

How to check Exchange mailbox free space

How to Check your exchange mailbox free space and avoid fake spam emails regarding your mailbox.

Regarding hosted exchange provided mailboxes, all folders within that mailbox count towards the account quota.

If the user is frequently reaching their quota we recommend keeping the Deleted Items folder empty ("emptying the trash") or locally archiving folders to a new PST folder.

There are a number of official ways to check the storage size of your hosted exchange mailbox.

If you receive a message claiming your storage is full from sales@rackcorp.com or any other specific email address, or the email has a coloured box to click to resolve the issue please ignore and delete the email as it is a fake spam.

The only legitimate email alerting to a full mailbox comes from "Outlook" itself and has a Envelope Icon as below screenshot.

Mail

Options

Shortcuts

General

My account

Change theme

Distribution groups

Keyboard shortcuts

Manage add-ins

Mobile devices

Offline settings

Accessibility settings

Light version

Region and time zone

Mail

Automatic processing

Automatic replies

Undo send

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Accounts

Block or allow

POP and IMAP

Attachment options

Storage accounts

Layout

Conversations

Email signature

Link preview

Message format

Message list

Save Discard

My account

First name

Initials

Last name

Display name*

Email address

@rackcorp.com

Work phone

Fax

Home phone

Mobile phone

Street

City

State/Province

Zip/Postal Code

Country/Region

Office

Change your password

Mailbox usage

12.45 GB used. At 20.00 GB you won't be able to send email.

Figure 1: Outlook Web Anywhere - Click Options -> General -> My Account

7.54 GB Free

Items: 133,226

Unread: 59,586

Reminders: 56

Figure 2: Microsoft Office Outlook 2021 Status bar

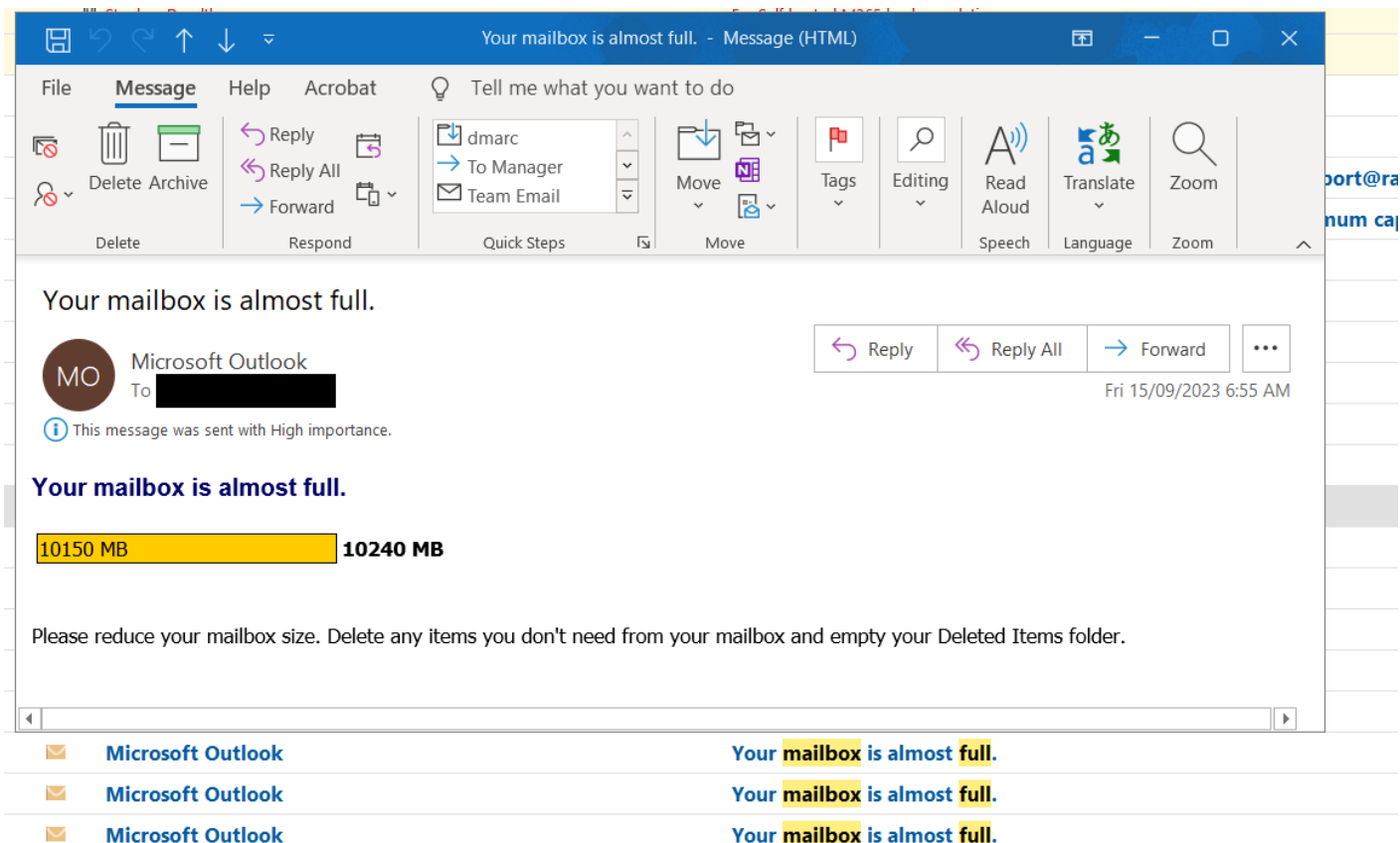


Figure 3: System generated mailbox alerts. Please note the look and feel of these emails as others will be fake.

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