

## Ryan Fasenmyer

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**From:** Ryan Fasenmyer  
**Sent:** Tuesday, September 18, 2007 2:38 PM  
**To:** 2008; 2009; 2010; 2011; 2012  
**Cc:** School Administration  
**Subject:** Student Email Storage Restriction  
**Importance:** High

Students,

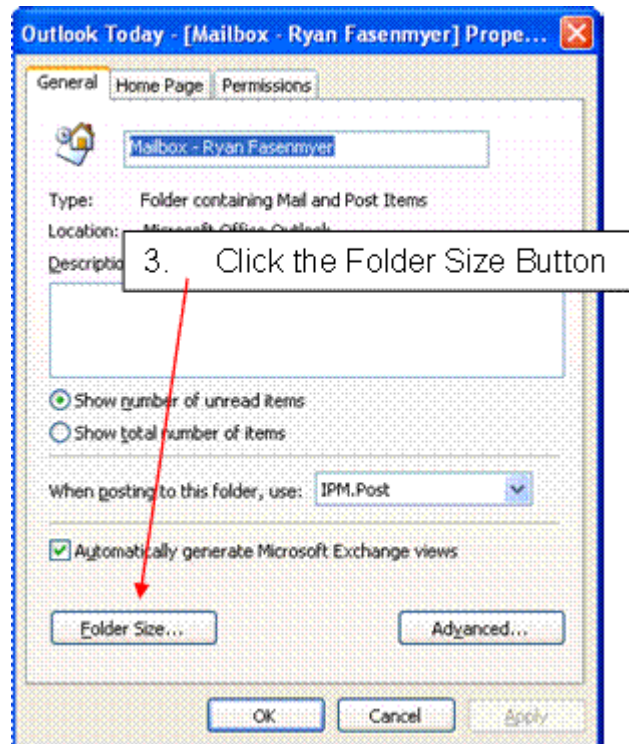
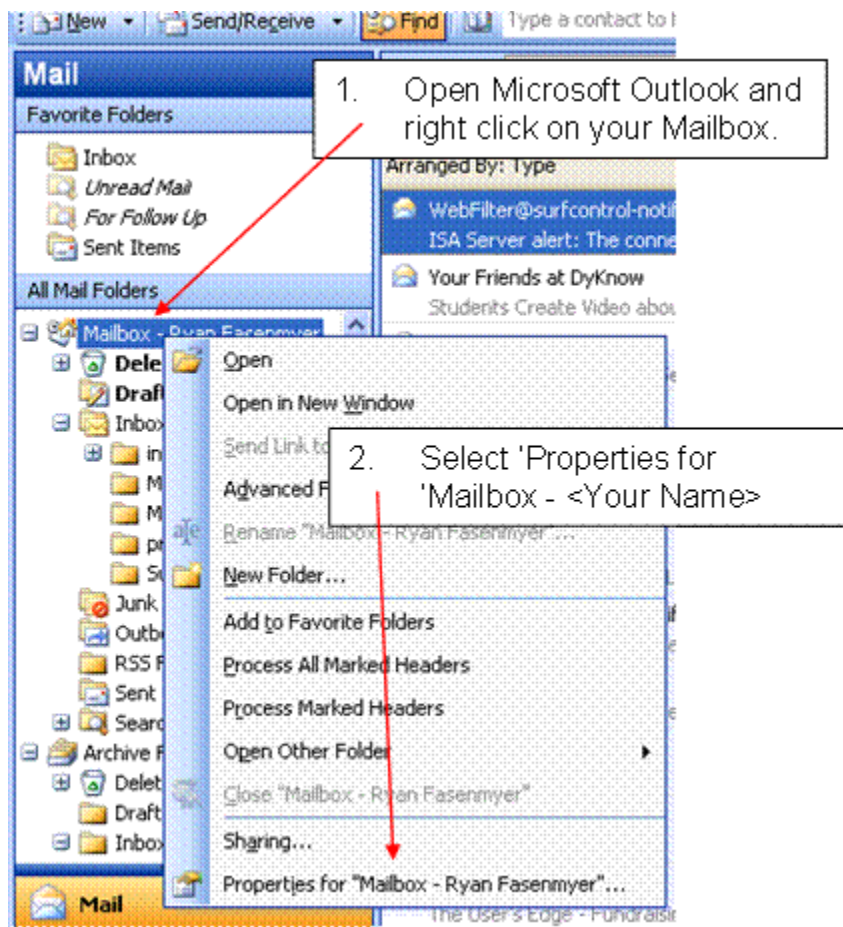
Starting today 9-18-2007 we will be limiting the size of your Prep email account (Microsoft Outlook). You will need to make sure you do not exceed the size restriction of 30,000kb or you will be unable to send or receive email. 30,000kb is approximately 30 megabytes.

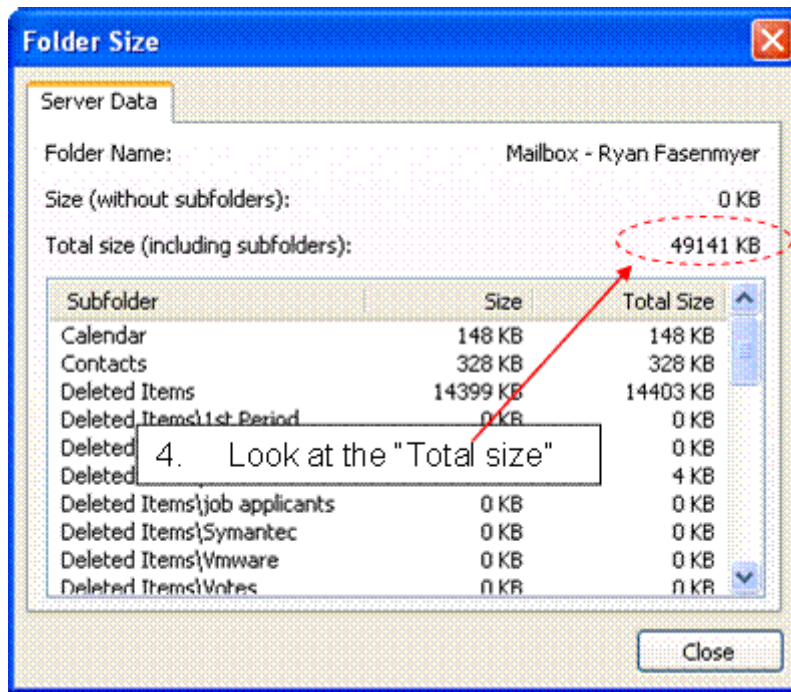
Please take note of the following:

- When your mail box reaches a size of 25mb, you will receive a daily warning letting you know you are running low on space.
- When your mail box reaches a size of 28mb you will no longer be able to send email.
- When your mail box reaches 30mb you will be unable to send or receive email.

To free up space you need to empty your 'in box', 'sent items' and 'deleted items' folders of old unneeded email. If you have old email you want to save for future use, you can archive the email or move it to a personal folder. I will be posting instructions for this on the Prep web site under **Academics -> Technology/Tablet PC Program -> Prep Email**. I will also post the details of this email on the web site just in case you delete this email and need to refer to it later.

You can check the size of your email account by following the instructions in the diagram below:





As always, you can stop by the technology center and we can assist you.

Sincerely,

- Mr. Fasenmyer
- Technology Coordinator
- Cathedral Prep
- 225 W 9th St
- Erie, PA 16501
- 1.814.453.7737 X279