Student Mail Quota

Quotas are implemented in three levels, based on mailbox size.

- First level - you receive a warning but can continue to send and receive mail. The warning message wording is part of the email server program and cannot be changed. It is poorly written in that it says you've reached one or more size limits set by the system administrator but technically, you are not over limit yet. It's just a warning message.
- Second level - you cannot send mail until your mailbox is under that limit...again, the system message indicates you are over one or more limits.
- Third level - you cannot send or receive mail.

The three levels are:

80MB - issue a warning
90MB - prohibit sending mail
100MB - prohibit sending and receiving mail

How to Check Your Mailbox Size

- Right-click on your name (if your name is not displayed, select View, Navigation Pane)
- Select **Data File Properties**
- Click **Folder Size...**.
- Check the **Total Size** of your mailbox

Make sure your mailbox is less than **50000 KB** (50MB).

The Three Most Common Causes of Mailbox Bloat

- Keeping all your sent mail
- Not deleting your deleted items
- Keeping attachments in your mailbox

WebMail

You cannot check mail folder size in Webmail.

To empty your Deleted Items folder using Webmail, log on to your account, then click your Deleted Items folder.

Help

If you need help cleaning up your email or saving files to disk, please ask IT staff for help.