

Increasing and Managing your AFS and Cyrus Quotas

This document contains the following sections:

- [Overview: What are my AFS and Cyrus Quotas?](#)
- [Increase Your Quota](#)
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For information related to this topic refer to:

- [Email Overview \(http://www.cmu.edu/computing/email/index.html\)](http://www.cmu.edu/computing/email/index.html)
- [Cyrus FAQ \(http://www.cmu.edu/computing/doc/email/faq-cyrus.html\)](http://www.cmu.edu/computing/doc/email/faq-cyrus.html)
- [Clusters: My Files and Roaming Profiles \(http://www.cmu.edu/computing/doc/clusters/index.html\)](http://www.cmu.edu/computing/doc/clusters/index.html)
- [Your Andrew Unix Account \(http://www.cmu.edu/computing/doc/unix/andrew-acct/index.html\)](http://www.cmu.edu/computing/doc/unix/andrew-acct/index.html)

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What are my AFS and Cyrus Quotas?

Your **Cyrus** quota is the space allocated on the local hard drive of one of the mail servers to be used for on-line storage of e-mail messages. Your **Andrew File System (AFS)** quota is the space allocated within the central Andrew File System for web and on-line file storage.

Each Carnegie Mellon student, faculty and staff member is allotted up to 2 GB of space for e-mail storage and another 1 GB of storage for files. However, the default allocation for Cyrus (e-mail) storage is 1 GB; the default allocation for AFS space is 50 MB. You may increase either of these allocations via the Quota Increase Web interface (select Computing > Quotas tab in the [Carnegie Mellon Web Portal \(https://my.cmu.edu/\)](https://my.cmu.edu/)).

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The Quota Increase Web Interface

Use the [Carnegie Mellon Web Portal \(http://my.cmu.edu\)](http://my.cmu.edu) to edit your Andrew File System (AFS) and Cyrus mail quotas and to view your current quota usage.

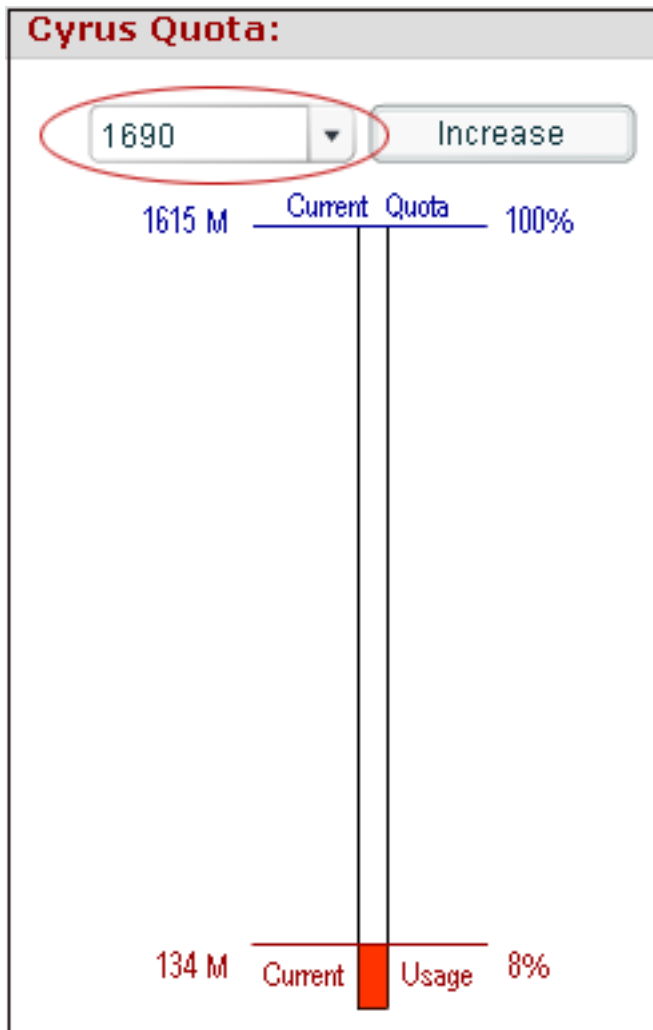
Note: The Quota Increase Tool CANNOT be used to:

- Request or increase the allocated space for project volumes.
- Increase the Quota for club or sponsored accounts
These requests must be directed to the Help Center by sending mail to [Advisor \(mailto:advisor@andrew.cmu.edu\)](mailto:advisor@andrew.cmu.edu) or calling x8-HELP.

