

# E-mail Fitness Campaign



## Healthy Habits:

- **Organize**
- **Archive**
- **Delete**

**Warm up to new space allocations! Work out to reduce your mailbox size! Cool down with a manageable inbox! Train yourself to exercise good habits regularly! Strengthen the system!**

Due to the large size of the District and the continued growth of NISD, mailbox size limits will be implemented and enforced for all employees by **December 18, 2009**.

**Hobby's due date for mailbox limits is November 16<sup>th</sup>.**

Act according to the attached schedule and the mailbox size allocations listed below to avoid interruption of your e-mail service! **First, read and understand the District E-Mail Retention Regulation (TEC-09).** Then, organize, archive, and delete messages appropriately to reduce your mailbox size.

Mailbox sizes will be allocated and enforced as follows:

- Teachers – 250 MB
- Principal/Director Secretaries – 250 MB
- Classified/Auxiliary Staff – 100 MB
- District & Campus Administrators – 500 MB
- Cabinet-level Staff – 4 GB

**TIP:** To view mailbox information in GroupWise: Tools → Check Mailbox Size

Once everyone does their part, the benefits for employees and the e-mail system will be:

- Improved, faster performance for all users when sending, receiving, searching, archiving, etc.
- Mailbox size limits will help users manage their messages appropriately and in accordance with legal requirements for public information requests and eDiscovery, for the protection of users and the District
- Increased stability of the e-mail system
- Repairs and updates less likely to slow the system
- Complete centralization of e-mail servers, allowing for more reliable backups
- Mailbox restoration in the event of a disaster would happen more quickly