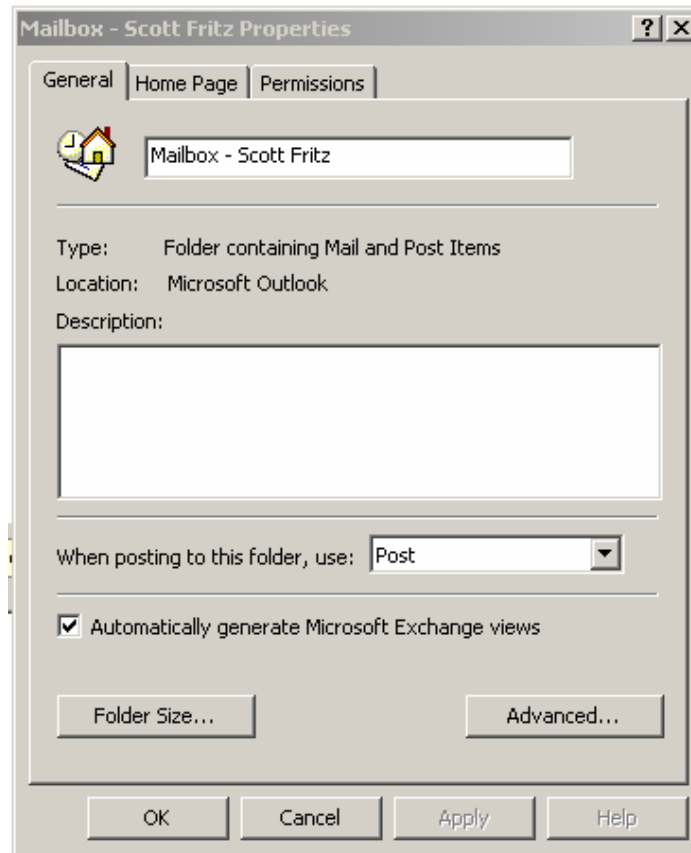


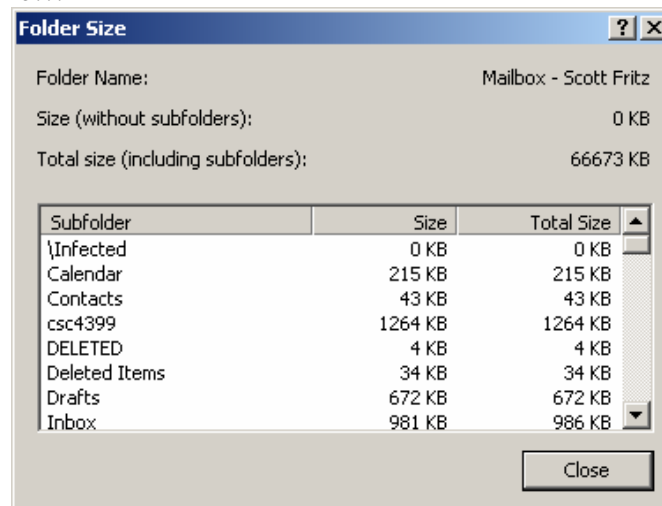
Check Your Folder Size in Outlook XP

Open Outlook XP

Right Click on the very first folder. Most likely it is labeled with your name.



Click on Folder Size...



You will notice the Total Size. Everybody is given 100 meg of space on the Exchange Server. When you get near 100000KB you need to clean out your deleted items, sent items etc. You can also move the email you wish to keep to a Personal Folder.

Move Email to Personal Folders

Highlight the email(s) you wish to move.

