Policies:

First Class E-mail Server

Faculty, Staff, PhD Students and Student Leadership receive up to 100 MB First Class email disk space. If additional space is needed requests up to 300 MB are approved on an individual basis. Any request for space above 300 MB must go through the Associate Dean for IT.

All other students are given up to 50 MB default disk space. If additional space is needed requests up to 100 MB can be approved on an individual request basis. Any request for space over 100 MB must go through the Associate Dean for IT.

Deleted email remains in the users First Class trash can for 15 days and can be undeleted by the user at any time. First Class email backups are retained for 4 weeks. After 4 weeks, it is no longer possible to retrieve messages from your First Class email backup.

Personal Drive (M: Drive)

Faculty and staff receive 100 MB for their personal drive on the School Storage Area Network (SAN). Personal drive files are backed up and retained for 8 weeks.

Shared Drive (S: Drive)

Department Shared Drives are allocated up to 500 MB of space. Warning messages are sent when disk usage exceeds the limit. Files will continue to be written with warning messages. Files on departmental shared drives are backed up and retained for 8 weeks.

Common Drive

Anyone may place files on the GBS Common drive. These are visible and accessibly by the entire GBSNET community. All files on the common drive are deleted every Tuesday night.

PC Backup via the Network

School computers are installed with the Symantec Desktop Laptop Agent (DLO). DLO should be configured to back up documents and key files on a scheduled basis to the network. Faculty, Staff and PhD students receive 50 GB of disk on the SAN for self-managed PC DLO backup and retrieval.

Policy Regarding Storing Music Files (MP3s et al)

No music files (MP3s, Wavs, etc.), unless they are work related, should be stored on GBS network drives. These drives (such as the common drives used in every department) are intended for the storage of research and work related material only. Music files, like those that come from Napster and similar services, are large and consume valuable space needed for the functioning of departments. If you have stored MP3s or any other form of music file on the network, please move and/or delete them immediately.