How to Check Your Outlook Disk Quota

Disk Quotas

All users and resources in Outlook will be assigned a disk quota in July of 2013. Quotas will be assigned based on the current disk usage of each account. Online archives will not be assigned quotas until September of 2013.

Once quotas have been assigned you can see how much space you have used by right clicking on the status bar in Outlook and selecting "Quota Information On". This will show you how much disk space you have free.

Mail messages stored in your online archive do not count against your mailbox quota.

🖂 Mail					
Calendar	Cura	mize Status Bar			
Sontacts	 Image: A second s	Quota Information	On		
💙 Tasks		itters in View	2		
Notes		Header Items in View			
Folder List	 I 	Unread Items in View			
		Reminders			
C Shortcuts	V	View Shortcuts			
		Zoom	10%		
109 MB Free Ditems: 2		Zoom Slider			
start 0 All Outlook Items					

You can also view quota information by clicking on "File" and checking out "Mailbox Cleanup"

TRU Outlook

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Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.
Cleanup Tools ~	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Itemp and archiving. 109 MB free of 110 MB
Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, o removed.

Various options are available in Mailbox Cleanup to help you reduce your mailbox size

Mailbox	Cleanup	×
Š	You can use this tool to manage the size of your mailt You can find types of items to delete or move, empty items folder, or you can have Outlook transfer items file. View Mailbox Size	oox. the deleted to an archive
₽	 Find items older than 90 c days Find items larger than 250 c kilobytes 	Find
0	Emptying the deleted items folder permanently deletes those items. View Deleted Items Size	Empty
	Delete all alternate versions of items in your mailbox. View Conflicts Size	Delete
		Close

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Deleted Items

There **is no automatic removal of deleted items in Outlook**. It is the user's responsibility to remove items from the deleted items folder. Deleted items count against disk quota.

Users need to go in and empty their deleted items on a regular basis.

Even after they are removed from deleted items they can be recovered for two weeks with "Recover Deleted Items". To find this look in the "Folder" tab.



Recovered items are placed either in your inbox or sent items folder – not in the original location they were deleted from.