

Subject: Upcoming Changes to Storage, Email, and Calendar Services



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to tech-bulletin

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UCR Staff,

Microsoft and Google have announced they are moving away from unlimited and low-cost online storage offerings, significantly altering storage models for higher education institutions like UC Riverside.

As a result, UCR must make changes to its Microsoft and Google services to ensure the University's storage needs continue to be met in a fiscally responsible way.

How does this affect me?

- Staff will retain access to Google Workspace storage services (R'mail, Drive, Photos, etc.); however, **they will need to adhere to the new Google Workspace storage quota of 100 GB by June 1, 2024**. It should be noted that this quota affects very few staff. [Learn more.](#)
- As Microsoft O365 is currently the primary storage service for staff, staff should be advised that changes to O365 services (Outlook, SharePoint, OneDrive, etc.) are forthcoming, and action may be required to reduce storage to meet new storage quotas. [Learn more.](#)
- These new storage quotas affect alumni, and alumni account cleanup is currently underway. If an alumnus shared files with you, it is crucial to [take steps now](#) to save any data you wish to keep. [Learn more.](#)

Up-to-date information about these license changes and the anticipated user experience can be found on the [ITS blog](#). **If any action is needed on your part, you will receive an email from ITS with guidance.**

I appreciate that this update arrives amidst a period of notable and diverse transformations for the University. I want to assure you that ITS is committed to providing maximum transparency and support to our campus community as we navigate this transition.

Sincerely,

Matthew Gunkel

Associate Vice Chancellor and Chief Information Officer
Information Technology Solutions