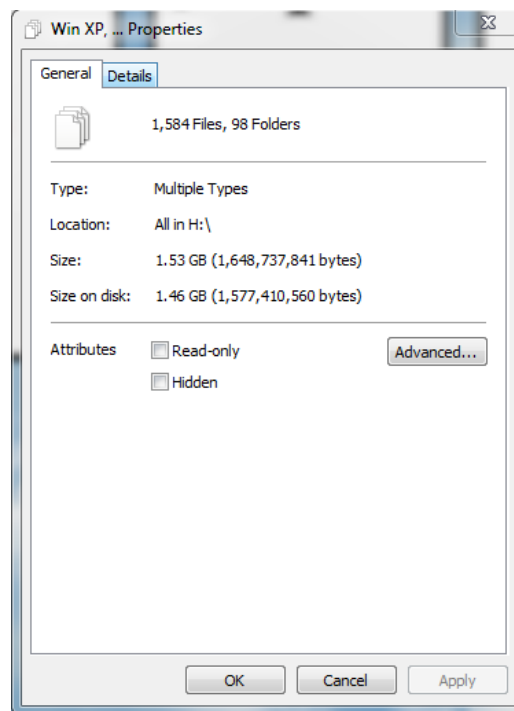


## How to determine total “H: Drive” Size - Microsoft Windows

Below are the different steps you can take to determine the total size of a file, multiple files, or folder on a computer running Microsoft Windows.

1. Open your “H” Drive.
2. Select all files and folders.
3. **Right-click the file**, and then click **Properties**.
4. As can be seen in the image below, you can determine the size of the file or files you have highlighted from within the file properties window. In this example, there are a total of 1584 Files located in 98 Folders with a total size of 1.53 GB.



## How to determine total “H: Drive” Size - macOS X users

1. **Locate the file or folder** whose size you would like to view.
2. **Click once** on the file or folder.
3. Press **Command + I** on your keyboard.
4. A window opens and shows the size of the file or folder.