



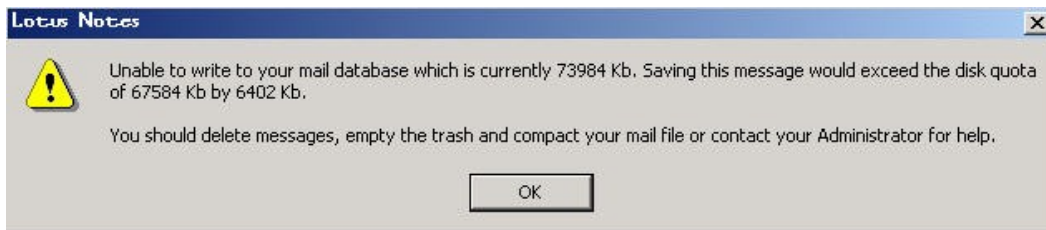
Send Mail from Lotus Notes When You Are Over Your Quota

If you are over your e-mail quota and are using the Lotus Notes software on campus, you CAN still send and receive unlimited amounts of e-mail. However, you cannot save messages in folders. Most people have their mail set to automatically save a copy of a sent message to their Sent folder. If you are over your quota, you cannot save to your Sent folder, which causes errors.

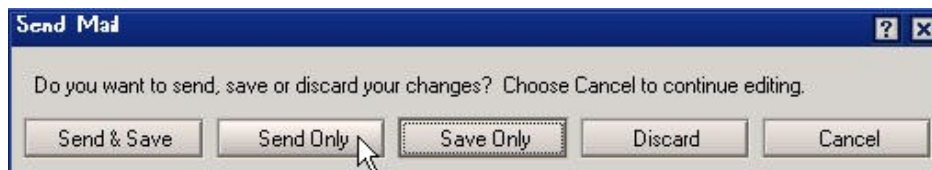
If you are accessing your mail on the web, you cannot send mail if you are over your quota using iNotes. You must switch to webmail using the 'Click Here to Select Web Mail client' option displayed at login.

Follow these steps to be able to send mail when you are over quota:

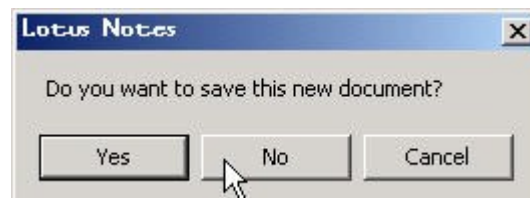
- When you try to send a message and you are over your quota, you will see this error (your numbers will be different):



- Click the **OK** button.
- Click the **SEND** button again.
- You will now see this dialog box. Click the **SEND ONLY** button.



- Your message will be sent to the recipient.
- Next, you will see this dialog box. You still cannot save messages to folders, so your only option is to click **NO**.



You should now return to the previous screen.

You will repeat this process each time you try to send a message until your account size is below its quota. Even if you get your account size below its quota, you will receive this message until 5 AM the next morning when your mail file will automatically be compacted and your mail file size will reduce.