



Memorandum

To: The Faculty

From: Alexander M. Capron, President of the Faculty *AMC*

Ilee Rhimes, Chief Information Officer and Vice Provost for Information
Technology Services *IR*

Date: September 24, 2009

Re: Increase in email storage for faculty

With the increasing volume of email, especially messages with large, media-rich attachments, many faculty members have found that the 1-gigabyte storage quota, which was established two years ago, is no longer sufficient for their research and teaching needs. This has been a matter of concern for the Academic Senate and the University Committee on Information Technology Services, as well as for the Office of the CIO.

We are pleased to announce that your email storage capacity will be increased by 1 gigabyte on October 16, 2009. The new default quota for all USC faculty accounts will be raised to 2 gigabytes. We hope that this increase in storage capacity will better meet your research and teaching needs.

Please note that the new email quota applies to faculty and staff only. Students have the option of a USC-branded Google email account, where the storage quota is 7 gigabytes. The university's email retention policy remains unchanged; all email will be deleted from ITS's central email servers after one year.

Feel free to contact the Academic Senate or the Office of the CIO if you have any questions or concerns regarding information services, your email account, or the means to store archival material.