

How to configure the size limit for both (.pst) and (.ost) files in Outlook

Important notice for users of Office 2003: To continue receiving security updates for Office, make sure that you're running [Office 2003 Service Pack 3 \(SP3\)](#). The support for Office 2003 ends April 8, 2014. If you're running Office 2003 after support ends, to ensure that you will receive all important security updates for Office you need to upgrade to a later version such as Office 365 or Office 2013. For more information, see [Support is ending for Office 2003](#).

Article ID: 832925 - [View products that this article applies to.](#)

Summary

Microsoft Outlook 2013, Microsoft Outlook 2010, Microsoft Office Outlook 2007, and Microsoft Office Outlook 2003 support American National Standards Institute (ANSI) and UNICODE personal folders (.pst) and offline folder (.ost) files. This article describes how to use the following four registry entries to limit the size of both the .pst and the .ost files:

- The MaxFileSize registry entry
- The WarnFileSize registry entry
- The MaxLargeFileSize registry entry
- The WarnLargeFileSize registry entry

Note The WarnLargeFileSize and WarnFileSize registry entries do not enable Outlook to warn you before the file size limit is reached.

The MaxFileSize registry entry

The MaxFileSize registry entry determines the absolute maximum size that both the .pst and the .ost files can grow to. After this maximum size is reached, Outlook does not permit the size of the file to grow beyond this size.

The WarnFileSize registry entry

The WarnFileSize registry entry determines the maximum data that both the .pst and the .ost files can have. After this maximum data is reached, neither the .pst nor the .ost files are permitted to add any more data. However, the size of the physical file may still increase because of internal processes.

In the following table, the MaxLargeFileSize registry entry and the WarnLargeFileSize registry entry refer to a UNICODE formatted (new Large format) file, and the MaxFileSize registry entry and the WarnFileSize registry entry refer to an ANSI formatted (an earlier Microsoft Outlook format) file. The UNICODE values are set in megabyte (MB) increments, while the ANSI values are set in byte increments.

Outlook 2013 and Outlook 2010

Name	Type	Valid Data Range	Default
MaxLargeFileSize	REG_DWORD	0x00000001 – 0x0000C800	0x0000C800 51,200 (50 GB)
WarnLargeFileSize	REG_DWORD	0x00000000 – 0x0000BE00	0x0000BE00 48,640 (47.5 GB)
MaxFileSize	REG_DWORD	0x001F4400 – 0x7C004400	0x7BB04400 2,075,149,312 (1.933 GB)
WarnFileSize	REG_DWORD	0x00042400 – 0x7C004400	0x74404400 1,950,368,768 (1.816 GB)

Outlook 2007 and Outlook 2003

Name	Type	Valid Data Range	Default
MaxLargeFileSize	REG_DWORD	0x00000001 – 0x0000C800	0x00005000 20,480 (20 GB)
WarnLargeFileSize	REG_DWORD	0x00000000 – 0x0000BE00	0x00004C00 19,456 (19 GB)
MaxFileSize	REG_DWORD	0x001F4400 – 0x7C004400	0x7BB04400 2,075,149,312 (1.933 GB)
WarnFileSize	REG_DWORD	0x00042400 – 0x7C004400	0x74404400 1,950,368,768 (1.816 GB)

Office Version	The policy location for the registry entries is located in the following path in Registry Editor	The user preference location for the following path in Registry Editor
Outlook 2013	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\15.0\Outlook\PST	HKEY_CURRENT_USER\Software\Micr
Outlook 2010	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\14.0\Outlook\PST	HKEY_CURRENT_USER\Software\Micr

Outlook 2007	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\12.0\Outlook\PST	HKEY_CURRENT_USER\Software\Micr
Outlook 2003	HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\11.0\Outlook\PST	HKEY_CURRENT_USER\Software\Micr

More information

Follow these steps to configure the size limit for both the .pst and the .ost files.

