



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 and illustrated below:

1. Click on the “Reports” button at the top 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 say “0 MB” because we allow our clients a grace period during which their mailbox can exceed the size that they are allotted by their hosting package.

The screenshot shows the SmarterMail Enterprise 5.5 interface. The top navigation bar includes 'Email', 'Collaborate', 'Workspace', 'Reports' (circled in red with a '1'), and 'Settings'. The left sidebar shows a tree view of reports, with 'Disk Usage' selected and circled in red with a '2'. The main content area displays a 'Disk Usage Summary' with a 3D bar chart and a table below it. The table lists folders and their disk usage, with 'Total(s)' circled in red with a '3' and a value of 126 MB.

Rank	Folder	Disk Usage
1	Deleted	1 MB
2	Deleted Items	48 MB
3	Drafts	0 MB
4	IMIP	0 MB
5	Inbox	64 MB
6	Sent Items	13 MB
Max Disk Space		0 MB
Total(s)		126 MB
Average(s)		21 MB