

# Outlook 365 performance and file sizes

04 March 2019 10:35

**What is the maximum size that Outlook can support for its "OST" file?**

**50GB - but please DON'T !**



**Where does it usually reside to check?**

C:\Users\username\AppData\Local\Microsoft\Outlook

**What is the recommended size for performance?**

Around 4GB should give good performance even on slower physical drives.

On a modern SSD drive, you would be able to run a larger size.

On a network share using Remote desktop and/or roaming profiles, we would recommend up to 4GB

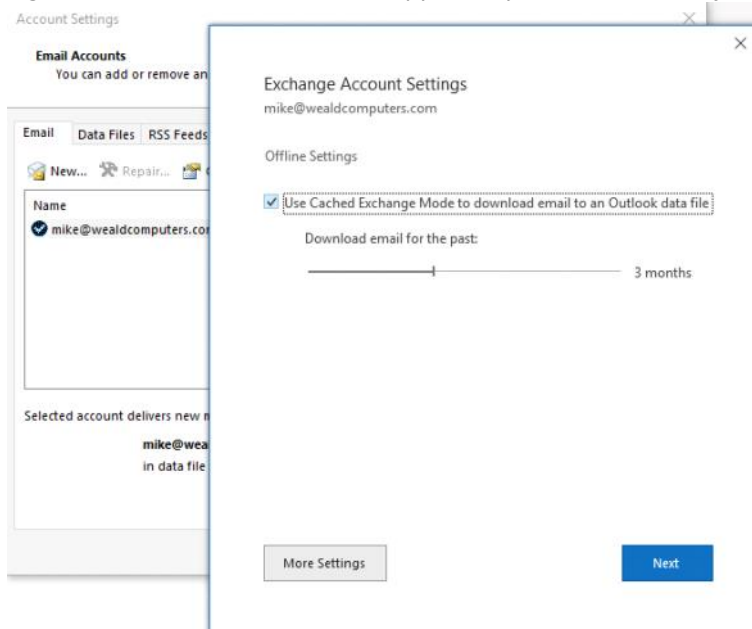
## How to keep the size to a minimum and performance GOOD...

**Use Cached Exchange mode offline settings to limit the downloaded email -**

*A little like your phone, that limits the downloaded email to 30 days or so - Outlook can do something similar.*

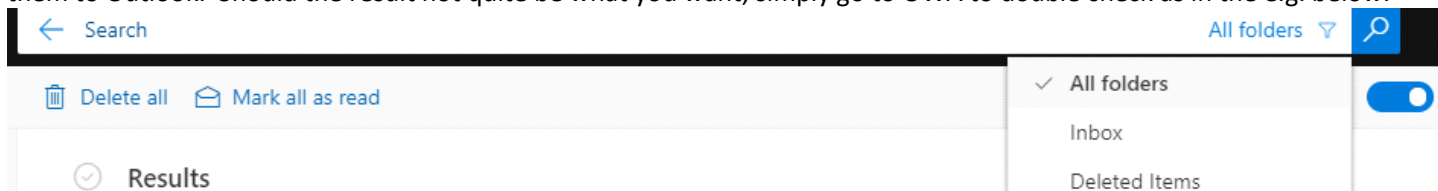
*The rest of your email remains in the Office 365 Cloud and will download on demand.*

*e.g. Below we have set the local copy to only have 3 months of data cached, thus keeping the OST file to around 2GB.*



**Does this affect my search?**

In our view, search still works very well in Outlook itself as Outlook goes away to retrieve results from Cloud and returns them to Outlook. Should the result not quite be what you want, simply go to OWA to double check as in the e.g. below.



**What other settings are there?**

By default, if a Microsoft Outlook 2010 or later versions profile is configured in Cached mode and you add another user's mailbox or shared folder to your profile, all items in all the folders to which you have access in the shared mailbox are downloaded to your local cache

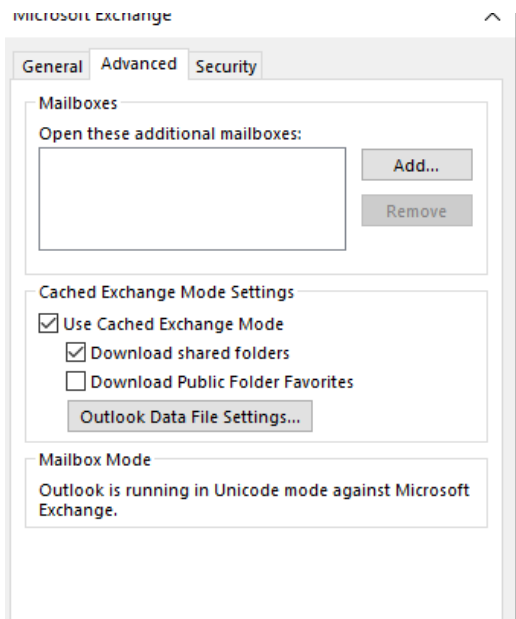
From <<https://support.microsoft.com/en-gb/help/982697/by-default-shared-mail-folders-are-downloaded-in-cached-mode-in-outlook>>

**Size dependant, this may or may not be desirable**

We would recommend careful consideration, and perhaps not use this facility - rather use Outlook Web Access to get Shared Folders. - Typically a path like the below

<https://outlook.office.com/owa/username@wealdcomputers.com/>

If you do use Shared Folders we would recommend unticking "Download Shared Folders"



## Compacting your OST can also be a benefit

