

Email

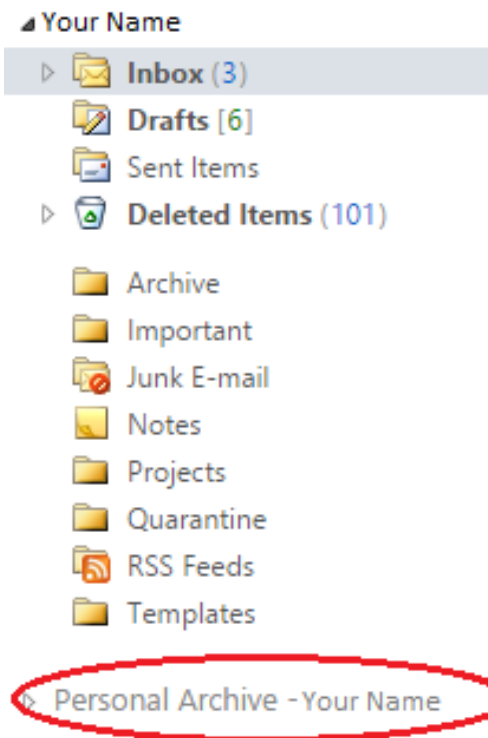
My Exchange mailbox is full, how do I increase space?

Enable Online Archiving (Faculty/Staff)

If your mailbox is full we recommend changing your automatic archiving frequency.

Navigate to ex.fit.edu, log in:

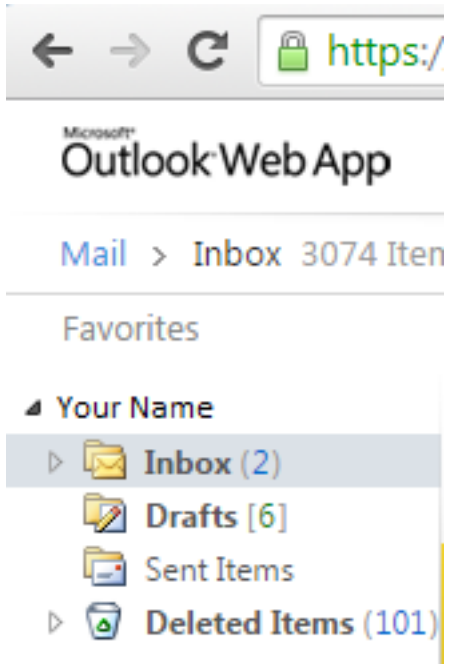
If you don't see the "Personal Archive" drop down (See this [article on Exchange Online Archiving](#)), then we may need to enable it for your account.



To Change the Policy Frequency

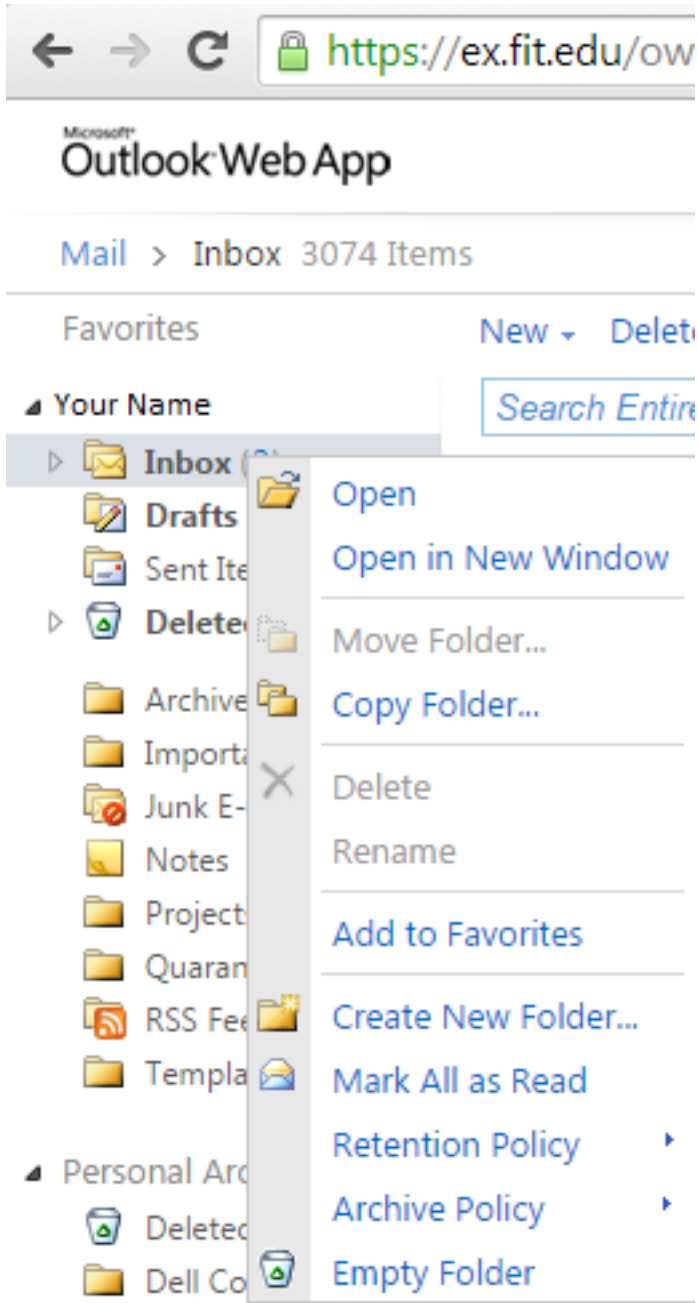
1. Go to the webpageL ex.fit.edu
2. Log in using your TRACKS username and password
3. Locate your Inbox folder

