

General: Quota Management

All IBM Lotus Notes users within Griffith University are allocated a quota (size) for their Notes mail file. The standard quota allocation for Griffith University staff is 200MB.

It is important to note that the following items stored within Notes contribute to quota:

- All mail stored in mail views, including Inbox, Drafts, Sent mail, Junk, Trash, and mail stored in created folders.
- Attachments (both sent and received).
- Calendar entries (which may also include attachments).
- Sametime chat transcripts.

The quota indicator is displayed in the Navigation pane of the Mail application. If the size of the Notes mail file is below the quota limit, the quota indicator appears green.

To view additional quota information

Move the mouse over the quota indicator.

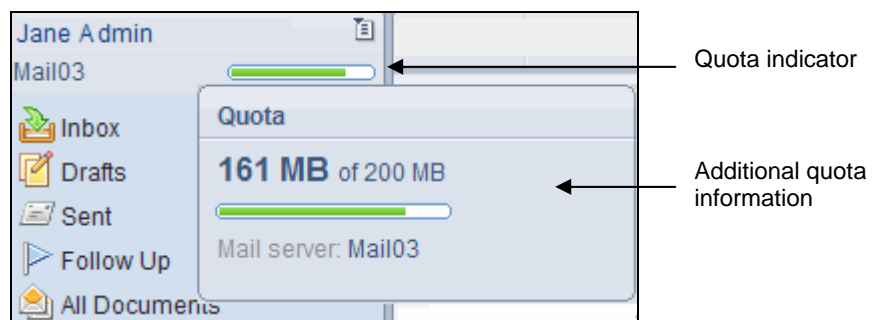


Figure 1: Quota indicator

Exceeding Quota

If the size of the Notes mail file approaches or exceeds the quota limit, an additional message is displayed indicating that the size of the mail file should be reduced immediately. In addition, if the quota limit is exceeded, mail cannot be sent.

A 'Warning' message is displayed and the quota indicator appears orange if the quota reaches 190MB (see Figure 2). An exceeded message is displayed and the quota indicator appears red when the quota limit (200MB) has been exceeded (see Figure 3).

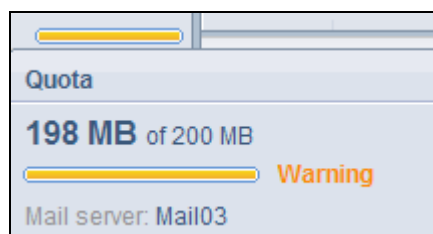


Figure 2: Quota indicator – approaching limit

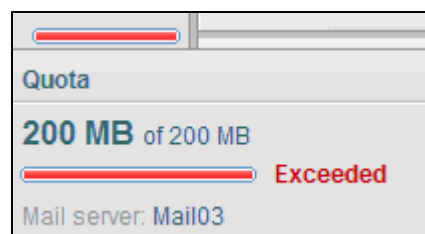


Figure 3: Quota indicator – exceeded limit

Reducing Quota

There are two methods for reducing quota:

- Deleting:
 - mail messages from personal folders, Inbox, Sent and Trash mail views
 - attachments
 - calendar entries (e.g. using the 'Calendar Cleanup' facility to delete passed calendar entries).
- Archiving.

Further information on each of these methods can be found in the modules listed below.

Related Modules

Related modules include:

- General: Archiving
- Mail: Deleting Mail
- Calendar: Deleting Calendar Entries

Additional Learning Tools / Sources of Information

- Help menu within Lotus Notes.
- See www.griffith.edu.au/ins/lotustraining for links to self-paced interactive tutorials and print material.
- Refer to the Messaging and Collaboration website at www.griffith.edu.au/messaging
- For drop-in sessions and workshops refer to the Learning Services website www.griffith.edu.au/ins/learningservices for further information.