Accessing the Quota Increase Web Page

To increase your quota using the Web portal:

1. From the [Carnegie Mellon Web Portal \(https://my.cmu.edu/\)](https://my.cmu.edu/) **COMPUTING** tab select **Quotas**.
2. Do either of the following:
 - Select **email quota**.
 - Select **afs quota** (Andrew File space).
 - Select **server docs (my files) quota** (cluster machine storage space for your files). See [Clusters \(http://www.cmu.edu/computing/doc/clusters/index.html\)](http://www.cmu.edu/computing/doc/clusters/index.html) documentation.
 - Select **windows roaming profile quota** (your Window cluster preferences). See [Clusters \(http://www.cmu.edu/computing/doc/clusters/index.html\)](http://www.cmu.edu/computing/doc/clusters/index.html) documentation.
3. The appropriate quota screen appears. To increase your quota, select the quota you want to set to from the pull down menu, then click **Increase**.



Your Current Quota

This area provides information about the existing quota and usage of your AFS and Cyrus quotas. This information includes:

- **%Used:** percentage of current quota that is in use
- **Used:** amount of space used in megabytes
- **Current Quota:** amount of space currently allocated for AFS and Cyrus
- **Maximum Quota:** the maximum amount of space you are allowed for AFS and Cyrus

Note: Currently, the maximum quota is 2 GB for Cyrus and 1 GB for AFS.

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Managing Your Quotas

Although you have the option to increase your AFS and Cyrus quotas, space is still limited and should not be abused. It is important for you to manage the information that is saved in your AFS and Cyrus disk space. Following are some tips for managing both areas.

Cyrus Quota

Store archives of old email messages to disk rather than on-line.

Sometimes it is important to keep archives of email messages for a project. Consider storing these archives to a disk rather than on-line. You may want to consider using the auto or manual archive features in Outlook or Entourage to move some of your archives off line. Please see the Outlook or Entourage online help for details.

Manage the content of INBOX.SentMail and INBOX.Spam folders.

When using the save sent mail and mail filter features available to you, mail can accumulate in sent mail and spam folders. Get in the routine of cleaning out your Sent Mail and Spam folders to delete messages you no longer need.

AFS Quota

Remove unwanted files from AFS

For instructions on listing and removing files from your AFS space, visit the [An Overview of Files and Directories in AFS](http://www.cmu.edu/computing/doc/unix/afs-files.html) (<http://www.cmu.edu/computing/doc/unix/afs-files.html>) page.

Request a Project Volume

If you have a large number of files associated with a project and you do not have enough room in your personal AFS space, you can request a project volume. Project volumes are also useful when other people need access to the project files and you don't want to use your personal account for those files. For more information about project volumes see the [Project Volumes on Andrew](http://www.cmu.edu/computing/doc/accounts/project-volume/index.html) (<http://www.cmu.edu/computing/doc/accounts/project-volume/index.html>) or [Requesting a Project Volume](http://www.cmu.edu/computing/accounts/projvol/form/index.html) (<http://www.cmu.edu/computing/accounts/projvol/form/index.html>) document.

Archive or compress old project files

If you are storing old project or class files in your AFS space, archive the old files to disk or compress the files to save space.

Within Unix, use the **gzip** or **compress** utilities to zip files:

- Using the gzip and gunzip commands.

To zip a file or folder, at a command prompt type:

gzip file_or_foldername

Note: The file or folder that you zipped, now appears as file_or_foldername.gz.

To unzip a gzipped file, type:

gunzip file_or_foldername.gz

- Using the compress and uncompress utilities.

To zip a file or folder, at a command prompt type:

compress *file_or_foldername*

To unzip a compressed file or folder type:

uncompress *file_or_foldername.Z*

Note: For additional information on using either of these commands, please refer to the **man** pages within Unix.

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