

How can I tell how large my message size is?

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Applies To:  PoliteMail Desktop  PoliteMail Online  PoliteMail M365

Version: ☐ 5.0 ☐ 5.1 ☐ 5.2 ☒ 5.3+

In PoliteMail Online from version 5.3 on, you can click on the 'Send Options' button and you will see an option to view the message size in the drop-down menu.

In PoliteMail for the Desktop or for M365, multiple steps would be needed, as described below. This will work with any version of PoliteMail.

1. With your message created, do [Click here](#) to send yourself the message.
2. Once sent, go to your [message page](#) for that message.
3. Click the 'Download' button found in the upper right. Your PC will download them to your Downloads folder by default.

 View Heatmap  Benchmark: PoliteMail Average  Segmentation  Excel  Word  Mail  Download  View Message 

1. Once downloaded, open the Windows Explorer application on your computer.
2. Find the Downloads folder on the left and click on it to view its contents on the right.
3. Right click on your message and select 'Properties'. A window will appear that displays information about the file, including the file size.

Downloads					Search Downloads	
New					Details	
Home						
Gallery						
OneDrive - Personal						
Desktop						
Downloads						
Name					Date modified	Type
						Size
Today						
my_message.msg					12/3/2025 12:43 PM	Outlook.File.msg.15
						37 KB
Untitled design.zip					12/3/2025 10:24 AM	Compressed (zipp...
						2,752 KB
Untitled design					12/3/2025 10:24 AM	File folder
Earlier this week						
Nov_FS_invites.xlsx					12/1/2025 1:53 PM	Microsoft Excel W...
						12 KB