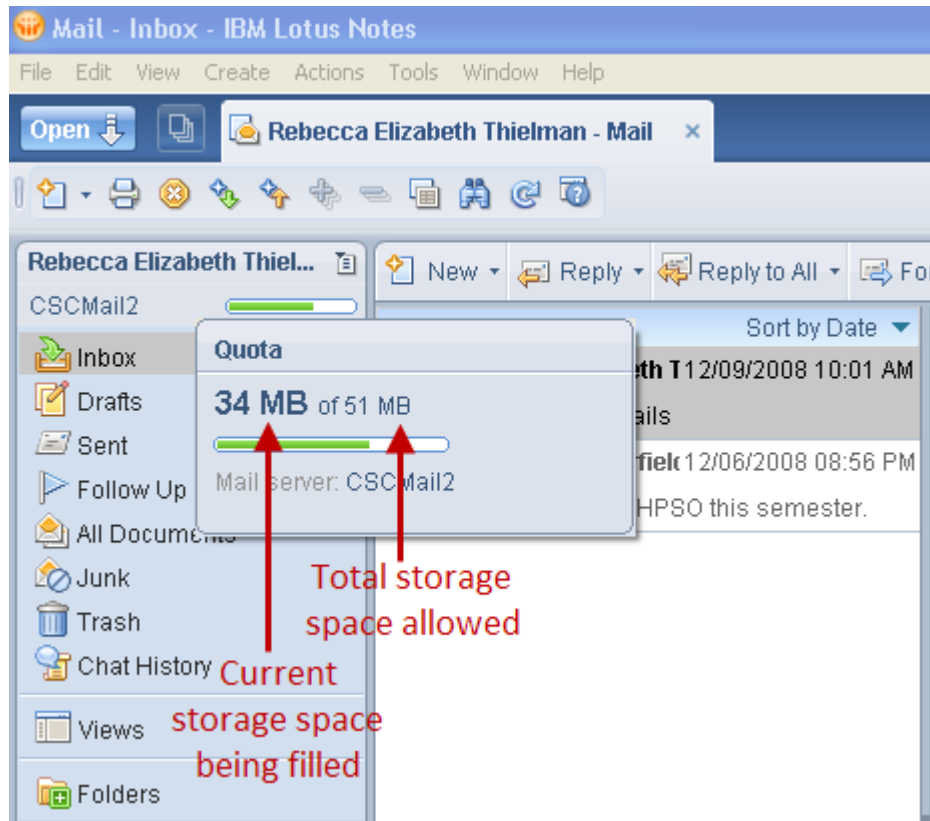




Check File Quota

Each person using Lotus Notes is allowed to store so many email messages on the email server; messages are automatically stored if you do not delete or archive them.

- If you hover your mouse over the green bar under your name, a box will appear telling you how much space out of how much space you're occupying with your email messages.



- If you run out of space, it is best to archive your emails. Please see the additional help guide about email archiving.