

Instructions to increase the size of InstaGate users mailboxes

Open your browser and go to your InstaGate favorite.

Login to the InstaGate

Click on Users from the left menu

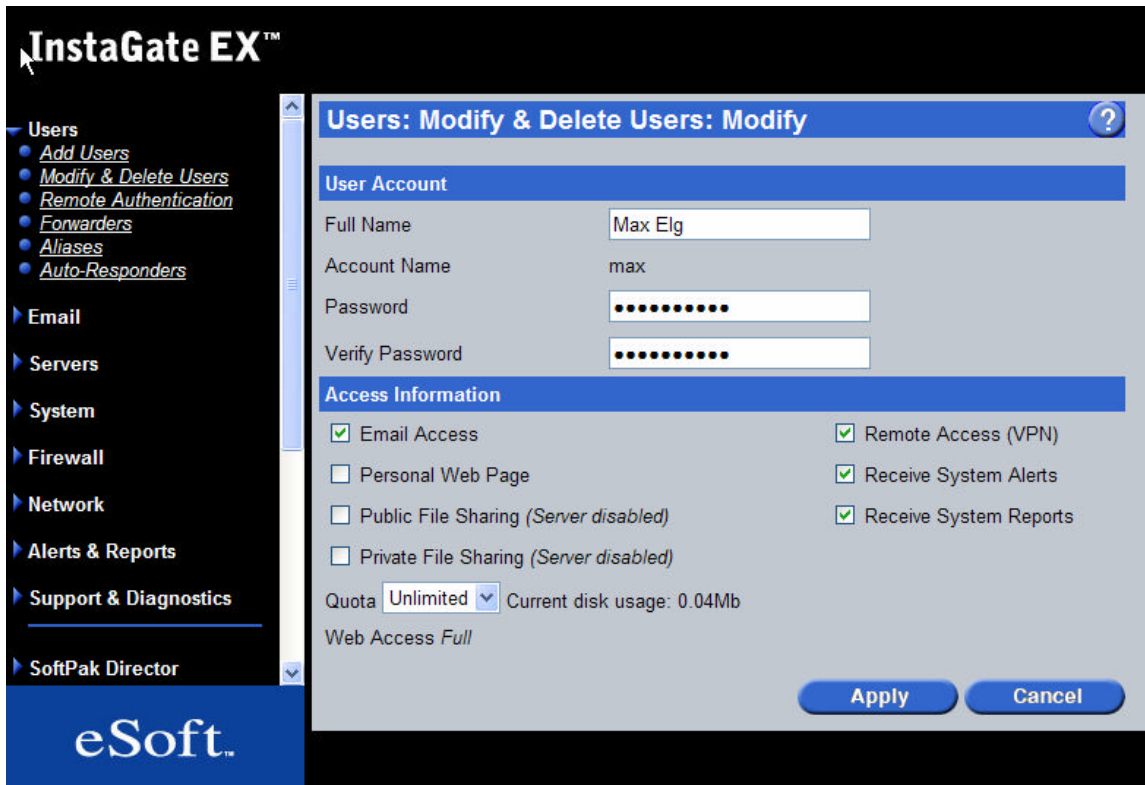
Click on Modify and Delete Users

The screenshot displays the InstaGate EX user management interface. On the left is a navigation sidebar with the following menu items: Users (expanded), Add Users, Modify & Delete Users, Remote Authentication, Forwarders, Aliases, Auto-Responders, Email, Servers, System, Firewall, Network, Alerts & Reports, Support & Diagnostics, and SoftPak Director. The main area shows a table of users with the following data:

