

Mailbox Size

Manual

Mailbox Size / Limits

Mailbox Size / Limits General

The maximum memory capacity available for mailboxes depends on the web hosting offer selected.

You can select how much memory capacity is assigned to which mailbox.

The maximum size/limit per mailbox is in any case 25 GB.

Define Mailbox Size / Limit

The size of a mailbox is defined in the System Configurator and is set to 1000 MB for standard mailboxes.

For CloudOffice Personal these are fixed at 25 GB, for CloudOffice Team at 50 GB and CloudOffice Team Pro at 1 TB.

Adjust Mailbox Size / Limit

If the assigned memory capacity is exceeded, e-mail that is no longer needed must be deleted or deleted from the server by downloading it.

Alternately, the size of the mailbox can be adjusted.

Mailbox Size Limits / Messages

Mailbox 80% memory capacity limit

The following message will be sent to the account holder when memory usage exceed 80% of the available memory space:

Attention: your e-mail account is almost full !

Your email account storage space is limited. You use currently over 80% of the available space. If you exceed the available space, no more E-Mails can be received. We therefore strongly advise you to delete unneeded E-Mails in your E-Mail account or expand the storage space for your E-Mail account in the System Configurator.

This message will only be sent once.

To assure that the e-mail account does not fill up completely, please delete e-mails you no longer need or delete them by downloading them from the server.

Alternately, the [size of the e-mail account](#) can be adjusted.

Mailbox "Full" Message

If the mailbox is completely full, a message will be sent only to the e-mail sender:

The original message was received at Thu, 21 May 2020 14:55:12 +0200

----- The following addresses had permanent fatal errors -----

<felix.muster@muster-gmbh.ch>

----- Transcript of session follows -----

.. while talking to ms.webland.ch

>>> RCPT To:<felix.muster@muster-gmbh.ch>

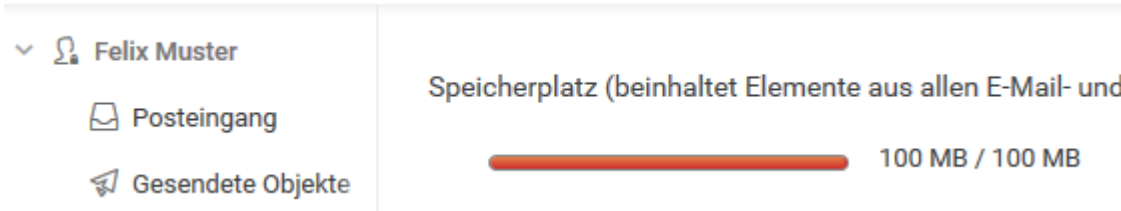
<<< 552 5.2.2 <felix.muster@muster-gmbh.ch> **Mailbox has exceeded the limit**

To assure that the account does not become completely full, always delete e-mails you no longer need or delete them by deleting them from the server.

Alternately, the [size of the e-mail account](#) can be adjusted.

