

E-mail Storage Management

In order to effectively manage our e-mail system, the following values have been set for e-mail quotas, expiration and expunging times.

I. MVNU EMPLOYEES

Semi-annually (on or around January 1 and July 1), e-mail older than 365 days will be automatically expired and expunged from the online e-mail datastore. In addition, employees must keep their online e-mail storage within a 768Mb quota. NOTE: Appointments (calendar), notes and tasks in GroupWise will not be expired/expunged. Attachment size is limited to 20Mb.

II. MVNU STUDENTS

Semi-annually (on or around January 1 and July 1), e-mail older than 180 days will be automatically expired and expunged from the online e-mail datastore. In addition, students must keep their online e-mail storage within a 256Mb quota. NOTE: Appointments (calendar), notes and tasks in GroupWise will not be expired/expunged. Attachment size is limited to 20Mb.

The Technology Advisory Council approved these policies on March 26, 2007.

file: emailstoragefinal07.docx.