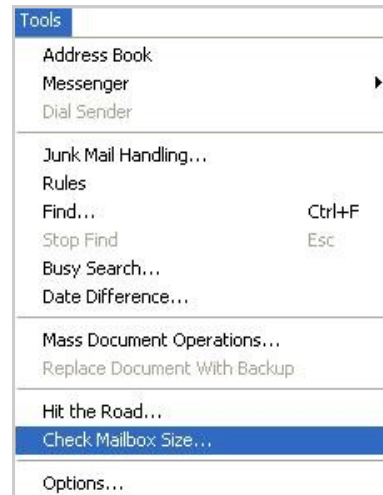
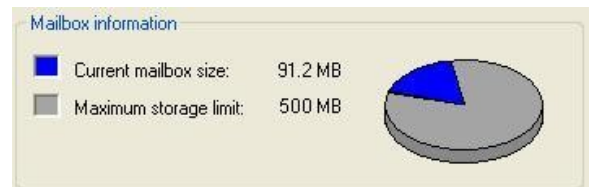


All Valparaiso University faculty and staff members are allocated 500 MB of storage space for their GroupWise mailbox. It is the responsibility of the each GroupWise user to manage the content in their mailbox. By utilizing the Check Mailbox Size Tool, you may view your mailbox size and manage items to control the amount to space used. To open the tool:

- Click **Tools > Check Mailbox Size**



In the Mailbox Storage Size Information window you can view a graphical representation of your mailbox usage. The amount of space used in your mailbox, as well as the total available space is reported.



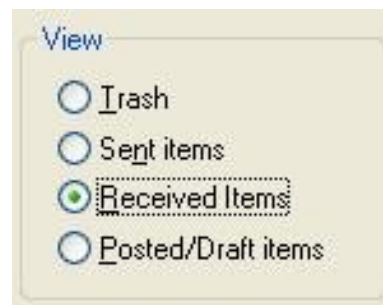
In the View section of the Mailbox Storage Size Information window you are presented with four options:

- **Trash**
- **Sent Items**
- **Received Items**
- **Posted/Draft items**

To view the contents of the desired type:

- Click the corresponding radio button

Messages in each section will be displayed in the order of decreasing size.



You can manage mailbox items by clicking:

- **Archive** to send the item to your archive
- **Delete** to permanently remove the item