Note The settings that are discussed in this article apply to both .ost and .pst files. If you modify these registry values, this can affect .ost files that are used with Cached Exchange Mode, with AutoArchive, and with .pst files. If Outlook is configured to download shared folders, the contents of shared folders are stored in the local Offline Outlook Data (.ost) file. If the shared folders contain many items or large attachments, the size of the .ost file may grow significantly. Additionally, Outlook 2013 introduced support for Site Mailboxes. If an Outlook 2013 client is working in a Microsoft Exchange Server 2013/Microsoft SharePoint 2013 environment and is granted permission to a site mailbox, the site mailbox is automatically added to the Outlook 2013 profile. If Download Shared Folders is enabled, the site mailbox contents are synchronized to the local .ost file. This can result in the .ost file exceeding the set limit. For more information about the Download Shared Folders setting in Outlook, click the following article number to view the article in the Microsoft Knowledge Base:

[982697](http://support.microsoft.com/kb/982697/) (http://support.microsoft.com/kb/982697/) By default, shared mail folders are downloaded in Cached mode in Outlook 2010 and Outlook 2013

Important This section, method, or task contains steps that tell you how to modify the registry. However, serious problems might occur if you modify the registry incorrectly. Therefore, make sure that you follow these steps carefully. For added protection, back up the registry before you modify it. Then, you can restore the registry if a problem occurs. For more information about how to back up and restore the registry, click the following article number to view the article in the Microsoft Knowledge Base:

[322756](http://support.microsoft.com/kb/322756/) (http://support.microsoft.com/kb/322756/) How to back up and restore the registry in Windows

1. Click **Start**, and then click **Run**.
2. In the **Open** box, type **regedit**, and then click **OK**.
3. In the left pane, expand **My Computer**, and then expand **HKEY_CURRENT_USER**.
4. Expand **Software**, and then expand **Policies**.
5. Expand **Microsoft**, and then expand **Office**.
6. Expand **11.0** for Outlook 2003, **12.0** for Outlook 2007, or **14.0** for Outlook 2010, or **15.0** for Outlook 2013, and then expand **Outlook**.
7. Click **PST**, and then right-click **MaxFileSize** in the right pane.
8. Click **Modify**, and then type the value in the **Value data** box.
9. Click **OK**.
10. Right-click **WarnFileSize**, and repeat steps 8 through 9.
11. Right-click **MaxLargeFileSize**, and repeat steps 8 through 9.
12. Right-click **WarnLargeFileSize**, and repeat steps 8 through 9.

Note You may have to create the registry values if they do not exist. If the registry values do not exist, follow these steps to create them.

1. Click **Start**, click **Run**, type **Regedit**, and then click **OK**.
2. In the left pane, expand following registry key:

For Outlook 2013

HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\15.0\Outlook

For Outlook 2010

HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\14.0\Outlook

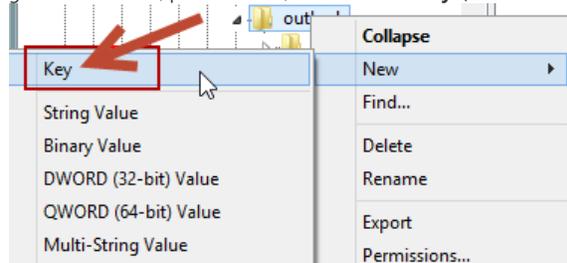
For Outlook 2007

HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\12.0\Outlook

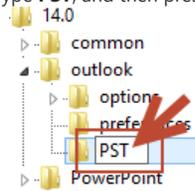
For Outlook 2003

HKEY_CURRENT_USER\Software\Policies\Microsoft\Office\11.0\Outlook

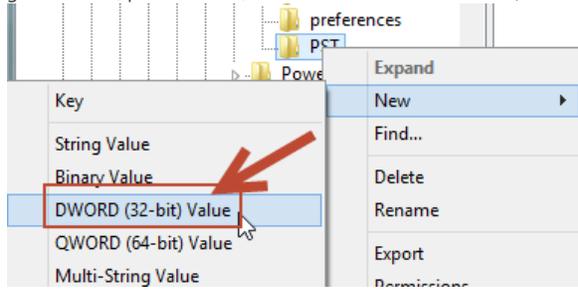
3. Right click **Outlook**, point to **New**, and then click **Key**. (The screen shot for this step is listed below).



