



Department of Defense Enterprise Email (DEE) Quick Guide: **Checking Your DEE Mailbox Size**

V 1.0 June 12, 2015

1 Purpose:

Knowing the size of your DEE mailbox is important. This is because there is a limit placed on the amount of storage your mailbox can use so that the DEE system can function efficiently. This guide offers a simple method to check your Mailbox size at any time.

1.1 Intended Audience

This guide is intended for all end-users and Help Desk personnel.

2 Mailbox Size

2.1 Determine Mailbox Size

- 1 Open **Outlook** and right-click on **Mailbox – Your Name** in the Mail Folders.

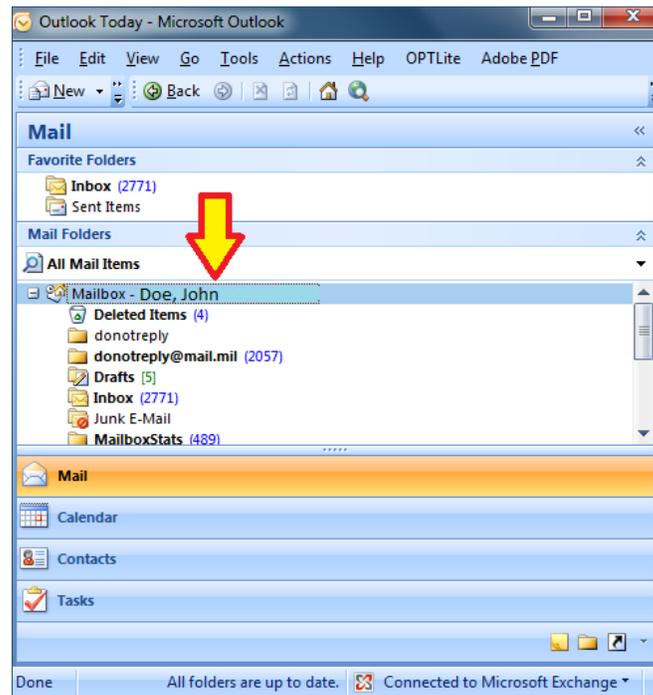


Figure 1. Outlook>Mail Folders>Mailbox

2 Click:

Properties for: "Mailbox-Your Name..."
(Outlook 2007, left image), or

Data File Properties... (Outlook 2010, right image)

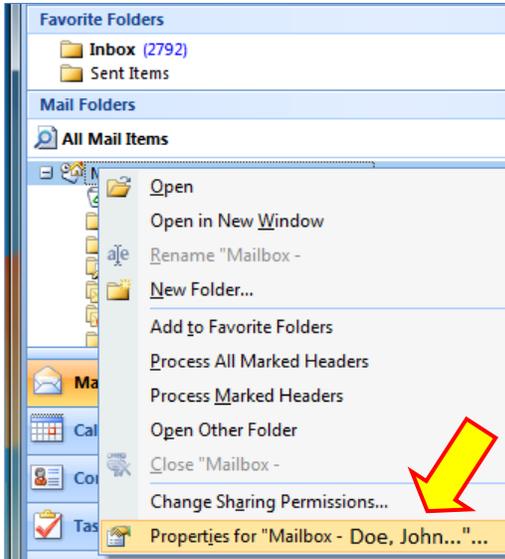


Figure 2. Outlook 2007: Right-Click "Properties for Mailbox"

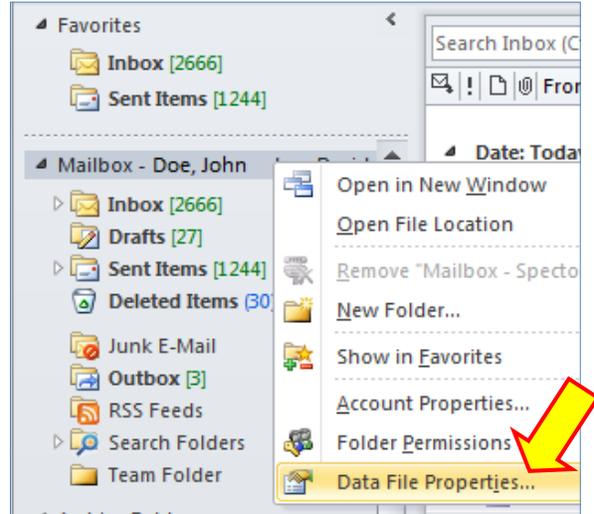


Figure 3. Outlook 2010: Right-Click "Data File Properties..."

3 Click the **Folder Size...** button in the **General** tab to see the **Folder Size** window.

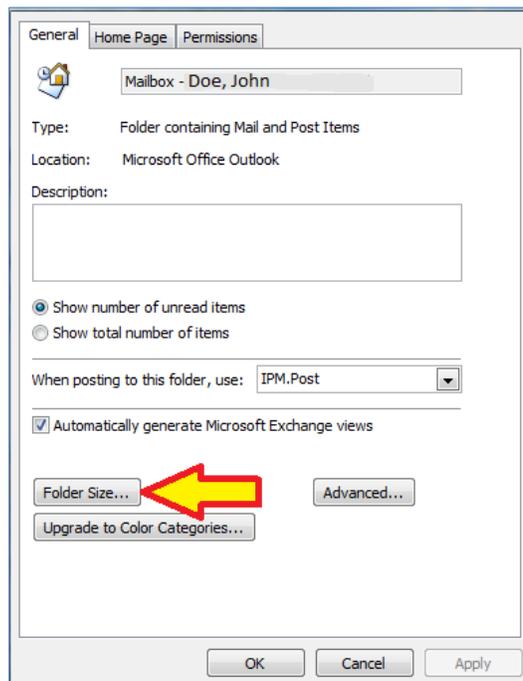


Figure 4. General>Folder Size

- 4 Click on the **Server Data** tab.

The **Total size** displayed is given in Kilobytes (KB). To get the mailbox size in Gigabytes (GB), divide the given number by 1,000,000. For instance, the mailbox size in this example is 5,712,639 KB; when you divide this by 1,000,000, the Mailbox size is 5.713GB.

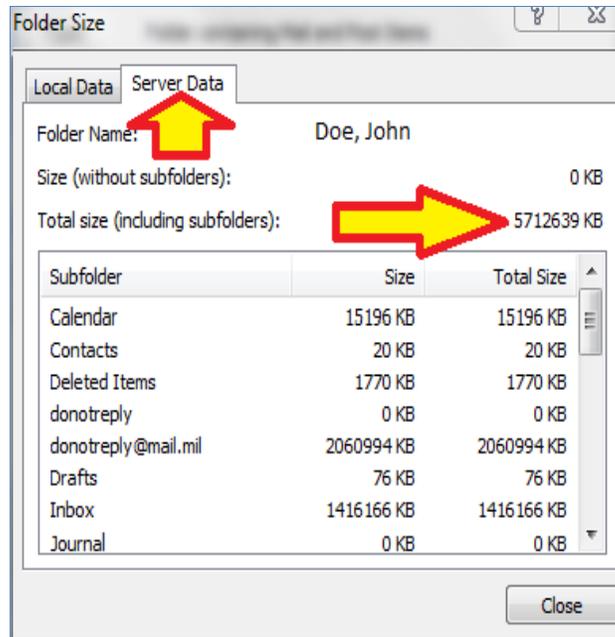


Figure 5. Server Datae