

Information Technology Services Updates

ITS Update – 12/12/06

I: Drive Space

This is your friendly, annual plea to help us conserve disk space by moving as many files as possible to a CD that you can access locally. It is true that pricing for the kind of disk space that fits directly into your computer (your hard drive) has come down dramatically. However, pricing for “virtual” disk space such as your I: drive that is stripped, RAIDed, mirrored, backed-up, and UPSd (technical terms for the mechanisms we use to ensure your data is always safe and available) is actually fairly expensive. This is why we regularly ask you to make a reasonable attempt to live within the allocated limit for I: drive and ensure that files stored there are strictly for business purposes.

As a rule of thumb, we suggest that if you don't anticipate needing to access a file or group of files over the next year and half, they are good candidates to migrate to a CD. Other good candidates for migration are infrequently used files which tend to consume large amounts of space (such as Adobe .pdf files, pictures, graphics, PowerPoint presentations). If you don't have a CD burner with your machine, the Helpdesk (2220;itshelp@hamline.edu) can provide this service.

Finally, we fully recognize that some individuals have very legitimate reasons for needing more than the standard allotted I: drive space. If ever you feel you need more space to do your job, don't hesitate to contact me and it will be provided.

Reminder: New Process for Managing Email Storage in GroupWise - JANUARY 2, 2007

As previously noted, Hamline will soon be moving to a new process for the management of email storage. **Beginning January 2, 2007** email messages will be managed in two ways: a) *user-controlled* auto-delete, and b) a space quota. This is how the new system will work:

Auto-delete will continue to function as the “default” process as it always has. However, users will now have the option to turn it off entirely or leave it on but control the timeframe. (Our strong recommendation is to simply leave it on as before). But in addition, ***all mailboxes*** will now be subject to a **space quota of 750 Megabytes** (a very generous amount compared to other organizations) and **all will be expected to live within that limit.**

When on campus and using the GroupWise client you can determine how much space you're using by looking at the lower right border of the GroupWise window. It will say “Mailbox Size: xx%”. That percent is of 750 Megabytes or your total allocation. (You can also click on Tools > Check Mailbox Size... to get more detail). When off-campus and using the web access version, the message is in the upper right corner of the border and says “Mailbox Usage: xx%” and includes a little bar graph.

Please recall that messages that need to be preserved for whatever reason are best “archived”: (“select message, right click, select “Move to Archive”, done). **The Archive is not subject to any auto-delete policy nor the 750M quota.**

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If you have questions or need more information about this or any other ITS Update, or if you are experiencing problems related to the spam filtering service, please contact Harry Pontiff, CIO (2860; hpontiff@hamline.edu).