

Exchange Mailbox Limits

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Because the Exchange servers are not of unlimited size, there are limits upon the total volume of mail you can store in your mailbox on the server.

If you have a high number of messages in your mailbox, or a lot of messages with large attachments, you may need to manually archive some of your folders, to reduce the volume of messages on the server.

Notification

If your mailbox exceeds the size limit, you will receive an e-mail message prompting you to reduce the size of your mailbox.

From: Microsoft Exchange
Subject: Your mailbox is becoming too large
Importance: High

Your mailbox is becoming too large. The current size is 770 MB.

Please reduce your mailbox size. Delete items that you don't need from your mailbox and empty your Deleted Items folder.

Sent by Microsoft Exchange Server 2007

Reducing the Size of Your Mailbox

There are three things you can do to reduce the size of your mailbox on the Exchange server.

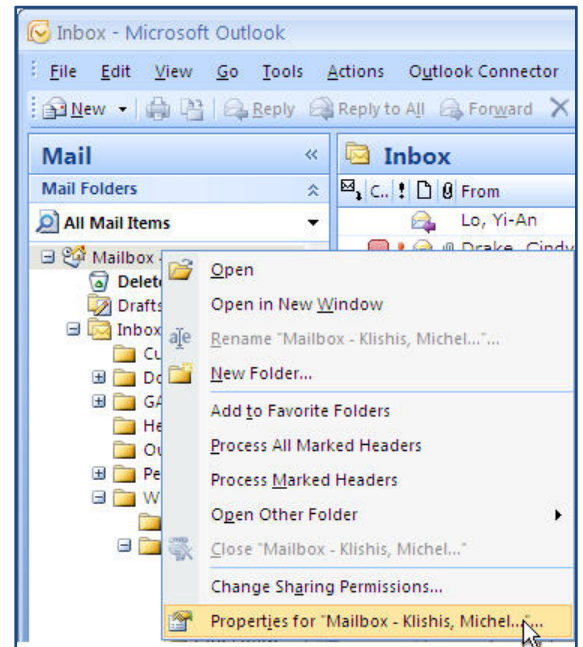
1. You can save large attachments to your hard drive and then delete those messages from your mailbox.
2. You can archive your entire mailbox for a time period shorter than four months.
3. You can archive specific folders for a time period shorter than four months.

Checking the Size of Your Mailbox

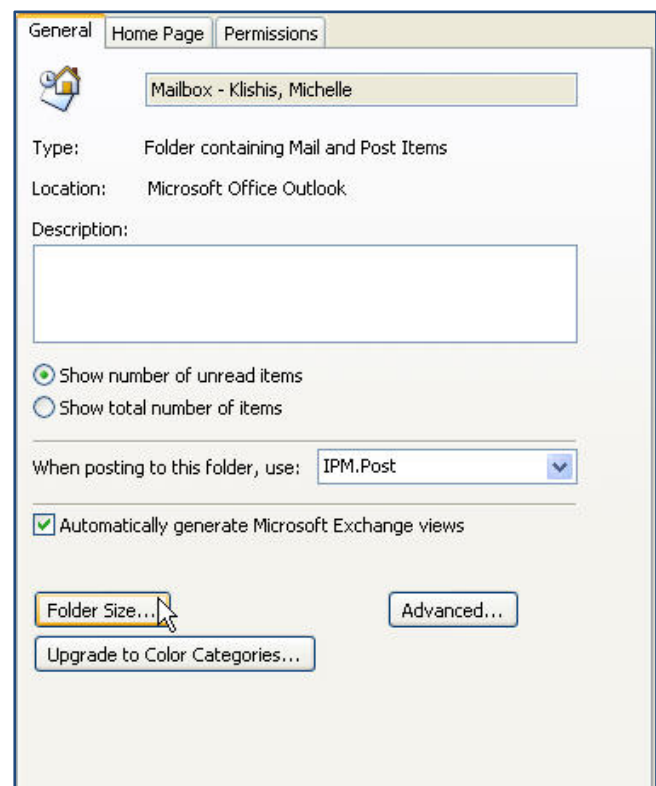
Checking the size of your mailbox will allow you to see which folders contain the largest volume of messages. You can then delete specific messages from this folder, or archive the folder.

To Check the Size of Your Mailbox

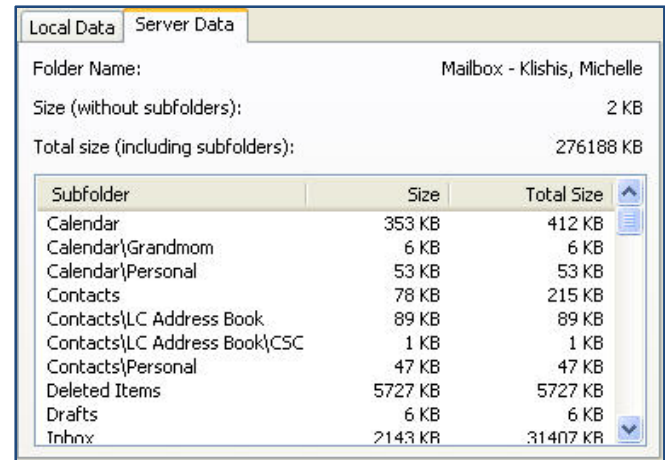
1. In the Mail view of Outlook, **right click** on your Mailbox. From the drop down menu, select **Properties for “Mailbox – UserName...”**.