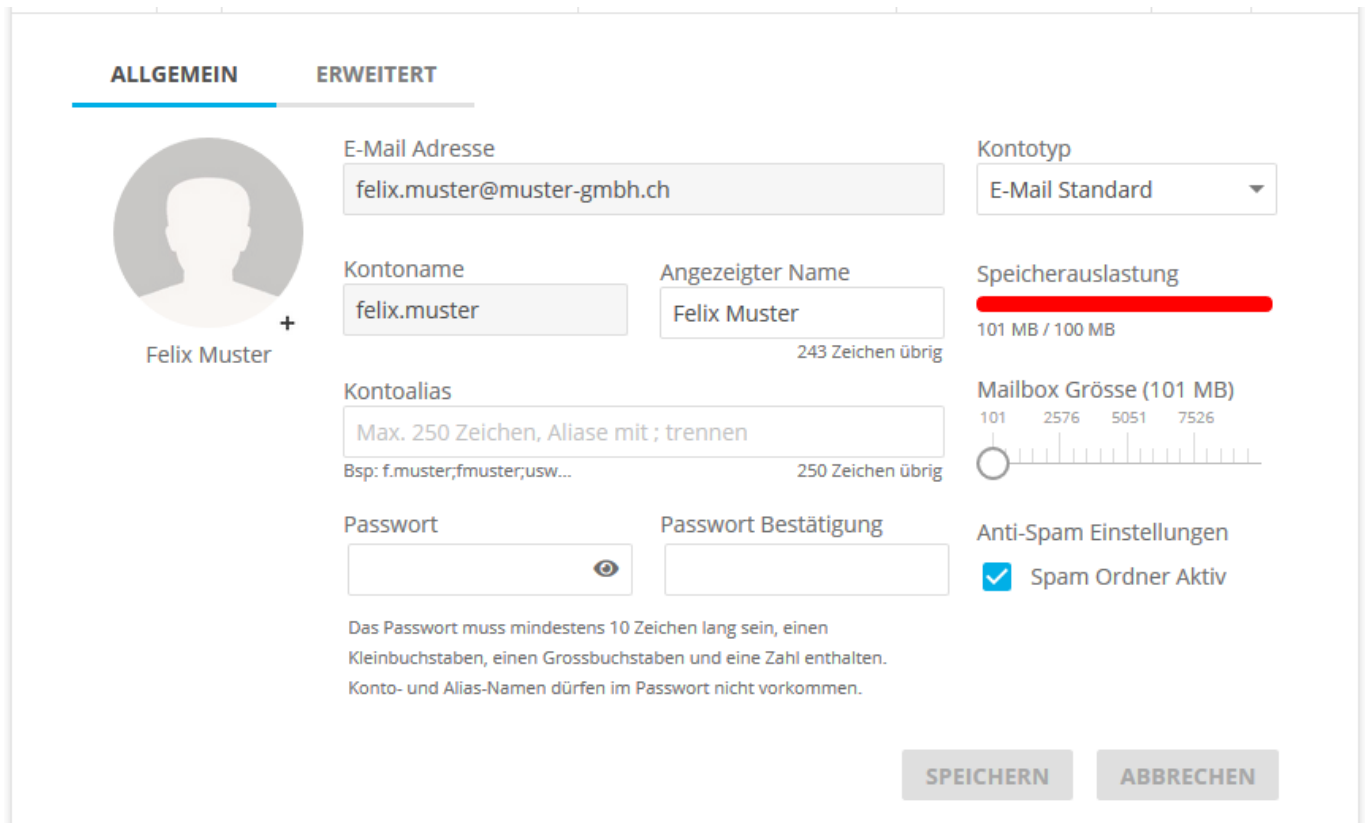
Adjust Mailbox Size / Limits

You can see the current use of the memory space assigned to the mailbox in Webland Web Access (webmail):



Webmail interface for Felix Muster. On the left, a sidebar shows the mailbox structure: Felix Muster (expanded), Posteingang, and Gesendete Objekte. The main area displays 'Speicherplatz (beinhaltet Elemente aus allen E-Mail- und ...)' with a red progress bar indicating 100 MB / 100 MB usage.

or in the system configurator:



System configurator for an email account, showing the 'ERWEITERT' (Advanced) tab. The account is for Felix Muster. Fields include: E-Mail Adresse (felix.muster@muster-gmbh.ch), Kontotyp (E-Mail Standard), Kontoname (felix.muster), Angezeigter Name (Felix Muster, 243 Zeichen übrig), Kontoalias (Max. 250 Zeichen, Aliase mit ; trennen, Bsp: f.muster;fmuster;usw..., 250 Zeichen übrig), Passwort, and Passwort Bestätigung. A 'Speicherauslastung' (Storage usage) bar shows 101 MB / 100 MB. A 'Mailbox Grösse (101 MB)' slider is set to 101 MB. 'Anti-Spam Einstellungen' (Anti-spam settings) are shown with 'Spam Ordner Aktiv' (Spam folder active) checked. Buttons for 'SPEICHERN' (Save) and 'ABBRECHEN' (Cancel) are at the bottom.

