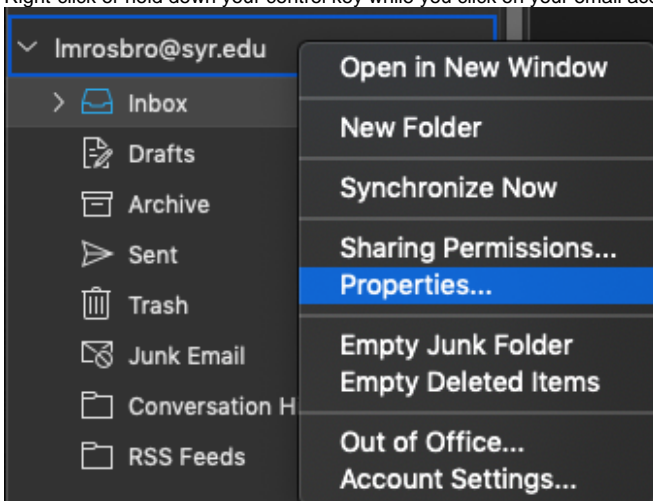


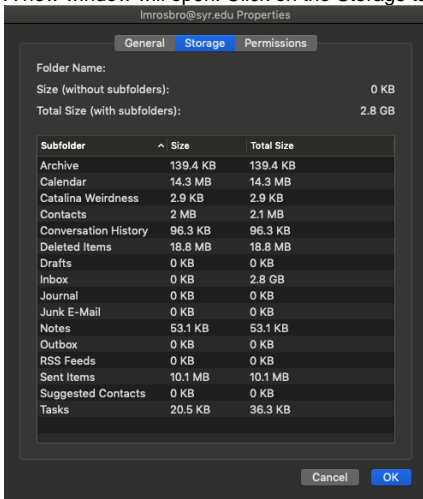
# macOS - Show Email Folder Properties

These instructions will show you how to look at the Properties of an email folder in your Exchange account. The Properties will show you any subfolders and their sizes. This could be useful to know where to look for large attachments or a high volume of items in order to archive or remove any unneeded emails and attachments.

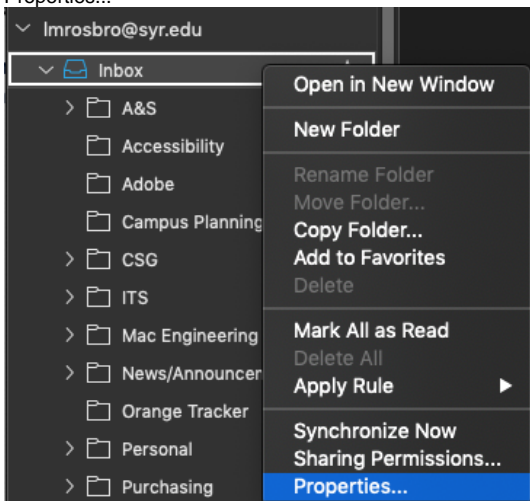
1. Open Outlook
2. Right-click or hold down your control key while you click on your email account. Choose Properties...



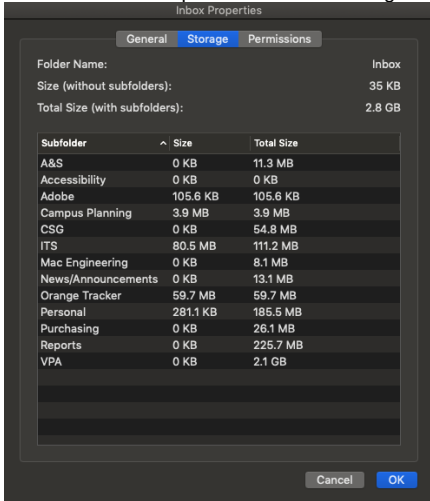
3. A new window will open. Click on the Storage tab to see list of folders and their sizes.



4. To view the Properties of your Inbox and the subfolders, right-click or hold down your control key while you click on your Inbox folder and choose Properties...



5. A new window will open. Click on the Storage tab to see list of folders and their sizes.



6. You can also sort your emails by size. This is helpful in order to remove large attachments.

7. To remove an attachment from the email, click on the drop-down available and choose from the options that appear.

