



March 27, 2009

IMPORTANT INFORMATION REGARDING YOUR LANCERMAIL ACCOUNT!

Each individual maintaining their email account storage can be time consuming, tedious, and just often gets overlooked by many of us. But email is a critical resource for CBU to function effectively, and as we've grown, it has become critical that use of CBU's email system and the storage it consumes be managed more effectively.

Therefore, over the coming months, a number of new policies and tools will be implemented to assist everyone in making this job easier. As we get closer to implementing various pieces, we will communicate with you well in advance so you'll know what to expect.

In the near-term, the following two changes will take place for **ALL** CBU email accounts:

- **Beginning May 18, 2009, an automated tool will run nightly which will examine each mailbox's DELETED ITEMS folder and automatically delete items that are more than 30 days old.** A report only run of this tool yesterday showed we would immediately remove over 2.6 million 'deleted' email messages freeing up a total of 150 gigabytes of storage. And that is only one of the mailbox storage folders.
- **Beginning July 1, 2009, we will periodically (probably two or three times per year) delete logon/email accounts from the system which were created more than 12 months prior, have not been accessed in the last 12 months and for which the person is not registered for any classes in the coming 12 months.** This will prevent disruption to new students who have not yet registered for classes and will also allow us to let alumni continue to use their CBU email account and access InsideCBU should they desire. As long as the account is used periodically, it will not be deleted.

Thank you for your understanding and cooperation as we strive to improve availability and use of CBU's technology.