



Checking your mailbox size Outlook and OWA

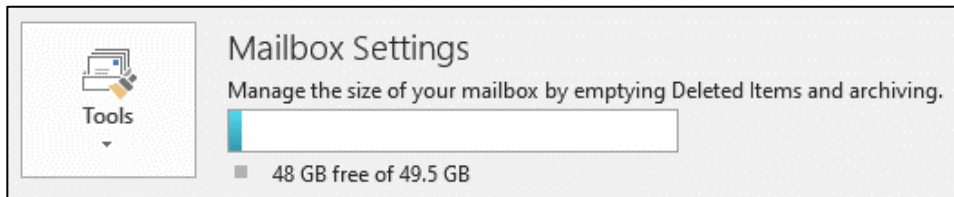
Introduction

If you would like to know your current Inbox size or how close you are to the mailbox limits, this guide will show you how to perform these checks via Outlook (Windows) and Outlook Web Access (OWA).

Procedure

Outlook

1. Open Outlook
2. Select File and look at the Mailbox Cleanup section. This will show current mailbox usage.



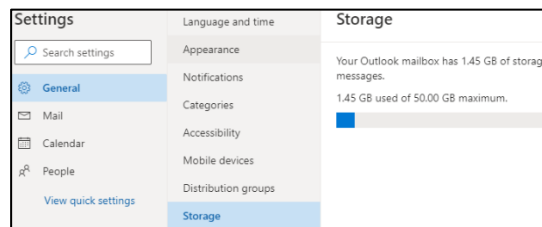
Outlook Web access

1. Log into OWA – <https://owa.adelaide.edu.au>
2. Click on the settings cog in the top right corner
3. Click on 'View all Outlook settings' at the bottom



[View all Outlook settings](#)

4. Select 'General' and then 'Storage as illustrated below



Contact Us

For further support or questions, please contact the ITDS Service Desk on +61 8 8313 3000 or servicedesk@adelaide.edu.au