Email



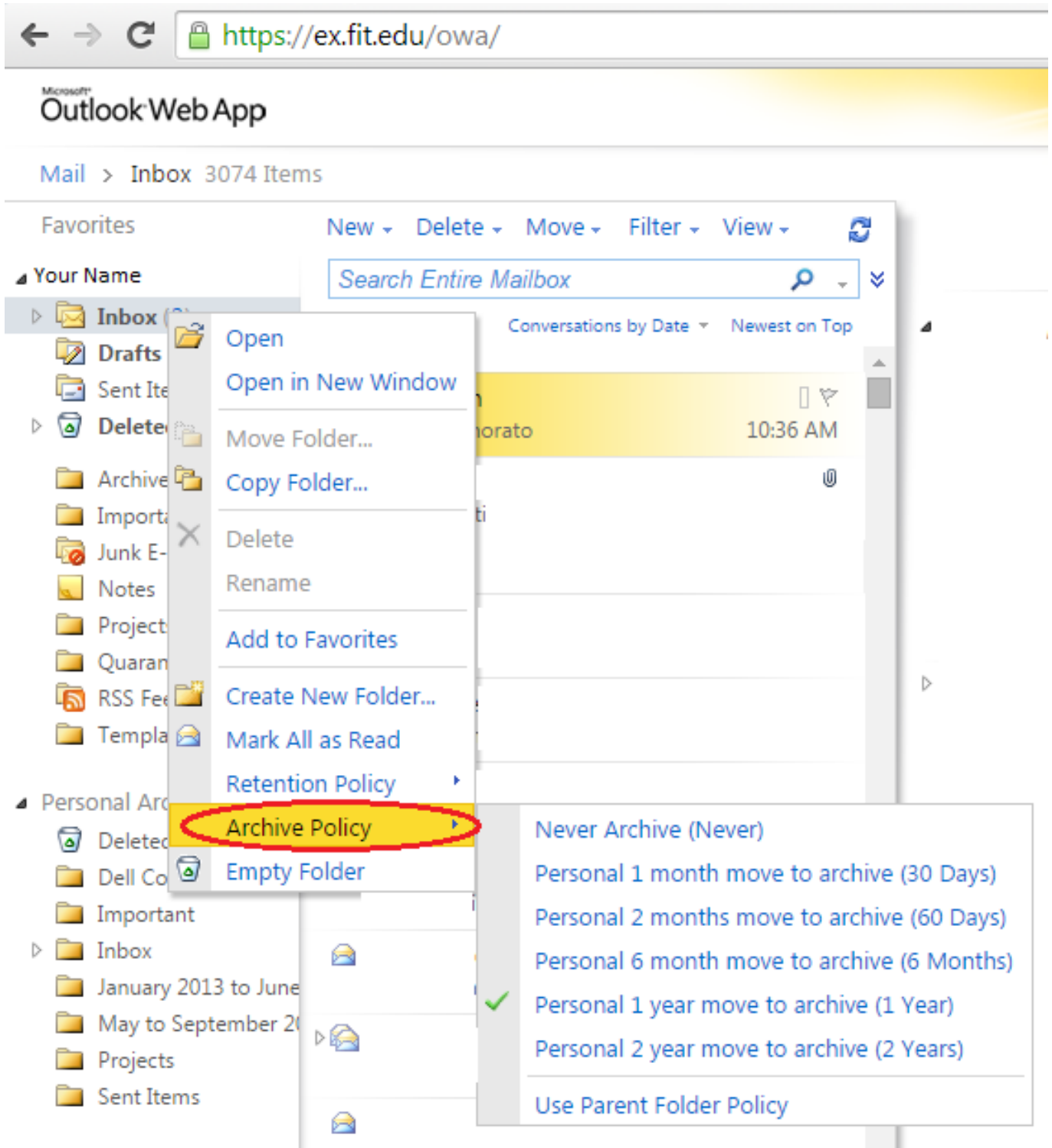
4. Right click Inbox.

Email



5. Hover over "Archive Policy"

Email



6. Chose the amount of time you would like your Inbox to be automatically archived.

Unique solution ID: #1347

Author: Tech Support

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