

Email Storage Limits

Purpose

The University relies upon electronic mail to conduct its day-to-day business. It therefore seeks to responsibly manage its electronic communication systems to ensure reliability and availability. This document outlines the University policy for maintaining storage limits to email boxes.

Policy

The size of email boxes will be capped to ensure that there is sufficient storage for all accounts that need to share available drive space.

Procedures

To ensure high availability of the email system, the following limits have been configured for individual storage limits.

The mailbox limits are set as follows:

Warning message given:	200 MB
Unable to send new messages:	225 MB
Unable to send or receive new messages:	250 MB

With an average email message size being less than 10 KB, the initial warning limit of 200 MB will allow for storage of over 20,000 emails.

Solutions for Outlook Users

If you receive a warning message that your mailbox is approaching the limit, you are encouraged to do one or more of the following:

- Empty your “Deleted Items” folder.
- Delete old messages, especially those with large attachments.
- Use the Auto-Archive feature to save old items to a private folder.
- Delete messages in your “Sent Items” folder.