



# Guideline for email and Google Drive Storage Usage

## IIUM ICT GUIDELINES

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Guidelines

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### Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0		-	<i>Endorsement from ITD Management</i>

## IIUM ICT Guidelines

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### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Mohd Khairul Sazaney	Endorsement from ITD Management	23 September 2021	23 Sept 2021

# IIUM ICT Guidelines

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## 1. OBJECTIVE

The objective of this document is to define the guidelines for email and Google Drive Storage Usage

## 2. TERMS AND DEFINITIONS

Term	Definition
<b>IIUM</b>	The International Islamic University Malaysia, otherwise known as the "University"
<b>ICT</b>	Information and Communication Technology
<b>ITD</b>	Information Technology Division
<b>ITD Management</b>	Chief Information Officer, Director, Deputy Director, Deputy Information Technology Officer, Deputy Engineer and Team Leader of ITD
<b>Google workspace</b>	Google Drive, Gmail and Google Photos

## 3. GUIDELINES

Currently IIUM is using Google Workspace Education Fundamental which is free for education institution with unlimited storage space. However, starting from July 2022 Google will start to charge if IIUM storage is above 100TB. Therefore, IIUM staff will have to adhere to the following guidelines to ensure that the total storage space for IIUM will not exceed the maximum allocation for IIUM.

The guidelines are as follows:

- 3.1 The total storage space for google workspace should not exceed 15GB per user
- 3.2 The total storage space for non-personal account (i.e kulliyah/ department/ conference/ event email account) should not exceed 5GB
- 3.3 Do not sync to other devices i.e. mobile devices
- 3.4 Do not set auto backup on your devices
- 3.5 Account will be suspended if exceed the quota. All related service will be affected.
- 3.6 As alternative, user may use Microsoft OneDrive which give storage space of 1 TB for each user (use with @live.iium.edu.my email).
- 3.7 Google Meet recording function will be disable by google starting 9<sup>th</sup> January 2022. As alternative, user may use MS Teams to record online meeting.

#### **4. IMPLEMENTATION AND NON-COMPLIANCE**

4.1 The Director of Information Technology Division holds the responsibility for the implementation of this guidelines and shall take necessary actions in the event of violation of this guideline.

4.2 This guideline is applicable to the University community and any infringement of the guidelines may subject to disciplinary actions and any other actions deem necessary.

#### **5. ENTITIES AFFECTED BY THIS POLICY**

Staff members of the University are affected by this guideline.

#### **6. MAINTENANCE OF GUIDELINES**

6.1 The Information Technology Division is responsible for the formulation and maintenance of this guidelines.

#### **7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

7.1 This guideline shall be read together with the following or any documents which recently approved:

7.1.1. ICT Regulations

7.1.2. Policy on email services

7.1.3. Guidelines on user email spam management