How do I check my Exchange email quota?

Q: How do I check my Exchange email quota?

Answer

Your Exchange Quota is 15 GB and includes all your email, attachments, calendaring data, task items, and more. We strongly recommend you manage your quota by archiving old messages to your personal computer and deleting items you do not need.

Use the following links to learn how to check your quota.

- **Outlook Web Access (OWA) Premium.**
- **Outlook Web Access (OWA) Light:** There is currently no way to check your quota with this program.
- **How do I check my Exchange Quota with Outlook?**
- **Apple Mail:** Unfortunately, you cannot check your exchange quota from Apple Mail. We recommend using Outlook Web Access for this task.

**NOTE**

You may need to follow instructions OWA Premium not accessible from IE 11 to make OWA Premium (not light) accessible from Internet Explorer 11. There's no way to check quota with OWA light.