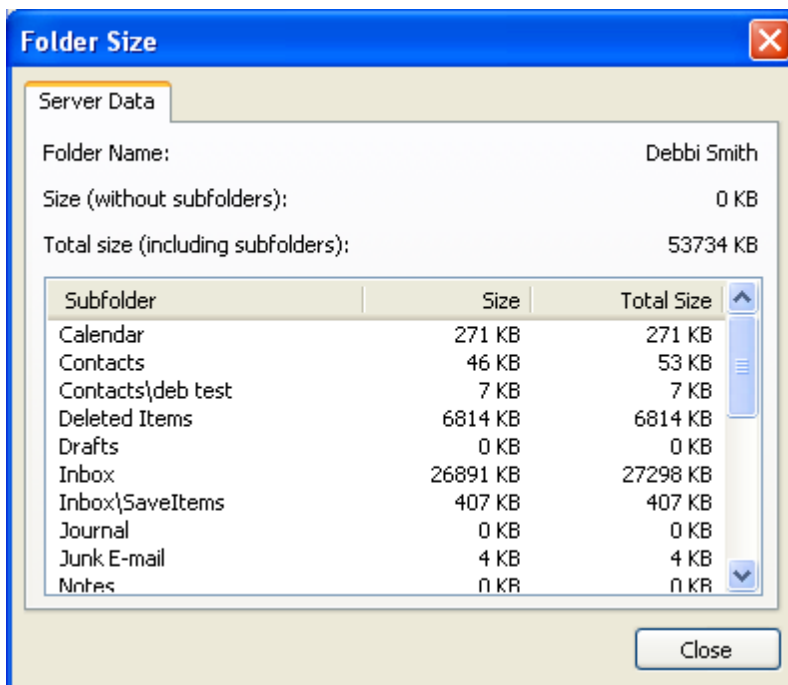


Select **Size** from the drop down menu. This will allow you to view the size the messages in your Inbox.

The size will be listed as MB or KB. 1 MB = 1000 KB, so if a message says 3 MB then it is 3000 KB.

**Size of folders (this is available from on campus Outlook only- not Web Access)**

To see the size of your mailbox and its subfolders, select File, Cleanup Tools, Mailbox Cleanup, and select View **Mailbox Size**. As a rule of thumb, try to keep the Total Size (including subfolders) below 50000. Check the subfolders to find those with a large size.



**FIND LARGE MESSAGES (on campus)**

**Group messages by size**

Select your **Inbox** (or in any other folder that stores e-mail messages). On the **View** menu, select **Arrangement**, select **Size**.

Your messages will be sorted into groups such as Huge (1-5 MB), Very Large (500 KB-1 MB), Large (100-500 KB), Medium (25-100 KB), Small (10 - 25 KB), and Tiny (< 10 KB).