

Mailbox Quota Increase Request Form

Instructions:

1. Complete the form below.
2. Send completed form via email to first-call@tamu.edu with the SUBJECT line "Mailbox Quota Increase".

Identity Information

Name			
	First	Middle	Last
Job Title			
Contact			
	Telephone	Current Email Address	
Organization	Extension	Research	College

Action Request Details

Current Mailbox Size*	Provide current mailbox size in GB (see instructions below).
------------------------------	--

College 4GB Option	YES (Select Yes if you are requesting the 4GB Mailbox quota option provided to College of Agriculture and Life Sciences Faculty).
---------------------------	---

General Quota Increase	
	Yes (Select yes if you are requesting a general quota increase for your mailbox beyond the default 2GB Inbox and 1GB Archive)
	Are you currently using the online Archive with 1GB storage?
	Have you removed all non-essential email in all folders?

Authorization: All General Quota Increases Require approval from Department or Center Head. Please route your request form for signature prior to sending to FirstCall Service Desk.
Department Head Signature:
Date:
