

Email/Calendar Meeting-Email Quota, Downtime & Retention Minutes

April 26, 2012, 10:30am-12:00pm

Attendees: Chien Shih, Sharon Luciw, Fred Sherman, Tom Roza (conference call). Jack Raubolt (conference call) and Kari Elliott (note taker).

Agenda:

1. Need to decide acceptable downtime for email/calendar.
 - Phasing users in; not going cold turkey.
 - Still applicable with phase in approach.
 - Can new email move into Exchange mail box same time as moving send mail to Exchange or does it have to be put on hold – Tom will research.
 - Need to collect conversion statistics (how fast to convert e.g. 100 users?), this will give us a good estimation of how long conversion will take, also if we can convert and simultaneously send/receive mail, no down time is really needed.
2. Discussion of live/near live mail retention.
 - Real time storage can be expanded; have plenty of storage.
 - Real time - how long to store before rotating into near live time.
 - Near live time – how long to store before rotating another storage device.
 - Policy not to keep emails forever – need to confer with attorney.
3. Discuss appropriate strategy to set user quota on mail.
 - Not set quotas during implementation; wait until stabilized.
 - Vartan recommends setting quotas from start; users may resent having quotas imposed when used to not having a quota.
 - Quotas have not been set before.
 - Set quota high enough users will not notice with warnings about storage.

Take Away Items:

1. Day 1 – no quota; setup warnings about storage.
 - Maintain attachment quota.
2. Email rotation strategy – seamless for users.
3. Acceptable downtime for email/calendar.
 - Ideal overnight.
4. Retention policy – does not currently exist; need to confer with attorney.