



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

26 May 2022

MEMORANDUM NO. CCDP 2022-171

TO : All Faculty, Administrative Staff and REPS
SUBJECT : **Guide to Google Storage Clean up, Backup and UPM Storage Alternatives**

In view of the reduction in the storage cap of the @up.edu.ph email and storage, the following guidance is being provided to the faculty, staff and REPS on alternative email and storage options as well as instructions for email/drive backup and clean up.

As alternatives to @up.edu.ph for document storage, you may use:

1. Microsoft One Drive, which is based on @outlook.up.edu.ph accounts. To avail of this service, follow the procedure here: <https://itdc.up.edu.ph/services/software-services/microsoft-office-365-for-up>
2. UP Manila Google Workspace for Education Fundamentals, which is based on @post.upm.edu.ph.
3. External drives and keep these devices in safe locations.

For your concerns on the first option, kindly contact the UP-ITDC at helpdesk@up.edu.ph.

For the second option, only the current faculty, administrative staff and REPs of UP Manila may avail of the email accounts, with corresponding storage caps. Faculty members are allocated a storage cap of 30GB, while administrative staff and REPs are allocated 15GB.

Offices are eligible to apply for their separate email accounts, with varied maximum caps. Contact upm-ims-email-service-list@up.edu.ph for your concerns about this option.

To help you with the clean-up of your current @up.edu.ph mail and storage, please refer to the attached "Guide to Google Storage Clean up, Backup and Storage Alternatives").

For the information and guidance of all concerned.

for: Carmencita D. Padilla, MD, MAHPS
Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor

w/ attachment.