



# E-mail Fitness Campaign

## WHAT IS MY CURRENT MAILBOX SIZE

1. Point your cursor to the *Mailbox Size* button in the lower right corner of your Groupwise window.
2. A screen tip will pop up. Focus on **Space Used**:. This amount must be less than the mailbox size allocations listed below.

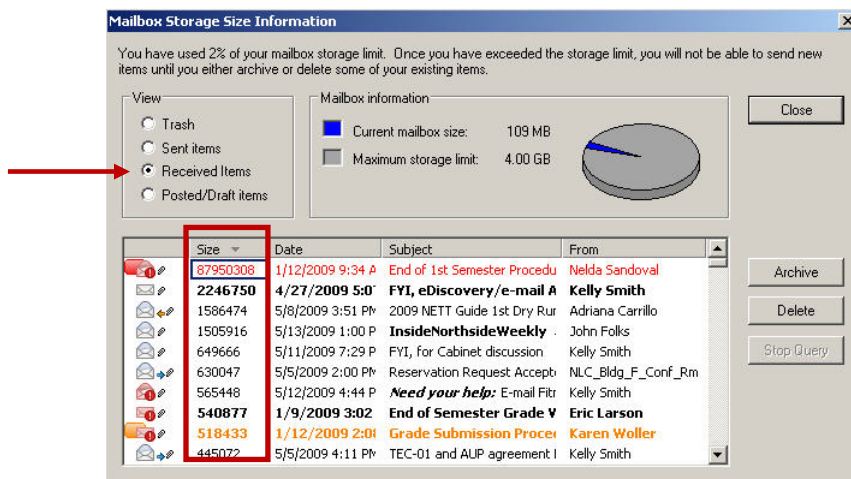


Mailbox sizes will be allocated and enforced as follows:

- Teachers – 250 MB
- Principal/Director Secretaries – 250 MB
- Classified/Auxiliary Staff – 100 MB
- District & Campus Administrators – 500 MB
- Cabinet-level Staff – 4 GB

## FIND YOUR LARGEST E-MAIL MESSAGES

1. To display the Mailbox Storage Size window, click the *Mailbox Size* button located in the lower right corner of your GroupWise window.



2. Select the radio button in front of **RECEIVED ITEMS**. This will display all the messages in your inbox.
3. Click the *Size Column* to sort the items from largest to smallest.

*NOTE: Double-click a message to open it. Once the message is opened you can save or print it as usual.*

