1. You can easily see how much of your quota has been used by holding down the “control” key on your keyboard, and clicking on the “Furman” group in the navigation pane on the left side of Outlook. From the drop-down menu that appears click on the “Folder Properties…” option.
2. On the “Folder Properties:” window click on the “Storage” tab. You can see the size of your account in the “Total Size (with subfolders section)”. Once you have finished viewing your quota size you can click the “OK” button to exit the “Folder Properties:” window.

NOTE: The size that is shown is in kilobytes whereas our quota is in gigabytes. For a quota to be full it would need to use 26,214,400K.