

Email storage space (prepared by Peter Krell)

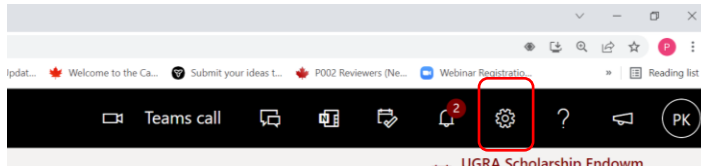
As per the message from **Craig Hyatt** Manager, Web and Development Solutions

your email storage limit will be capped at 50 GB. Most of us haven't reached that limit so this limit will be unlikely to impact your storage in your UoG email account (unless you want to store more).

To find out how much storage space you have currently used, follow the following steps

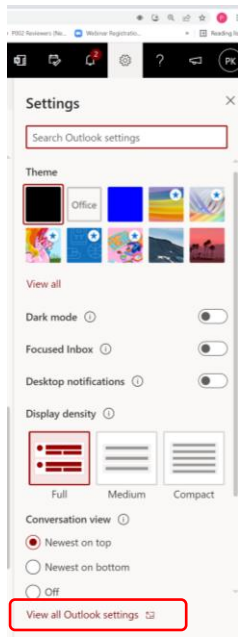
From your UoG Outlook Email site

1. Click on the cogged Settings wheel (upper right in the black banner as per below)

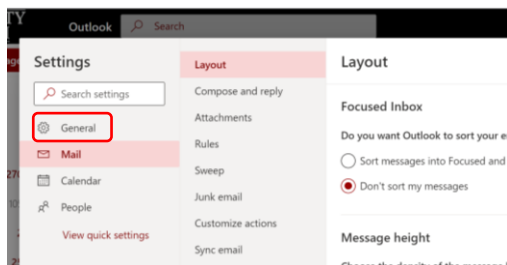


- 2.

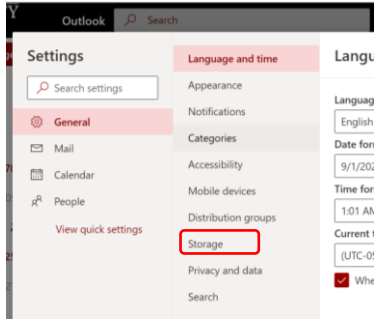
This will open a large dialogue box to the right of your screen



Click on "View all Outlook setting" on the bottom of that box to get the following box on the left of your screen



Click on "General" icon to open the following screen



To find out your current storage level click on “Storage” to view the following page



According to that, I have used only 14.18 GB of 99 GB. With the new change, I will have an upper limit of 50 GB instead of 99 GB, so I don't think the change will affect me.