

How to Check the Size of Your Hosted POP Mailbox

To check the size of your mailbox, open your web browser and browse to <http://webmail.yourdomain.com> (where “yourdomain.com” is your website’s address), and log in with your email information. Once you’re logged in, follow the directions illustrated below:

1. Click on the “Reports” Icon on the left of the screen.
2. Click on the “Disk Usage” report. This should load a screen similar to the one in the image.
3. The number next to “Total(s)” indicates the total space that your mailbox is using. Listed above this number is a breakdown of space used by each folder.

Note: The “Max Disk Space” will indicate the total size allotted to your mailbox.

