



How to Check Your Quota on Umail

(and how to sort and delete large sized emails to stay within quota)

1. In your internet browser go to <http://umail.union.edu> but do not log in.
2. Click on the “Check Mailbox Size” button on the left side of the screen.



3. Enter your username and password in the dialog box that pops up.
4. A new page will appear with a detailed breakdown of your folders and their sizes.

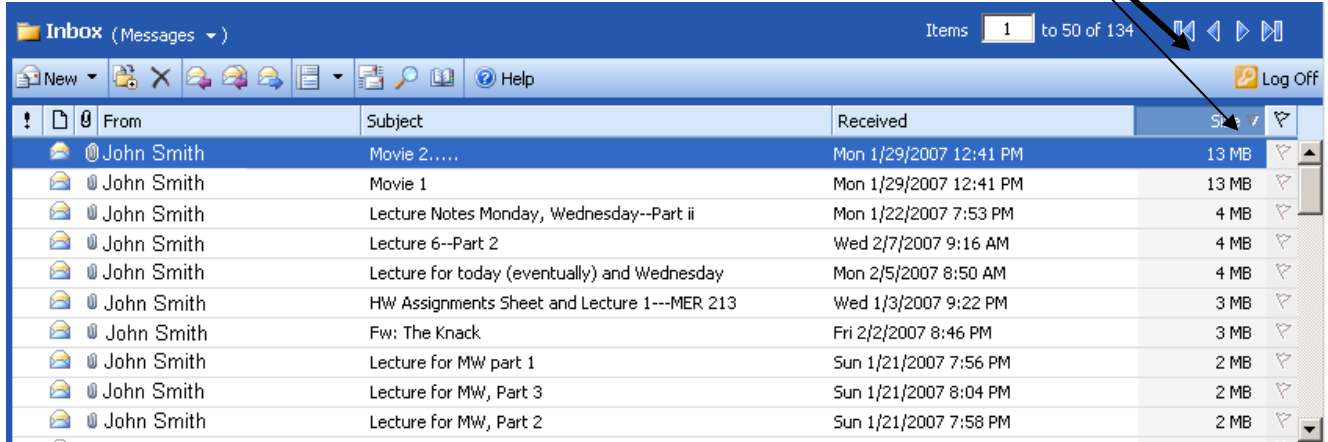
Folder	Size
Calendar	0 KB
Contacts	2 KB
Deleted Items	7,756 KB
Drafts	48 KB
Inbox	62,487 KB
Journal	0 KB
Junk E-mail	0 KB
mail	0 KB
sent-mail	25 KB
workstuff	1,893 KB
Notes	0 KB
Outbox	0 KB
Sent Items	79,042 KB
Tasks	0 KB
Total	147.71 MB

In this breakdown two folders have sizes that are greater than 30MB (Inbox, Sent Items). They are marked in red.

Note: Folders marked in red are those that should be checked for large emails, emails with unneeded attachments, or no longer needed email messages.

How to sort email by file size

1. Login to your Umail account. Go to the folder you wish to sort.
2. Click on the “Size” heading in the light blue panel.
3. Then click on the first page button



4. Now your emails are sorted by size.
5. Click on the “Received” heading (to the left of “Size”) before you logout so that your emails will again be sorted by when they were received.

How to delete emails with large attachments

1. Deleting emails with large attachments will help you stay within the quota.
2. Sort your email as shown above.
3. Select the message(s) you want to delete and click on the Delete button. If you are using a browser other than the PC version of Internet Explorer, you will need to check the box next to each email you want to delete.

Two ways to select multiple emails

Sequential Email

Select the first email, hold down the “Shift” key and click on the last email that you want to select. This will select all the email between these two emails.

Non-sequential Email

Select one email and then hold down the “Ctrl” key and click on any other email you want to select.

4. Make sure to empty your Deleted Items so that the emails are removed from the server entirely.
5. Click on the “Received” heading (to the left of “Size”) before you logout so that your emails will again be sorted by when they were received.