

**MICHIGAN STATE UNIVERSITY
HEALTH INFORMATION TECHNOLOGY
POLICIES/PROCEDURES**

SUBJECT:	Exchange Mailbox Limits	NO: IS - 14
SCOPE:	HealthTeam Faculty, Staff, Contract Users	Page 1 of 1
AUTHOR:	<u>JJ Strieff, Linda Losik</u>	INITIAL REVIEW REQUIRED BY:
FINAL APPROVAL: Jerry Aubert, CIO		
EFFECTIVE DATE: 10/2007		REVIEW DATE: 10/2008
KEYWORDS:		

POLICY STATEMENT

The standard (default) mailbox limit is set at 120 MB per user. Increases in units of 10 MB are allowed by user request up to 200 MB.

This policy shall be review yearly to re-determine server space availability

PROCEDURE

HIT Support Staff

**Exchange mailbox
account**

1. When a new exchange mailbox account is created, the default settings are to be chosen for the account.
2. Notification is sent to the end user at 120 MB warning of near capacity.
3. Notification is sent to the end user at 130 MB warning that the end user cannot send emails but can still receive email,
4. Notification is sent to the end user at 140 MB informing that the mailbox is closed. The end user will be unable to send or receive email until emails are deleted.
5. The end user deletes or moves email off of the exchange server.