

# Email

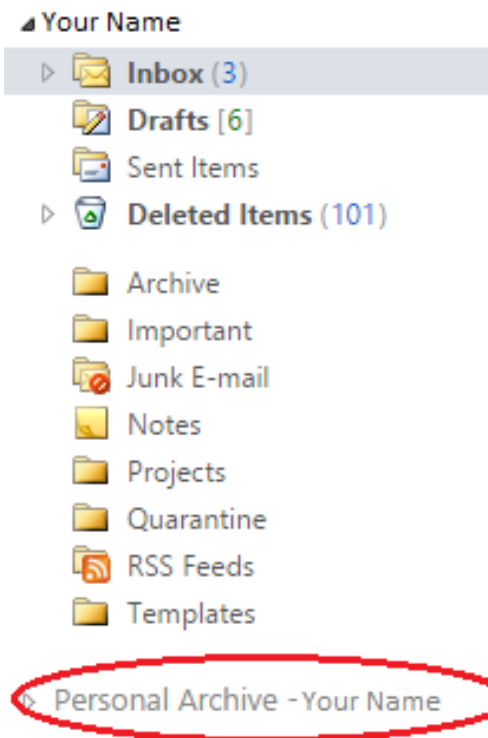
## My Exchange mailbox is full, how do I increase space?

### Enable Online Archiving (Faculty/Staff)

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

Navigate to [ex.fit.edu](https://ex.fit.edu), log in:

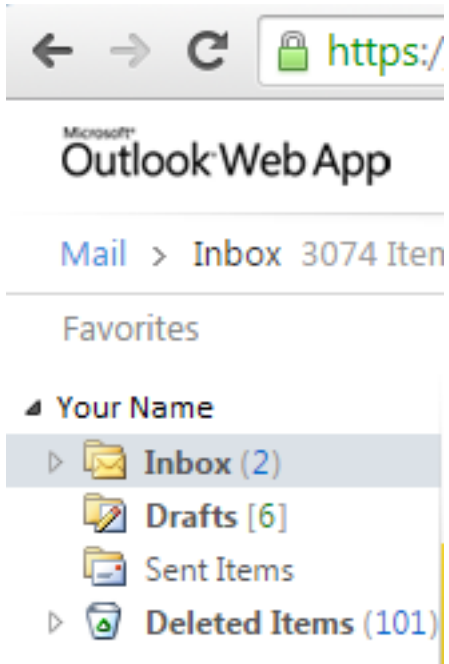
If you don't see the "Personal Archive" drop down (See this [article on Exchange Online Archiving](#)), then we may need to enable it for your account.



### To Change the Policy Frequency

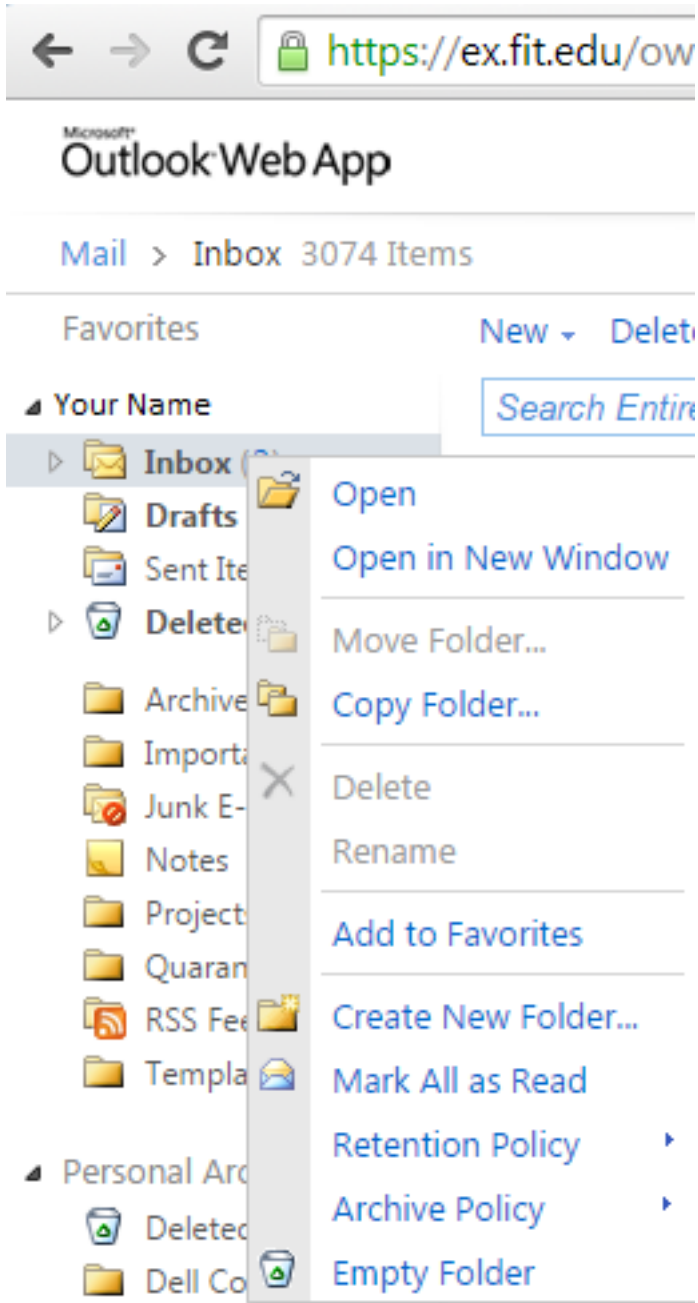
1. Go to the webpageL [ex.fit.edu](https://ex.fit.edu)
2. Log in using your TRACKS username and password
3. Locate your Inbox folder