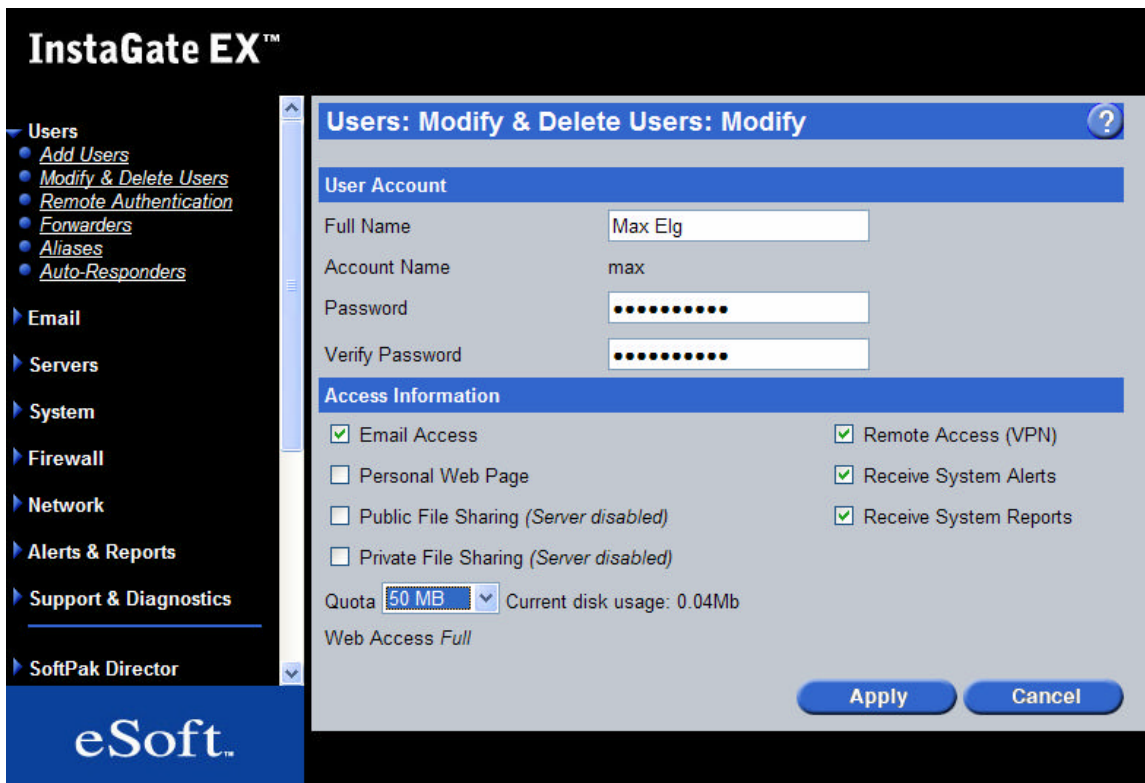
Radio	Username	Full Name	Creation Date	Mailbox Size	Status	Actions
<input type="radio"/>	jen	Jennifer Samson	New 8.12.03	50 MB	Full	[Icons]
<input type="radio"/>	joel	Joel Rose		50 MB	Full	[Icons]
<input type="radio"/>	kirby	Kirby Winter		50 MB	Full	[Icons]
<input type="radio"/>	linda	Linda Manwarren		50 MB	Full	[Icons]
<input type="radio"/>	marci	Marci Baxter		50 MB	Full	[Icons]
<input type="radio"/>	mark	Mark Haan		50 MB	Full	[Icons]
<input type="radio"/>	max	Max Elg		Unlimited	Full	[Icons]
<input type="radio"/>	monica	Monica Davis		50 MB	Full	[Icons]
<input type="radio"/>	nick	Nick Mart		50 MB	Full	[Icons]
<input type="radio"/>	rollie	Rollie Hanson		50 MB	Full	[Icons]
<input type="radio"/>	sandy	Sandy Johnson		Unlimited	Full	[Icons]
<input type="radio"/>	steve	Steve Launderville		50 MB	Full	[Icons]
<input type="radio"/>	tempeng	Tempeng		10 MB	Full	[Icons]
<input type="radio"/>	terrie	Terrie Sigmon		50 MB	Full	[Icons]

At the bottom of the table are three buttons: Modify, Delete, and Done.

Select a user to change by clicking on the round radio button to the left of the users name then click on the Modify button:



Change the Quota at the bottom of the screen to say 50mb:



Click on the Apply button and then proceed to the next user.

System Administrators should still have Unlimited.

When finished with all users, you can click on the Done button.

Then go to the Alerts and Reports menu on the left hand side and click on System Alert Settings.

Under the Email and User Alerts (near the top), change the setting for "Any mailbox size over" to 50mb.

Click Apply at the bottom right hand side of the screen and you should be done!