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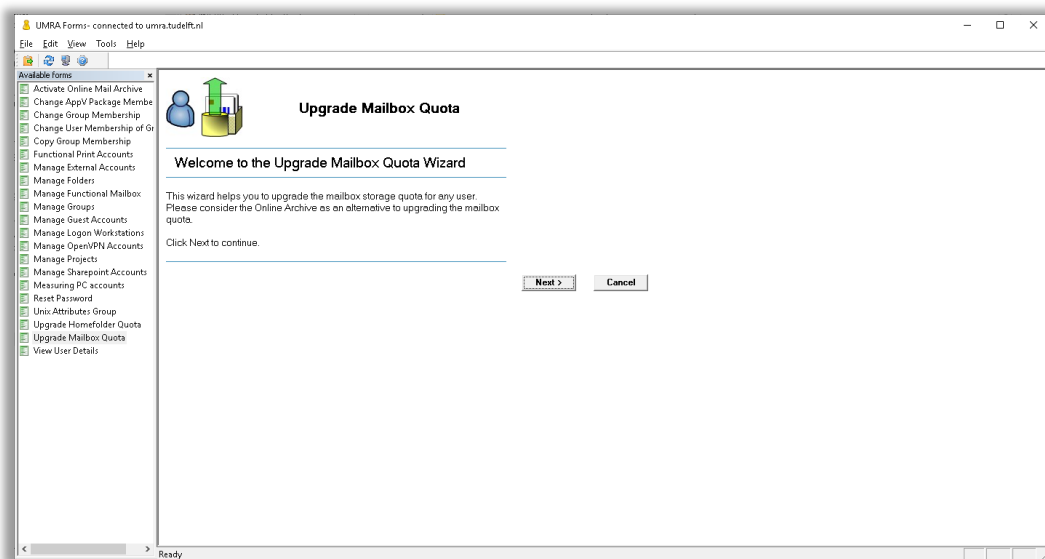
Note: There is an opportunity to use *Online Mailbox Archiving*. By using this option, you do not need to increase your mailbox quota anymore. Please visit this link for more information about Online Mailbox Archiving; Outlook 2010 - Online archiving

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.
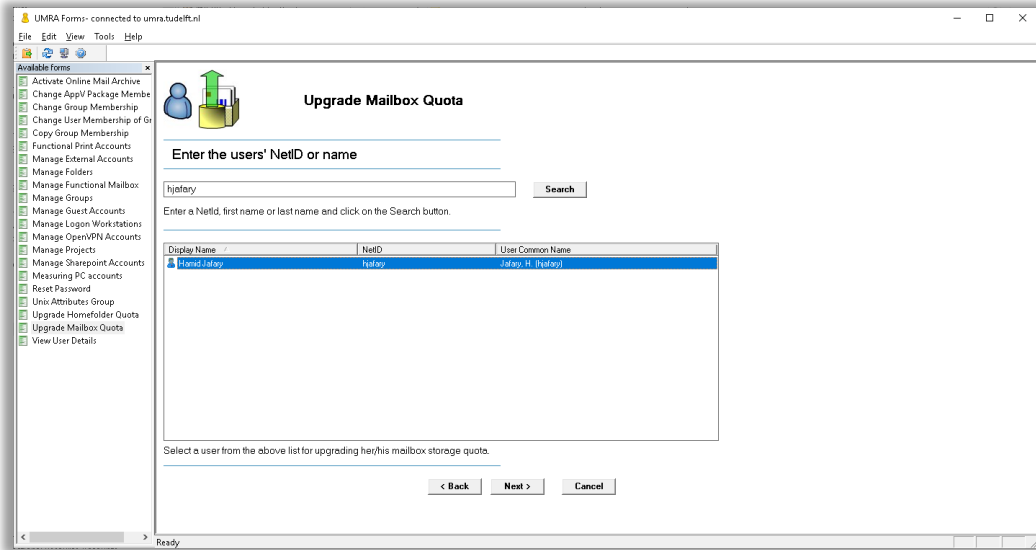
Click on *Upgrade Mailbox Quota* to load the form.

Click on the *Next* button to continue.

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

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.

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

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

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.