Proceed as follows to adjust the memory space:

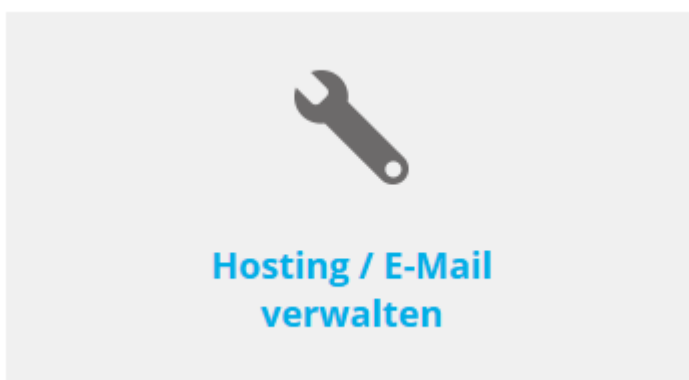
Login to the System Configurator under [Logins](#).
Enter your customer number and the password.

System Configurator
Hosting Verwaltung
Kunden-Nr/Domain

Passwort

 Login merken

Select **Manage Hosting / E-Mail**.



Select the host/domain name and select **Manage**.

Hosting(s)		Suche nach Domainname		
Domainname:	WebServer:	Plattform:	MailServer:	
muster-gmbh.ch	-	-	MS13	<input type="button" value=" > Verwalten"/>

Select **E-Mail / CloudOffice** in navigation.

Hosting: muster-gmbh.ch



System Configurator

DE EN FR


Administration DNS **E-Mail/CloudOffice**

> Abmelden








































Select **E-Mail / CloudOffice accounts**.



In the overview you will see inter alia the subscribed and assigned (allocated) memory space.

Kontotyp	Eingerichtet	Abonniert	Speicherplatz	Konten Bestellen
E-Mail Standard	3	Unlimitiert	1.07 GB / 100 GB	Abonnieren Sie jetzt zusätzliche CloudOffice Konten 
CloudOffice Personal	2	2	20.0 GB / 20.0 GB	
CloudOffice Team	8	9	400 GB / 450 GB	
CloudOffice Team Pro	0	1	0.00 MB / 500 GB	


Select the corresponding account.

	<input type="checkbox"/>		Kontoname ↑	Kontotyp	Speicherplatz	Spam	Admin
>	<input type="checkbox"/>	✓	beat.schmid	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	corina.burri	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	denise.meier	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input checked="" type="checkbox"/>	✓	felix.muster	 E-Mail Standard	101 MB / 100 MB		
>	<input type="checkbox"/>	✓	hans.muster	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	juerg.buchli	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	markus.huber	 E-Mail Standard	1.00 MB / 500 MB		
>	<input type="checkbox"/>	✓	paul.jaeger	 E-Mail Standard	1.00 MB / 500 MB		
>	<input type="checkbox"/>	✓	regula.aebi	 CloudOffice Personal	1.00 MB / 10.0 GB		
>	<input type="checkbox"/>	✓	rolf.mueller	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	sepp.meyer	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	thomas.berger	 CloudOffice Team	1.00 MB / 50.0 GB		
>	<input type="checkbox"/>	✓	ursula.keller	 CloudOffice Personal	1.00 MB / 10.0 GB		

Under **Mailbox size** you will see the allocated memory space.
Increase it as needed. Then select **Save**.

▼	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	felix.muster	E-Mail Standard	101 MB / 1001 MB		
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ALLGEMEIN
ERWEITERT



Felix Muster

E-Mail Adresse
felix.muster@muster-gmbh.ch

Kontotyp
E-Mail Standard

Kontoname
felix.muster

Angezeigter Name
Felix Muster
243 Zeichen übrig

Kontoalias
Max. 250 Zeichen, Alias mit ; trennen
Bsp: f.muster;fmuster;usw... 250 Zeichen übrig

Passwort

Passwort Bestätigung

Das Passwort muss mindestens 10 Zeichen lang sein, einen Kleinbuchstaben, einen Grossbuchstaben und eine Zahl enthalten. Konto- und Alias-Namen dürfen im Passwort nicht vorkommen.

Änderungen erfolgreich gespeichert!

Speicherauslastung
101 MB / 1001 MB

Mailbox Grösse (1'001 MB)
101 2576 5051 7526

Anti-Spam Einstellungen
 Spam Ordner Aktiv

SPEICHERN
ABBRECHEN

Should you receive the following error message, you need to reduce the reserved memory space for mail accounts before performing the action shown above.

Nicht genügend Mailbox Speicher verfügbar! Es sind noch 2'560 MB verfügbar!

The newly allocated memory space will then be available immediately.



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