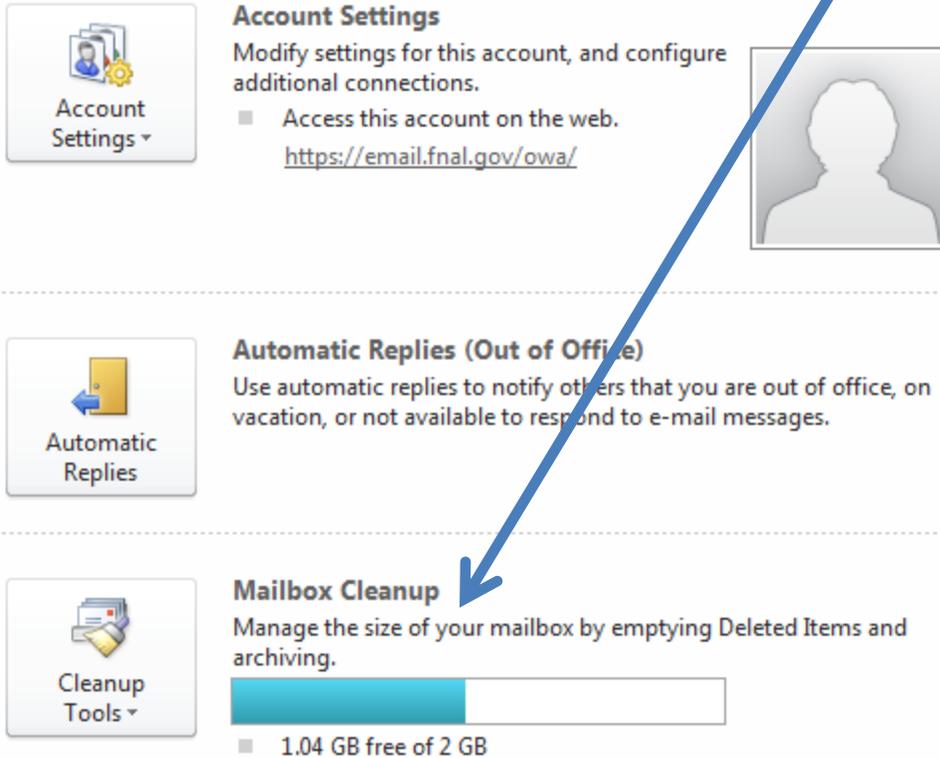


# How to Determine Email Space Usage and Quota in FermiMail

## 1. Outlook 2010

In Outlook 2010, in the Email pane, select the “File” tab. Look for the “Mailbox Cleanup” section:



The screenshot shows the Outlook 2010 interface with three sections: Account Settings, Automatic Replies (Out of Office), and Mailbox Cleanup. A blue arrow points from the top right towards the Mailbox Cleanup section.

**Account Settings**  
Modify settings for this account, and configure additional connections.

- Access this account on the web.  
<https://email.fnal.gov/owa/>

**Automatic Replies (Out of Office)**  
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

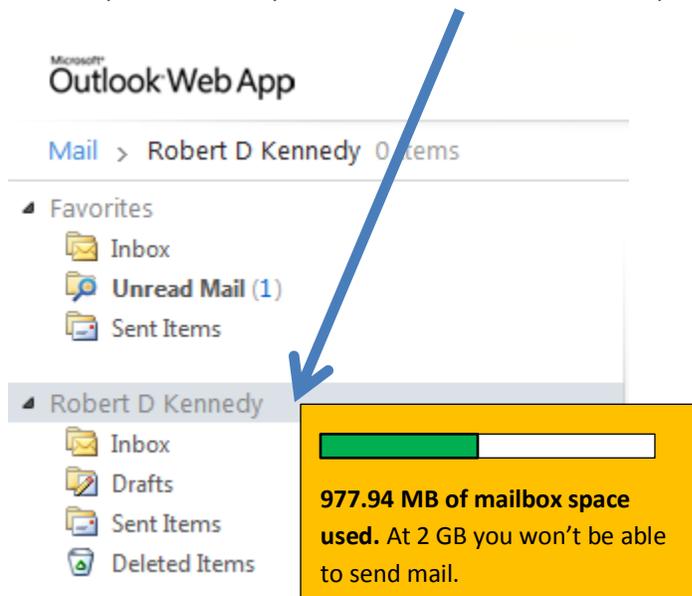
**Mailbox Cleanup**  
Manage the size of your mailbox by emptying Deleted Items and archiving.

■ 1.04 GB free of 2 GB

## 2. Webmail

In Webmail, you must use the premium version (not the light version) to see your email space used.

1. Login to the webmail at <https://email.fnal.gov>.
2. Hover your mouse over your account configuration name in the left hand column as shown below. You have to be a little patient to get this to work, moving your cursor a tiny bit or taking your hand off your mouse. This will cause the quota used and a progress meter to pop up.



Note: We are investigating issues with accurate quota and email space usage reporting in the other email clients. In the meantime, please use Webmail to determine email space usage and quota.