

## CONTENTS

Congratulations, UMSL  
Graduates

Tips for Reducing Mailbox  
Size

Update to Desktop  
Administrator Access  
Limitations

### CONGRATULATIONS, UMSL GRADUATES!

Graduation is an amazing accomplishment and milestone. ITS would like to take this opportunity to congratulate all Spring 2023 UMSL graduates on completing their degrees. We wish you continued success!

### TIPS FOR REDUCING MAILBOX SIZE

Did you know there are several ways to reduce mailbox size, stay more organized and eliminate redundant email messages? Here are some tips to help effectively manage email.

- 1) Mailbox Cleanup tool lets you view the size of your mailbox and individual folders and search for large messages you might want to delete. For more information about the Mailbox Cleanup tool, see [Manage my mailbox size](#).
- 2) Conversation Clean Up feature reduces the number of messages in your folder by removing redundant messages that increase your mailbox size. Want to learn more about this feature and how to remove redundant messages? See [Use Conversation Clean Up to delete redundant messages](#).
- 3) Sorting emails using the size column feature in your Inbox allows you to manage the size of your messages and locate the ones that are taking up space. If not already present, you can add the Size column to your Inbox view ribbon so that you know the size of each of your messages. To learn more, see [Add or Remove columns in the Inbox](#).

### UPDATE TO DESKTOP ADMINISTRATOR ACCESS LIMITATIONS

As part of a long-term UM System initiative to secure the digital assets and information of the University, Information Technology Services (ITS) is working to limit the use of administrator-level accounts on computer workstations. This is a key step in reducing the risk of malware and ransomware on our computers and in our sensitive data stores.

Beginning June 5th, all University- issued Macs will include standard user accounts instead of administrator-level accounts. Mac computers will have a Self Service application for standard users to install commonly used software, and standard users will have limited access to install other software, reducing the risk of malware or other potentially harmful software. If you received a Mac computer before June 5<sup>th</sup>, administrator-level accounts will remain in place for the summer but will be reduced to standard user accounts at a future date. We have designed a [Self Service FAQ](#) as a resource for Mac computers.

For Windows computers, ITS provides the Software Center application to install many commonly used applications without administrator permissions being required. We have designed a [Desktop Limitations FAQ](#) and the [Software Center](#) webpages as resources for Windows computers to help guide you through this process.

We appreciate your support as we continue our mission to protect your personal and professional information and strengthen IT security. For assistance with questions or issues using Self Service on Mac, Software Center on Windows, or installing software in general, please contact the Technology Support Center at [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu).