USER INSTRUCTION SHEET

Upgrade Homefolder Quota

This manual provides instructions on how to upgrade the homefolder storage quota for a specific user account in the ADS environment by using the UMRA Form *Upgrade Homefolder Quota*.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



In the left pane you'll find all the Forms that are available to you.

Click on Upgrade Homefolder Quota to load the form.



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Click on the *Next* button to continue.

Enter the users name or NetID and click on the **Search** button.

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Manage Folders			
Manage Functional Mailbox	hjafory Search		
Manage Groups Manage Guest Accounts Manage Logon Workstations	Enter a Netld, first name or last name and click on the Search button.		
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Messuning PC accounts Rest Posyorid Unix Attributes Group Uggrade Momelder Quote Uggrade Momelder Quote Uggrade Momelder Quote Uggrade Momelder Quote View User Details	Select a user from the above list for upgrading her/his homefolder storage quota.		
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Select the appropriate user account from the list and click on the *Next* button.

In the following form you can see the current homefolder quota for this user and the available homefolder quota groups.

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Optionally you can retrieve the actual size of the users' homefolder by clicking on the *Measure* button. Be aware that measuring the users' homefolder size may take a few minutes to complete.

Select the desired homefolder quota group from the list and click on the Select Group button.

Click *Next* to add the user to the new homefolder quota group.

NOTE: Before the user is added to the new homefolder quota group, it will be removed from possible other homefolder quota groups.

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Available forms × Activate Online Mail Archive Change AppV Package Membe Change Group Membership Change Group Membership of Gr Copy Group Membership Copy Group Membership	Upgrade Homefolder Quota		
Functional Print Accounts Manage External Accounts	Results		
Manage Folders Manage Functional Mailbox Manage Groups Manage Guest Accounts	User has been added to group: 012 GB - HomeFolder Ouola User has been removed from existing quota groups.		
Manage Den/VPN Accounts Manage Projects Manage Sharepoint Accounts	Please allow the guote menagement service to spply the new homeologies quote, this usually takes about hell an hour. In exceptional cases it can take an hour before the new quote is active.		
Measuring PC accounts Reset Password Unix Attributes Group Upgrade Homefolder Quota	Finish		
Upgrade Mailbox Quota View User Details			
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Click on *Finish* to close the form.