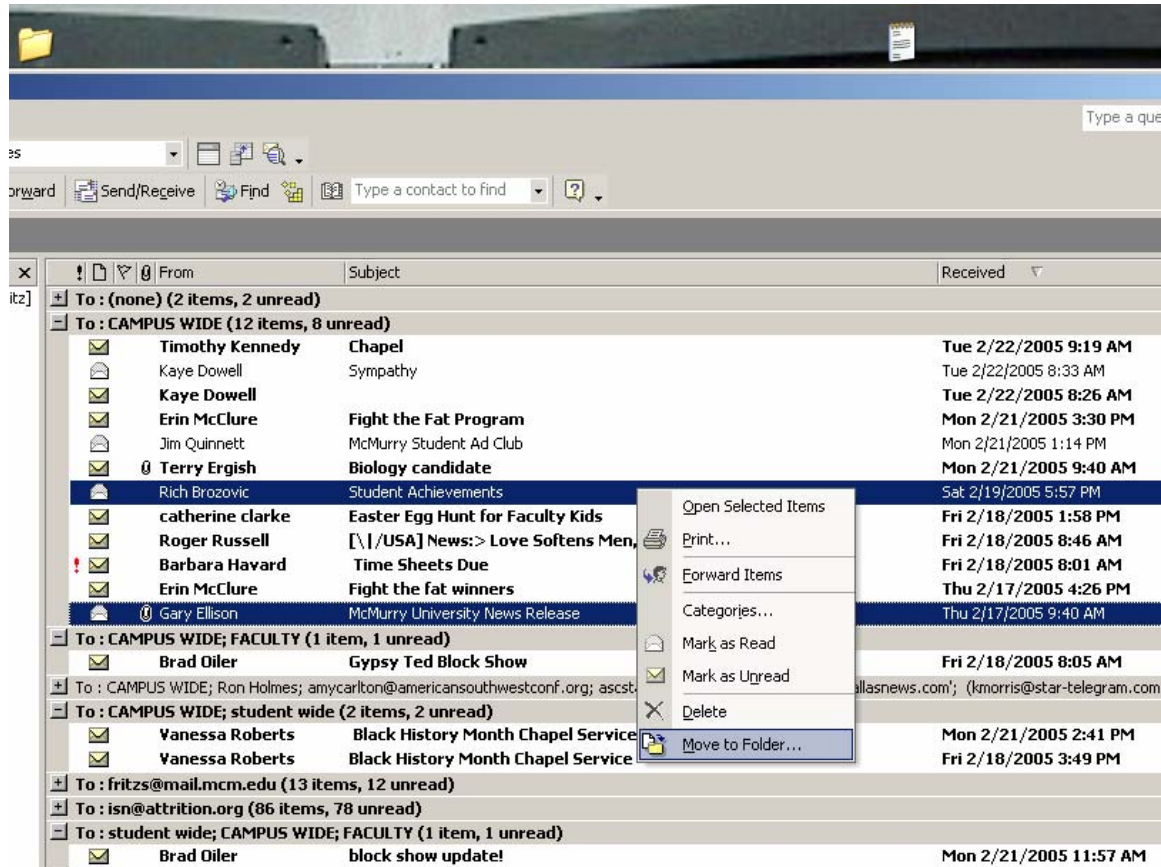


Figure 3.

Right click and choose Move to Folder

Choose the folder you wish to move the messages to.

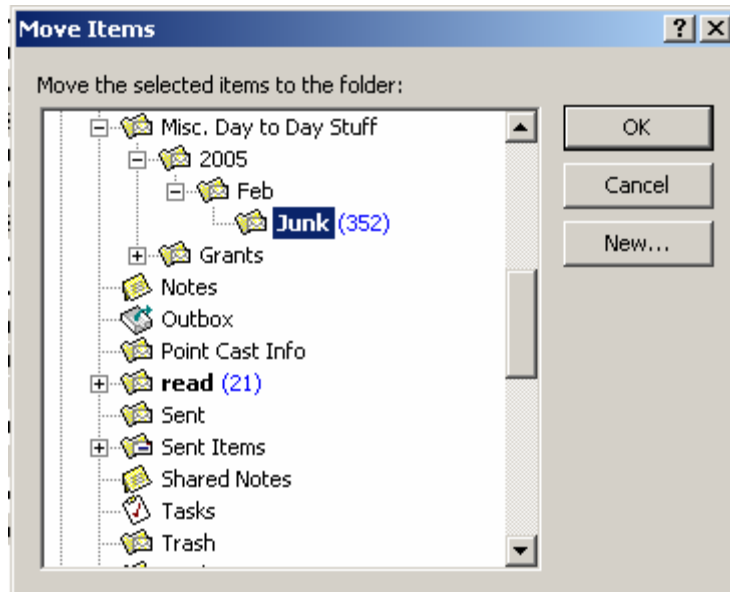


Figure 4.

Click OK