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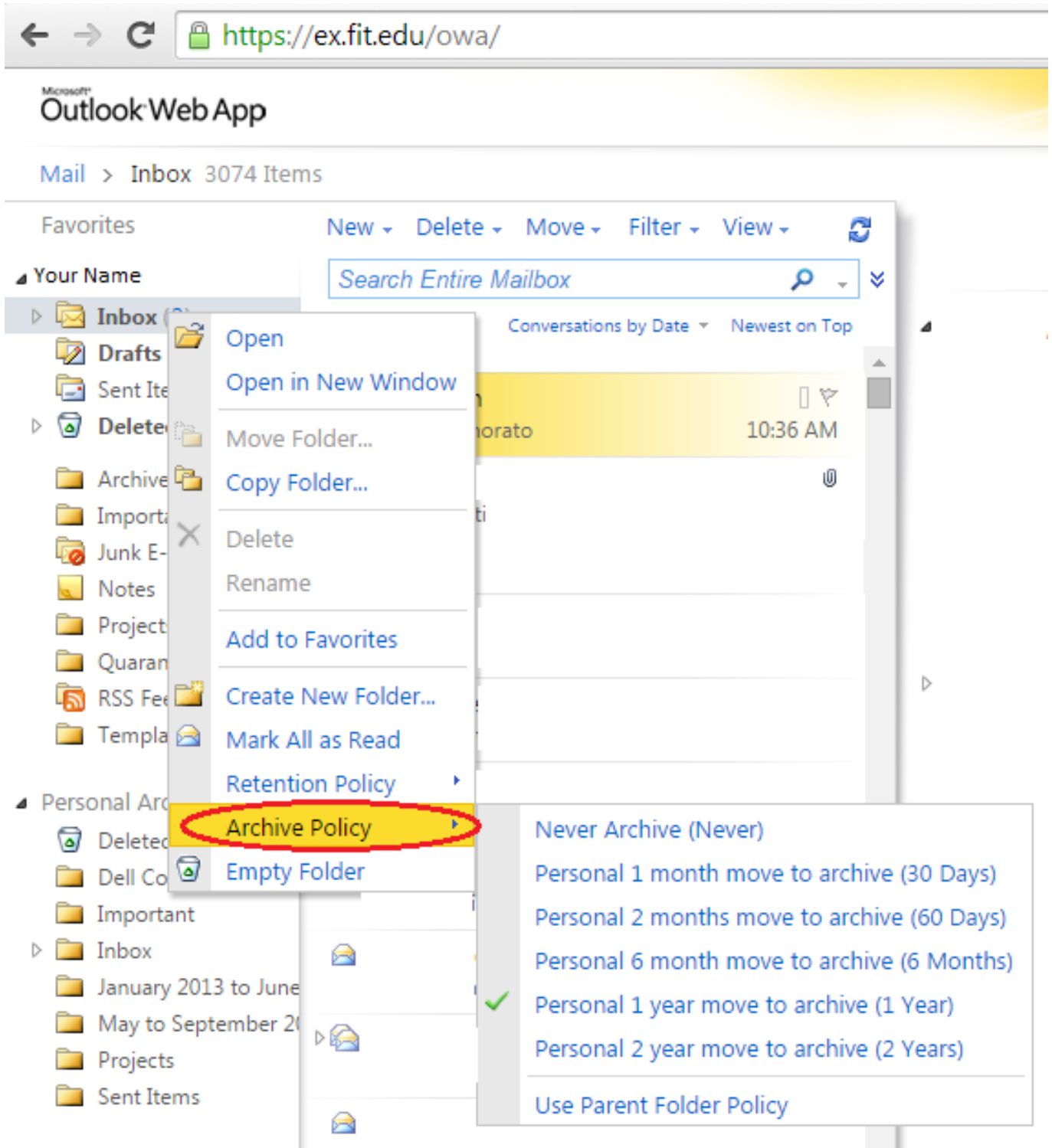
4. Right click Inbox.

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5. Hover over "Archive Policy"

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

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