

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**.

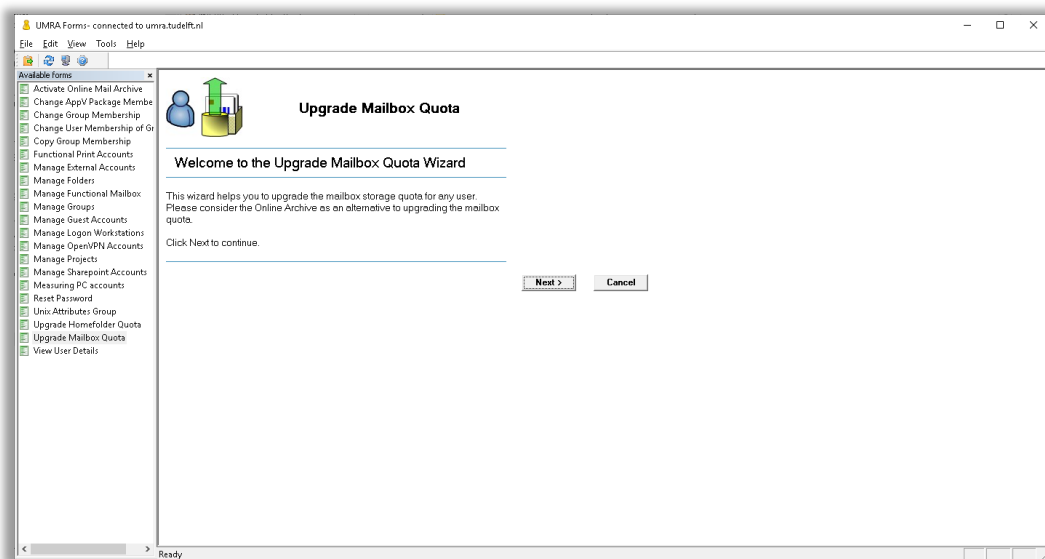
Note: There is an opportunity to use **Online Mailbox Archiving**. By using this option, you do not need to increase your mailbox quota anymore. Please visit this link for more information about Online Mailbox Archiving; [Outlook 2010 - Online archiving](#)

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.

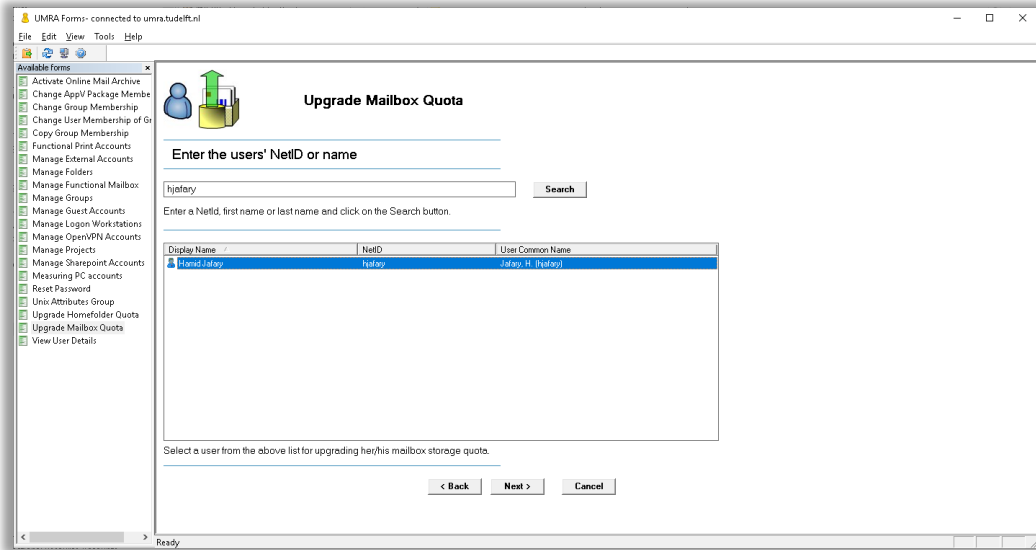


Click on the **Next** button to continue.

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



The screenshot shows a web application window titled "UMRA Forms - connected to umra.tueelft.nl". The main content area is titled "Upgrade Mailbox Quota". It features a search bar with the text "Enter the users' NetID or name" and a "Search" button. Below the search bar, there is a table with the following data:

Display Name	NetID	User Common Name
hjalory	hjalory	hjalory, H. (hjalory)

At the bottom of the form, there are three buttons: "< Back", "Next >", and "Cancel".

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.

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

The screenshot shows the 'Upgrade Mailbox Quota' form in the UMRA Forms application. The form is titled 'Upgrade Mailbox Quota' and has a 'Select the desired Mailbox Quota group' section. The selected user is Hamid Jafary, with an email address of H.Jafary@tudelft.nl, a mailbox quota of 4 GB, and a mailbox size of 60.71 MB (2365 items). The 'Measure' button is visible. Below this, there is a table of available mailbox quota groups:

Quota group name	Description
01 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 1 GByte
02 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 2 GBytes
03 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 3 GBytes
04 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 4 GBytes
05 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 5 GBytes
06 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 6 GBytes
07 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 7 GBytes
08 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 8 GBytes
10 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 10 GBytes
40 GB - Personal Mailbox Quota	Provides a personal mailbox storage quota of 40 GBytes. Should only be granted in rare cir.

The '05 GB - Personal Mailbox Quota' group is selected. Below the table, the 'Selected Quota group:' field shows '05 GB - Personal Mailbox Quota' and the 'Select Group' button is visible. At the bottom, there are 'Back', 'Next >', and 'Cancel' buttons.

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

The screenshot shows the 'Upgrade Mailbox Quota' form in the UMRA Forms application, displaying the 'Results' section. The results indicate that the user has been added to the '05 GB - Personal Mailbox Quota' group and removed from existing quota groups. A message states: 'Please allow the quota management service to apply the new mailbox quota, this usually takes about half an hour. In exceptional cases it can take an hour before the new quota is active.' The 'Finish' button is visible at the bottom.

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.