

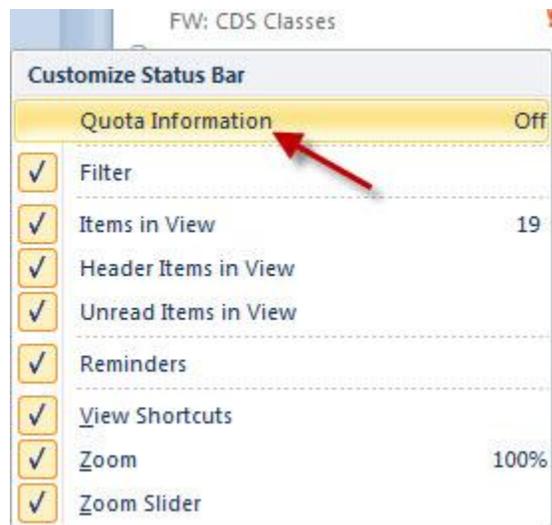
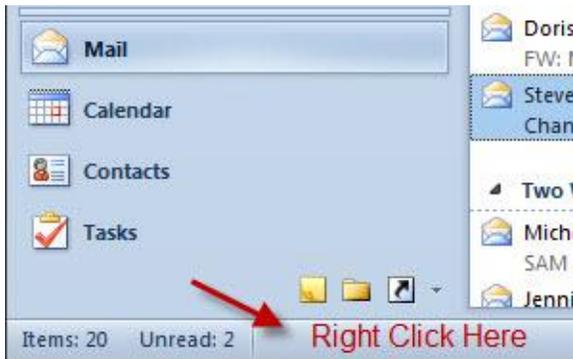
There are two ways to check your available mailbox space.

The first way is to click on the top left hand corner on **File**.

The screenshot shows the Microsoft Exchange 'Account Information' page. The top navigation bar includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Add-Ins'. The left sidebar contains 'Save As', 'Save Attachments', 'Info', 'Open', 'Print', 'Help', 'Options', and 'Exit'. The main content area is titled 'Account Information' and includes a dropdown menu for the account name '@sweetwaterschools.org' and a 'Microsoft Exchange' label. Below this is an 'Add Account' button. The 'Account Settings' section includes a description, a link to 'Access this account on the web' (https://webmail.sweetwaterschools.org...), and a placeholder for a profile picture. The 'Automatic Replies (Out of Office)' section includes a description and a placeholder for a profile picture. The 'Mailbox Cleanup' section is highlighted with a red border and includes a description, a progress bar, and a text box showing '228 MB free of 245 MB' with a red arrow pointing to the text. The 'Rules and Alerts' section includes a description and a placeholder for a profile picture.

The **Mailbox Cleanup** will show you how much space you have remaining in your mailbox.

The second way to view the available space in your mailbox is in the Outlook status bar. In order to get the **Customize Status Bar**, please right click on the bottom bar of Outlook.



Click on **Quota Information**. This will display your free space in the lower left corner of the application.

