

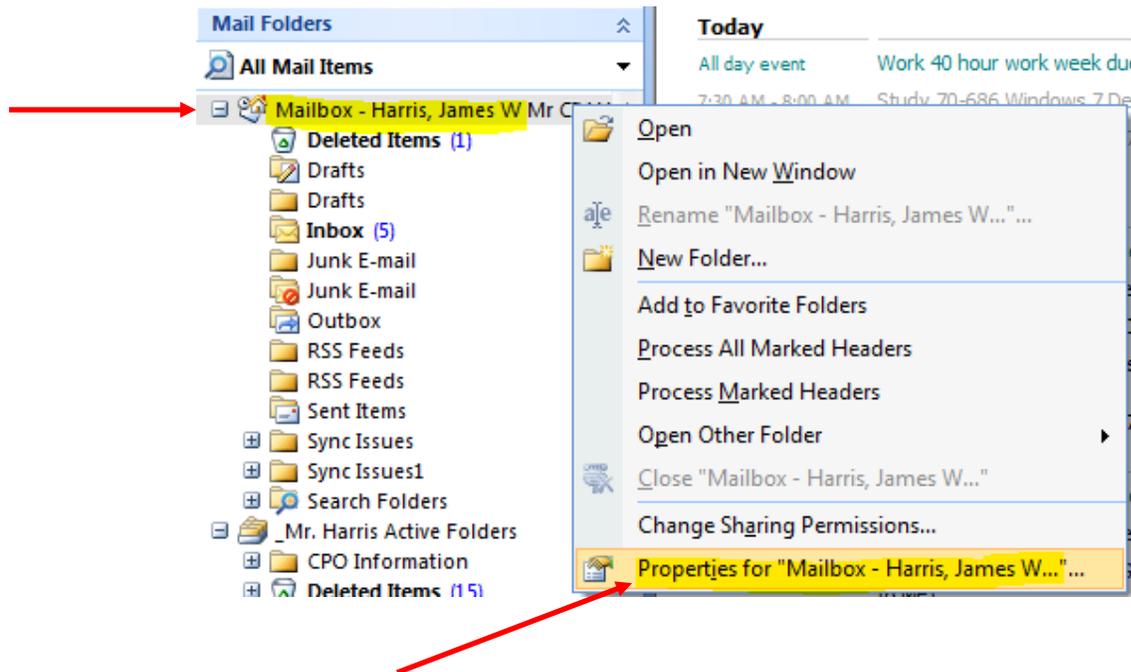


## Enterprise Email Pre-Migration Step 3A Check the Size of Your Mailbox



To ensure the email account migrates properly the mailbox size will need to be reduced to 50MB (megabytes) or less. This limit only applies to the migration period. After migration the mailbox will have access to 4GB (gigabytes) of email storage. That's over 4,000MB. This guide will explain how to find the current size of the mailbox.

1. Open **Outlook**. Right click on the mailbox which is labeled “**Mailbox – your name**” then select **Properties**.

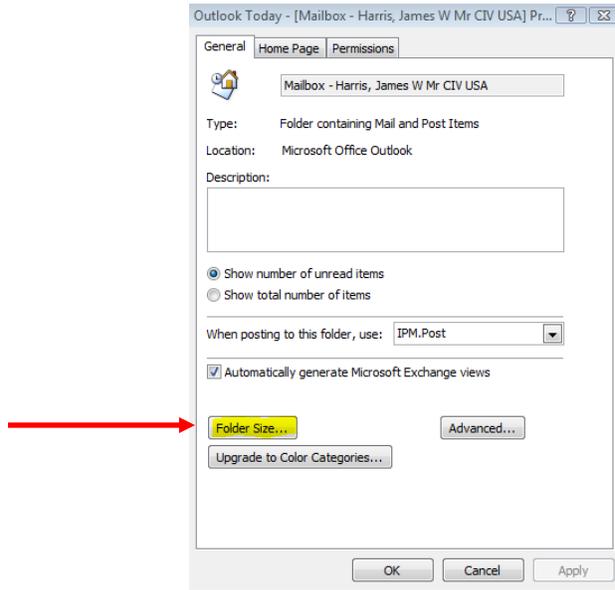




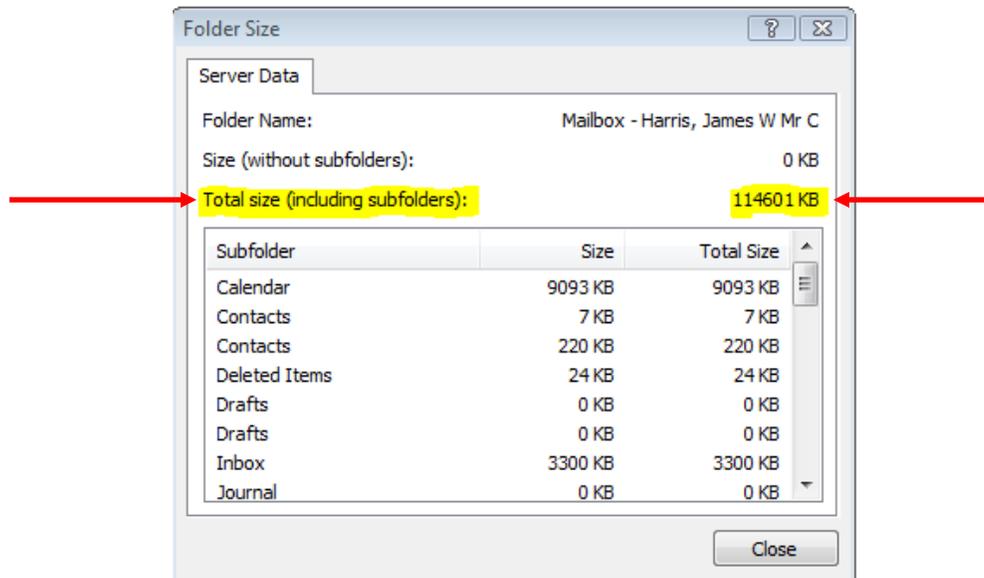
## Enterprise Email Pre-Migration Step 3A Check the Size of Your Mailbox



- The **Properties** window will open. Click the **Folder Size** button. A **Folder Size** window will open.



- Find the entry labeled “Total size (including subfolders)”. For the mailbox to migrate properly this number will need to be 50,000KB (kilobytes) or lower. Click the **Close** button to close the **Folder Size** window. Click **OK** to close the **Properties** window.





**Enterprise Email**  
**Pre-Migration Step 3A**  
**Check the Size of Your Mailbox**



- 
4. This concludes Step 3A, Check the Size of Your Mailbox. Continue with Step 3B.