

The following document describes the policy in place to manage the creation and support of mailboxes for the ICT shared service MS Exchange application.

Message sizes

Exchange 2008 sets a default limit for incoming messages into the Exchange repository and a limit for outgoing messages.

These limits are set in the Exchange System Manager to be:

Incoming – 20Mb

Outgoing – 20Mb

Mailbox limit

Exchange 2008 can be used to manage the size of individuals' mailboxes. There are two default mailbox sizes in place.

Staff and Management below the level of Operational Management – 500Mb

Middle and Senior Management – 1Gb

Distribution list

The size limit size of messages sent to the council's Everyone distribution lists is restricted to 2Mb.

Public folder

There is no current default size restriction set for public folders.

Calendars

Calendar permissions are to be set All Users as Reviewer (can read items). This will be set by ICT upon creation and users should not change this setting.

Auto Forward

The Auto-Forward feature will be disabled for all users.

Changes

Changes to any of the above documented standards will only be implemented under the approval of the agreed Change Management Process.