

Towson University Computing Account

Electronic Storage Quotas

Storage Options and Quotas

At the time of hire, all faculty and staff are assigned a computing account. This account not only gives the employee a specific email address and NetID, but a vast network of storage options. These storage options, while fitting different uses, all have an allocated amount of space called a quota. Below are some of the most common storage places, their quota, and useful tips for using storage efficiently.

Storage Option	Quota
Outlook (Exchange Online)	50 GB
OneDrive for Business	1 TB
WordPress (wp.towson.edu)	500 MB
H drive	5 GB
O drive	1-5 GB
WebEx Recordings	Unlimited
Blackboard	2 GB

Microsoft Outlook (Exchange Online): The Outlook Exchange server is cloud based. Faculty and staff have 50 GB of storage specifically for mail.

OneDrive for Business: OneDrive for Business is a cloud based solution available to faculty, staff and students at Towson University. This solution offers one terabyte of web-based file storage space and allows for collaboration, sharing, uploading, and downloading.

WordPress (wp.towson.edu): Faculty and staff can publish web pages on the “WordPress” server. If you need help getting started, contact the OTS training department.

H drive: Faculty, staff and students member has available H drive storage. This drive is accessible from any on-campus computer as well as off-campus using the Virtual Workspace.

O drive: Your departments O drive quota is based on your department’s needs and size. For more information on your individual department contact your department director. Note that files stored on the O drive are accessible by other faculty and staff in your department.

WebEx: A recorded 60 minute webinar is on average 50MB. If you have multiple recordings, contact the OTS training department for information on alternate storage options.

Blackboard: Blackboard allocates 2GB of storage per course. This space is not affected by student submissions.