



DEE Mailbox Size Limitations



‘How to manage your Department of Defense (DOD) Enterprise E-Mail (DEE) Mailbox’





DEE Mailbox Size Limits - Background

The Army will begin enforcing Department of Defense (DOD) Enterprise E-Mail (DEE) mailbox size limits NLT 1 Oct 2015

There are (2) E-Mail user classes within the Army: **Basic & Business Class**

- ✓ **Basic Class** users have a mailbox limit of **512MB**
- ✓ **Business Class** users have a mailbox limit of **4GB**

In the coming weeks, users will receive e-mail notifications if the size of their mailbox nears – or exceeds – the above limits

Note: Approx 95% of all Army users are currently within these limits and will experience no immediate effect



DEE Mailbox Size Limits - Tools



There are a number of effective tools & methods for users to manage their mailboxes in accordance with size limitations.

These include:

1. Removing attachments from Calendar
2. Emptying Sent Items folder
3. Emptying Junk Mail folder
4. Emptying Deleted Items folder
5. Create a PST File and move email to a PST
6. Sort Inbox by size and delete large items no longer needed

Detailed steps for determining the size of your mailbox and accomplishing each of these actions can be found at the Army Enterprise Service Desk –

https://esd-crm.csd.disa.mil/app/answers/detail/a_id/1633/





Army Enterprise Service Desk Port - Tools



https://esd-cm.csd.disa.mil/app/answers/detail/a_id/1633/

Enterprise Email: Reducing Mailbox Size to under 4GB (4 gigabytes)

Published 06/03/2015 04:33 PM | Updated 06/12/2015 07:45 PM

For instructions on how to validate your mailbox size, and steps on how to reduce it if necessary, please choose your Email client below:

Outlook 2013	Outlook 2007	Web Mail

[Download the complete TTP](#)

Search FAQs

Search by Keyword

[Advanced Search](#)

Contact Us

[Submit a Ticket](#)
Submit a ticket to our support team.

[Contact Us](#)
If you cannot find what you are looking for on our site, give us a call.

[Suggestion Box](#)
Let us know how we are doing. We are always looking for ways to improve our service.

Additional Resources

[Contact Other Help Desks](#)
Click here if you need help with issues that AESD-W does not support, such as: ALMS, CAC Help Desk, or My Pay.

[AKO Password Reset](#)

• [Update Information On The Global Address List \(GAL\)](#)

• [Thunderbird: Backup your mail to local computer](#)

• [Enterprise Email: How to access your webmail](#)

Each of the steps (based on how you access email) is available to guide you on reducing mailbox size





Problems?



- If you have difficulty reducing your mailbox, the AESD is available 24x7 to assist you
- 1-866-335-ARMY (2769)