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

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.