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      E-mail Advisory from the Technology Utilities Council
                           1-NOV-2000

Significant changes are going to be made to the IUP e-mail environment
effective 20-DEC-2000. The first change will be a substantial
increase in all default e-mail quotas. Quotas for employees will
increase from 15MB to 30MB while student quotas will increase from 2MB
to 5MB.

With the increased quotas, e-mail users will need to be mindful of
their quota usage. If your account exceeds its quota and someone tries
to send you an e-mail message, the message will not be delivered to
your e-mail inbox. Instead, the message will be "returned to sender"
with notification that your account has insufficient disk space to
receive additional e-mail at this time.

E-mail quota usage can be checked at www.iup.edu/email. When an
account is within 75% of exceeding its quota, an e-mail message will
be sent to the account to advise the account holder of the quota
status. This quota warning message will be re-sent weekly while the
quota condition continues (unless the account holder has not accessed
his/her account since the last advisory).

As noted on the IUP E-mail Services Help Page at
www.iup.edu/email/servicesinfo.htm, several options are available to
help users manage their e-mail space. E-mail clients like Outlook
Express allow users to save mail messages to "local" folders that are
stored outside of the e-mail server on the users PC or network drive
WebMail and VMS mail users do not have an option for local folders.
However, WebMail messages can be saved as an HTML file to local disks
with the "Save as" option on any web browser (note that attachments
are not saved as part of the HTML file). VMS mail users can "extract"
their messages and copy them to local disks. All users can sign-up
for the automatic "cleanup mail" that frees space from deleted
messages (see the Cleanup E-mail links at www.iup.edu/email).

An e-mail notice will be delivered the week of 13-NOV-2000 to all
users that are projected to be above 75% of the new quota levels. The
default quotas will be doubled 20-DEC-2000 and accounts above quota
after that time will be unable to receive additional messages.

Please contact your technology support representative
(www.iup.edu/email/morehelp.htmlx) if you have questions about
managing your e-mail space.