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How to clean up full or nearly full mailbox Roland Nowak - 2025-04-14 - Outlook

If your mailbox is nearing its maximum capacity, we will begin sending you emails and in-app messages telling you your storage is almost full. If it does exceed capacity, you won't be able to send or receive any messages. Also, people who send you email will receive an error message that tells you your mailbox is full.

To see how much mailbox storage you've used and quickly clear up space:

- At the top of the page, select Settings Settings
 View all Outlook settings.
- 2. Select General > Storage.

For New Outlook for Windows:

To see how much mailbox storage you've used and quickly clear up space:

- 1. At the top of the page, select Settings 🍄 > View all Outlook settings.
- 2. Select Accounts > Storage.

Clean up Mailbox

From the Settings > Storage page you should see a breakdown of how much space each folder in your mailbox is taking. Below, you should see a list of the folders represented in the breakdown with the option to

permanently delete all items (or those older than 3, 6, or 12 months) in these folders to free up space.

Settings	Language and time	Storage
Search settings	Appearance	Your Outlook mailbox has 100.00 GB
General	Categories	11 16 CB word of 100 00 CB (11 28)
🖾 Mail	Accessibility	11.16 GB used of 100.00 GB (11.2%)
Calendar	Mobile devices	Inbox Deleted Items
g ^x People	Storage	E datas
view quick settings	Privacy and data	Folders
	Search	Emptying contents norm a loider will
	Voice mail	Deleted Items 1.49 GB used 4,650 Messages

Manage storage Emptying contents from a folder will help free up space. Items will be permanently deleted. Folder Size Message Count Manage Deleted Items 10.25 MB 61 前 Empty ~ All Sent Items 229.94 MB 659 3 months and older Inbox 117.01 MB 565 6 months and older 🔊 Drafts 7.38 KB 3 12 months and older

From: Mailbox storage limits in Outlook - Microsoft Support