How to sort your email by size in Mac (Outlook 2011)

Follow the instructions below to find out your current E-mail mailbox size.

**NOTE:** Storage sizes are given in kilobytes (KB). To convert to megabytes (MB), move the decimal 3 places to the left. For example, if you have a total mailbox size of 45825 KB, you have about 45 MB storage used.

1. With Outlook open, on the left folder list at the top, right click the top grey label typically named either with your username or something like SRJC Exchange. Left click "Folder Properties."

2. Click on the tab on the top that says "Storage". Your mailbox total size is listed on the right. On the bottom, you will see a breakdown of size pertaining