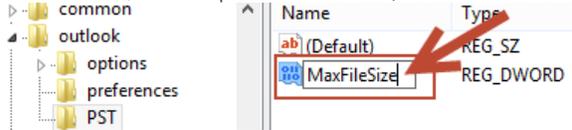
4. Type **PST**, and then press **ENTER**. (The screen shot for this step is listed below).



5. Right click **PST**, point to **New**, and then click **DWORD** value. (The screen shot for this step is listed below).

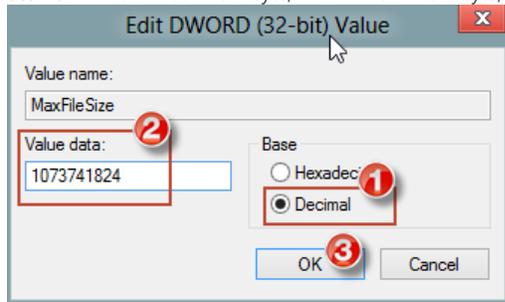


6. Type **MaxFileSize**, and then press **ENTER** twice. (The screen shot for this step is listed below).



7. In the **Edit DWORD Value** window, choose **Decimal** and type the value in the **Value data** box, and then click **OK**.

Note 1GB=1*1024*1024*1024byte; 1MB=1*1024*1024byte; 1KB=1*1024byte, the example below is for 1GB. (The screen shot for this step is listed below).



8. Repeat steps 3 through 7 to create another DWORD WarnFileSize.
 9. Repeat steps 3 through 7 to create another DWORD MaxLargeFileSize.
 10. Repeat steps 3 through 7 to create another DWORD WarnLargeFileSize, and then close the registry.

Note For mass deployment of these registry keys on end-user machines, the ORK tool can be used.

To automate the registry creation on end-user machines, use ORK for deployment scenarios.

It is recommended that the values between the MaxFileSize registry entry and the WarnFileSize registry entry, and the values between the MaxLargeFileSize registry entry and the WarnLargeFileSize registry entry be at least 5 percent (%) so that internal processes are not hindered from continuing.

If the value of the MaxFileSize registry entry ever exceeds the ANSI 2 gigabyte (GB) limit on either the .pst or the .ost files, the value will be ignored to limit the size to 2 GB to prevent corruption. The default value for the WarnFileSize registry entry is calculated to be 95% of the MaxFileSize registry entry for a UNICODE file, and it remains at 1,950,368,768 bytes for small ANSI files.

Note You can set the UNICODE limits beyond the values that are listed in the table. However, we do not recommend doing this because performance can decrease.

If .ost files or .pst files reach the limit that is specified in the WarnFileSize or the WarnLargeFileSize registries, the compaction function is triggered to try to reduce the size of the file to a usable level. When the WarnFileSize or the WarnLargeFileSize limit is reached, e-mail messages cannot be sent (provided that sent e-mail messages are stored in the Sent Items folder), and items cannot be copied or moved within the file. If the file is an archive .pst file that is used for AutoArchive, the AutoArchive operation will fail. However, e-mail messages can be deleted or archived from a .pst or from an .ost file that is currently being used as the default delivery location.

The following are some of the errors that may occur when files reach the maximums specified in the registries:

- When you try to move items to a .pst or an .ost file that has reached the limit, you receive the following error message:
 Can't move the items. The file <path>\<filename>.pst has reached its maximum size. To reduce the amount of data in this file, select some items that you no longer need, and then permanently delete them.
- When e-mail messages are delivered to a .pst or an .ost file that are using Cached Exchange Mode, and the file has reached the limit, the Mailbox Cleanup wizard launches.

Properties

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Applies to

- Microsoft Office Outlook 2003
- Microsoft Office Outlook 2007
- Microsoft Outlook 2010
- Microsoft Outlook 2013

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