2. Select the **General** tab.
3. Click the **Folder Size** button.



4. Select the **Server Data** tab.
5. Scroll through the list see which folders (if any) are particularly large.
6. Make note of these folders so they can be manually archived if desired.



Local Data | **Server Data**

Folder Name: Mailbox - Klishis, Michelle

Size (without subfolders): 2 KB

Total size (including subfolders): 276188 KB

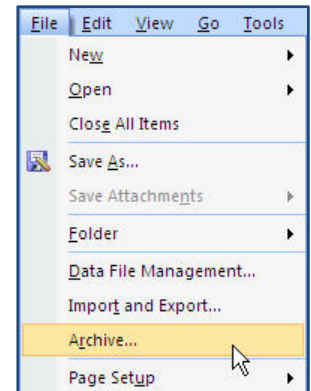
Subfolder	Size	Total Size
Calendar	353 KB	412 KB
Calendar\Grandmom	6 KB	6 KB
Calendar\Personal	53 KB	53 KB
Contacts	78 KB	215 KB
Contacts\LC Address Book	89 KB	89 KB
Contacts\LC Address Book\CSC	1 KB	1 KB
Contacts\Personal	47 KB	47 KB
Deleted Items	5727 KB	5727 KB
Drafts	6 KB	6 KB
Inbox	2143 KB	31407 KB

Manually Archiving Items

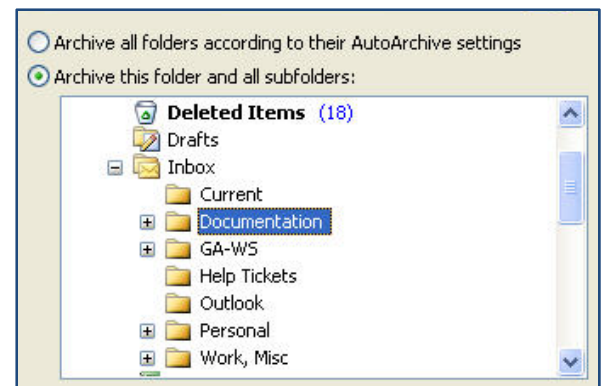
You can manually archive your mailbox for a time period shorter than four months, or you can select specific folders to archive for a period of time shorter than four months.

To Manually Archive Mailbox Subfolders

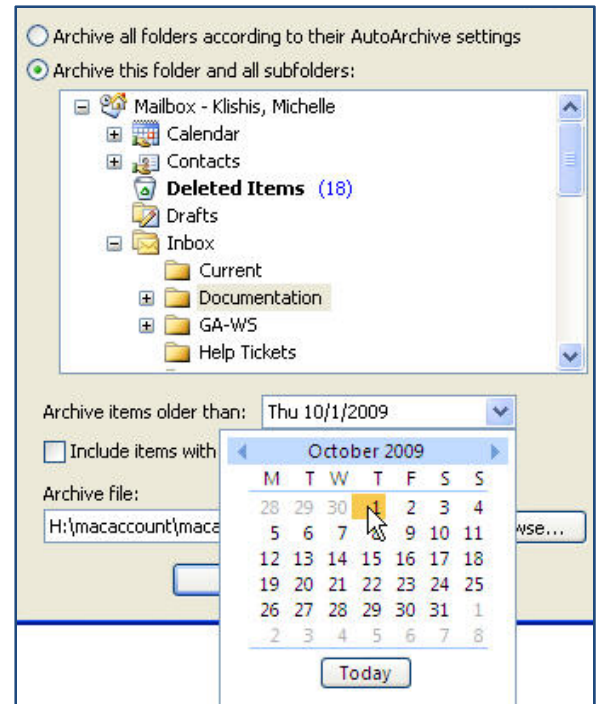
1. From the menu choose **File** and then **Archive**.



2. Select **Archive this folder and all subfolders**.
3. Expand your mailbox by clicking on the plus sign to the left of the folder **Mailbox – Your Name**.
4. Click on the plus sign to expand your **Inbox** or your **Cabinet**.
5. Select a folder to archive.



6. In the drop down box beside **Archive items older than**, select a date that is only two or three months in the past.
7. Click **OK**.
8. Outlook will archive your messages older than the specified date.



9. If needed, select other folders to archive.

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