

## **CONWAY CORPORATION OVERQUOTA EMAIL ACCOUNT POLICY**

Conway Corporation will provide each email account up to 20 MB of storage space for email. After exceeding 20 MB stored on an email account, it is considered over quota.

The protocol for over quota accounts is as follows:

- Accounts that have been over quota for 1 day will receive an email notification reminder of the 20 MB storage limit, and a request that the account be brought under the limit.
- An account that remains over quota for 1 week will be disabled from receiving all incoming email messages. The account will automatically be re-enabled at any time it is brought back under the 20 MB limit.
- An account remains over quota for 1 month, will have an email forced into the account by [webmaster@conwaycorp.net](mailto:webmaster@conwaycorp.net) to determine if help is needed with their email and/or to review the policy.
- An account that remains over quota for 3 months, is considered an inactive account and will be disabled (see Inactive Email Account Policy).