



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 26, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-42

Delivered via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Deleted Emails

Information Technology Services (ITS) will be changing the way the email servers handle deleted emails. Currently, unless you have configured certain options on your Outlook, when you delete an email it is moved into your deleted items folder and stays there permanently. As a result, the storage space required on the email servers is growing dramatically.

In order to keep the storage requirement down to an appropriate level, ITS will be configuring the email servers to permanently delete items that have been in the deleted items folder for more than 14 days. By using a 14-day limit, you will still have two full weeks to retrieve an email that was accidentally deleted.

This action is not being taken to prevent you from saving emails you wish to keep. Only items you have actually deleted will be affected. As always, if you have questions or concerns about this change, please call the Help Desk at 2525 on-campus, or toll-free at 1-877-241-1752 off-campus. Thank you for your understanding and cooperation as we continue to strive to make your computing experience the best it can be.