Account Size - OWA

You can easily see how much of your quota has been used by following these steps in OWA:

- Click on the gear icon in the upper right corner of screen
- Choose Options from the drop-down menu

![](image1.png)

- Click on the General option in the left pane and then on My Account.
- In the My Account screen locate the "Mailbox Usage" section to see a graphical representation of your e-mail quota usage, as well as, information on how much total space has currently been used.

![](image2.png)