USER INSTRUCTION SHEET

Upgrade Mailbox Quota

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

Upgrading Mailbox Quota option in UMRA, can be used only to increase the personal mailbox quota. For increasing Functional mailbox quota, you may assign a call to group **ICT-SYSTEMS-WINDOWS**.

Note: There is an opportunity to use **Online Mailbox Archiving**. By using this option, you do not need to increase your mailbox quota anymore. Please visit this link for more information about Online Mailbox Archiving; <u>Outlook 2010 - Online archiving</u>

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 Mailbox Quota to load the form.

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Available forms × Activate Online Mail Archive Change AppV Package Membe Change Group Membership Change User Membership of Gr Copy Group Membership Copy Group Membership	Upgrade Mailbox Quota			
Functional Print Accounts Manage External Accounts	Welcome to the Upgrade Mailbox Quota Wizard			
Manage Forder Manage Forcips Manage Uncodent Milliox Manage Uncodent Milliox Manage Uncodent Accounts Manage Uncodent Accounts Manage OpenVPM Accounts Manage OpenVPM Accounts Manage Projects Manage Projects Manage Projects Manage Manage Manage Uncodent Accounts Manage Manage Manage Uncodent Accounts Upgrade Mailbox Clusts View User Details	This witzerd helps you to upgrade the melibox storage quota for any user Please consider the Online Archive as an alternative to upgrading the malibox quota. Click Next to continue.	Next > Cancel		
· <	i Ready			

Click on the *Next* button to continue.

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

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Functional Print Accounts Manage External Accounts	Enter the users' NetID or name		
Manage Folders			
Manage Functional Mailbox	hjafary Search		
Manage Groups	Enter a Netld, first name or last name and click on the Search button.		
Manage Logon Workstations			
Manage OpenVPN Accounts	Disrlay Name / NetID Hase Common Name		
Manage Sharepoint Accounts	👗 Hamid Jafary Kelany Jalan, H. (Kalany)		
Measuring PC accounts			
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Upgrade Homefolder Quota			
Upgrade Mailbox Quota			
	Select a user from the above list for upgrading her/his mailbox storage quota.		
	< Back Next > Cancel		
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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 Mailbox quota for this user and the available Mailbox quota groups. Optionally you can click the *Measure* button to retrieve the current mailbox size of the selected user. Retrieving the current mailbox size might take a few seconds to complete.

USER INSTRUCTION SHEET

Upgrade Mailbox Quota

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

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tivate Online Mail Archive nange AppV Package Memb nange Group Membership nange User Membership of nov Group Membership	Gr Upgrade Mailbox Quota				
nctional Print Accounts anage External Accounts	Select the desired Mail	box Quota group			
anage Folders anage Functional Mailbox	Selected user:	Hamid Jafary			
anage Groups	Email Address:	H.Jafary@tudelft.nl			
anage Guest Accounts	Mailbox Quota:	4 GB			
anage Logon Workstations	Mailbox Size:	60.71 MB (2365 items)	Measure	1	
anage OpenVPN Accounts	E-mail Online Archive:	Not Present			
anage Sharepoint Accounts easuring PC accounts	Select the required mailbox quota	group for this user.			
set Password	Quota groupname	Description		^	
nix Attributes Group	🙀 01 GB - Personal Mailbox Quota	iB - Personal Mailbox Quota Provides a personal mailbox storage			
ograde Homefolder Quota	2 GB - Personal Mailbox Quota	Provides a personal mailbox storag	e quota of 2 Gbytes		
ograde Mailbox Quota	3 U3 UB - Personal Malbox Quota	Provides a personal mailbox storag	e quota of 3 Gbytes		
ew User Details	C CP. Personal Mailbox Quota	Provides a personal malbox storag	a quota di 4 doytes		
	C DE GR - Personal Maibox Quota	Provides a personal mailbox storag	a quota of 6 Ghules		
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	🙀 08 GB - Personal Mailbox Quota	Provides a personal mailbox storag	a guota of 8 Gbytes.		
	🙀 10 GB - Personal Mailbox Quota	Provides a personal mailbox storag	e guota of 10 Gbytes.		
	💁 40 GB - Personal Mailbox Quota	Provides a personal mailbox storag	e quota of 40 Gbytes. Should only be granted in rare	eci Y	
	Selected Quota group:		Select Group		
	Click Next to add this user to the se	lected Mailbox Quota group.			
		< Back	Next > Cancel		

Click the *Next* button to add the user to the new Mailbox quota group.

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Manage External Accounts	Results		
Manage Folders Manage Functional Mailbox Manage Groups Manage Guest Accounts Manage Logon Workstations	User has been added to group: 05 GB - Personal Malibox Quota User has been removed from existing quota groups.		
Manage OpenVPN Accounts Manage Projects Manage Sharepoint Accounts Measuring PC accounts	Please allow the quota management service to apply the new malibox quota, this usually takes about half an hour. In exceptional cases it can take an hour before the new quota is active.		
Reset Password Unix Attributes Group Upgrade Homefolder Quota Upgrade Mailbox Quota	Finish		
🛐 View User Details			
< >	Ready		

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

Click on *Finish* to close the form.

NOTE: The actual adjustment of the quota will be applied by the ADS provisioning script based on the users' new group membership. This might take a few minutes, but no longer than 10 minutes.