## How to request more email space

If you receive an email from HIT about running out of email space or after checking your mailbox size (from main Outlook screen, under File), you need to request more space, please see the instructions below.

- From your desktop, click on the myHIT shortcut or go to <a href="https://myit.hscs.virginia.edu/">https://myit.hscs.virginia.edu/</a>
- Log in with your **HS credentials**
- Click on HIT Help Desk Submit a request for Help
- Fill out the form (see example below) and click on Submit Request
  - Assistants can do this for DOs if needed just edit the **Request for:** option on the right

## Please note the questions about cleaning up your mailbox, including deleting your deleted items.

Provide additional information       Submit Request         Start your Request below:       Submit Request         Customer Contact Information *       Please provide the best phone number to contact you on this issue if needed (ex. 434-760-1234)       Request for: Robyn Eaton I Edit         Id 349501072       The image of the ima	Surt your Request below:     Submit Request       Customer Contact Information *     Request for: Robyn Eaton / E       Request for: Robyn Eaton / E     Email: RBE3P@uvahealth.org /       4:249901072     Email: RBE3P@uvahealth.org /       How can we Help you? *     Email: RBE3P@uvahealth.org /       © Increase Email Box     Update GAL (Global Address List)       Create G Modify Email Distribution List     Create or Modify Email Distribution List       Create Shared/Resource Outlook Calendar     Other Email: Sue or Request       Microsoft Teams     Have you reviewed your mailbox to determine if there are any emails that are no longer needed? Recommended areas to review: Junk Email. Sent Items and by Searching for Large Attachments.*       • Yes     No       Mailboxes are increased in 200mb increments. Will that be sufficient?*       • Yes	avorite 🔺 S
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