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CIRCULAR

ICFRE has been using Domino Mail Solution for official email communications. Requests are being received from the users of ICFRE email service to increase their size of mailbox. There is a finite storage space for storing email data of ICFRE users at ICFRE Data Centre which needs to be managed in a judicious manner with the help of users.

Considering the constraint of email storage space, following practices may be adopted by the users of ICFRE email service in order to better manage the storage space:

1. Users should ensure that all the mails which are irrelevant should be deleted periodically from *Inbox*, *Sent* and *Trash* folders.
2. User may also delete old emails after keeping their prints in the file.
3. User should make request for increase of e-mail quota after acknowledging that all the irrelevant emails have been deleted from their mail box.
4. User should avoid enclosing big size attachment file in the email.
5. ICFRE email services are used for official purposes. Users may use their personal email accounts for personal communications.
6. Users should avoid to share their official email to commercial sites as they flood the email box with promotional emails.

Further it is to be informed that ICFRE Email policy is available at ftp://ftp.icfre.org/ISMS/IS20Policies_ICFRE20V1.2_.pdf for perusal of all the users.

Raj Kumar Bajpai 06.09.2021
(Raj Kumar Bajpai, IFS)