

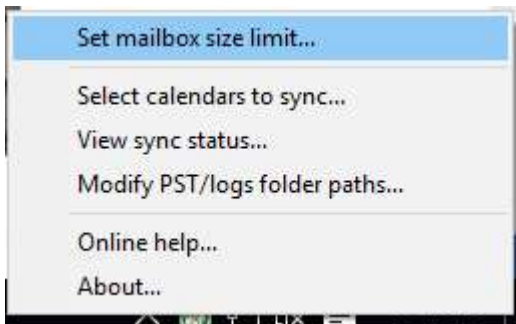


Depending on the amount of emails you have collected or if you received an email stating that you have ran out of space for mailbox you will need to increase the size of your mailbox for Microsoft Outlook. Follow these steps to increase your mailbox size:

1. Launch Microsoft Outlook.
2. On the bottom right hand corner of your screen you will see this icon  near the time and date. If you do not see this icon please click the small triangle  to reveal more icons. Your Google Apps sync icon will be located here.
3. Right click the Google Apps Sync icon and select Set Mailbox Size Limit...



4. Select Unlimited so all your emails will be synced to your computer.

