

Changing the Storage Quota for Users

 The ability to change the storage quota for users through Policies is available in FileCloud Server version 17.3 and later.

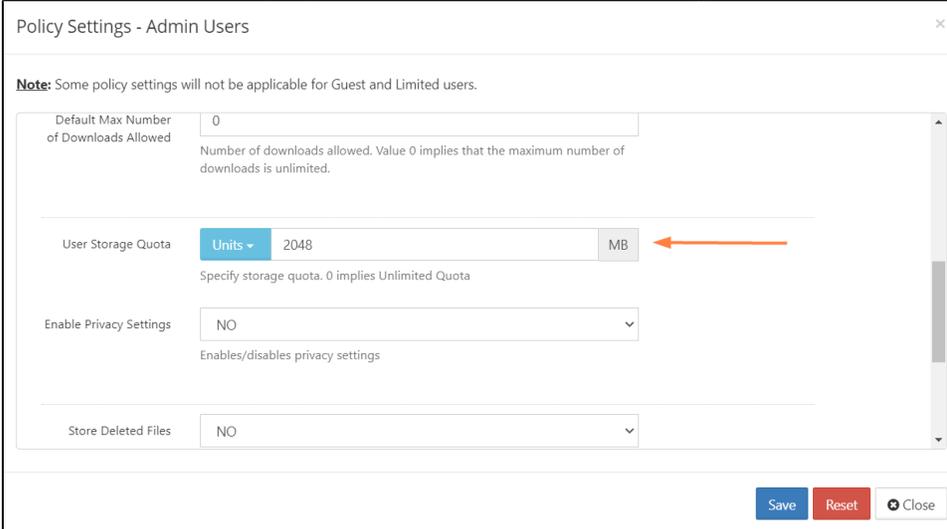
Administrators can manage the storage space allotted to a user account or a group of users through [Policies](#).

- Use the Global Default Policy to set a quota for all user accounts
- Use a custom policy to set a quota for a specific user or for a select group of users

Set a Quota for a Specific User

To set a storage quota for a specific user, create a custom policy and assign the user to that policy.

1. In the navigation pane, click **Settings** and click the **Policy** tab.
2. Create the custom policy. See [Policies](#).
3. Click the edit icon for the new policy, and in the **General** tab, in the **User Storage Quota** field, enter the storage quota for the user.



Policy Settings - Admin Users

Note: Some policy settings will not be applicable for Guest and Limited users.

Default Max Number of Downloads Allowed: 0
Number of downloads allowed. Value 0 implies that the maximum number of downloads is unlimited.

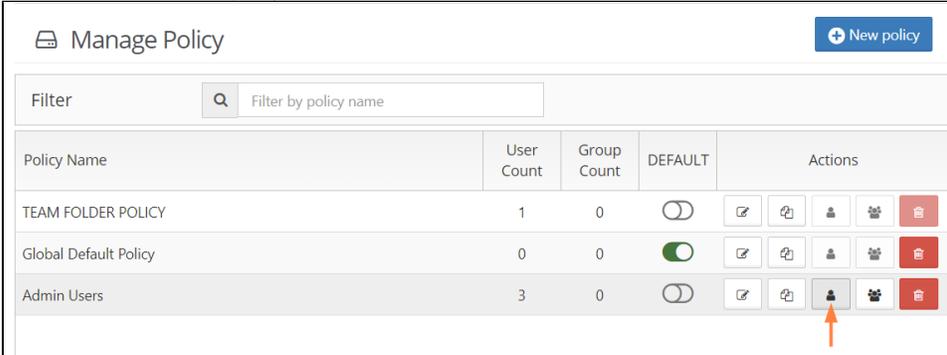
User Storage Quota: MB (highlighted with an orange arrow)
Specify storage quota. 0 implies Unlimited Quota

Enable Privacy Settings: NO
Enables/disables privacy settings

Store Deleted Files: NO

Buttons: Save, Reset, Close

4. Click **Save**.
5. Click the user icon for the policy.



Manage Policy New policy

Filter:

Policy Name	User Count	Group Count	DEFAULT	Actions
TEAM FOLDER POLICY	1	0	<input type="checkbox"/>	    
Global Default Policy	0	0	<input checked="" type="checkbox"/>	    
Admin Users	3	0	<input type="checkbox"/>	    

An orange arrow points to the user icon in the Actions column for the 'Admin Users' policy.

The **Manage Policy Users** dialog box opens.

6. Select the user in the **Available Users** box, and click the arrow to move the user into the **Policy Users** box.

Manage Policy Users : Admin Users

Filter Status Filt Source Fil

Available Users	Status
Jared Taylor (Jared Taylor)	Full Access
Noah (Noah)	Full Access
abose (Amit Bose)	Full Access
alistair (alistair)	Limited Access
amyr (Amy Radcliffe)	Guest Access
cvinh (Cao Vinh)	Guest Access
elin frei (Elin)	Full Access
gabrielled (Gaby)	Full Access
hr (Team Folders)	Limited Access
hr user (Rajesh)	Full Access

Page 1 of 3 23 rows

Close

The new policy automatically becomes the user's effective policy.

7. Click **Close**.
8. Confirm that the user's storage quota has changed by clicking **Users** in the navigation pane, and clicking the edit button for the user. In the **User Details** box that opens, the total quota should reflect the new value:

User Details

Name	gabrielled	Total Quota	1000 MB
Email	gabrielle_95@example.com	Used Quota	7.2 MB
Last Login	19 Jan 2021 09:24	Available Quota	992.8 MB
TOS Date	13 Oct 2020 08:27	Used Storage	7.2 MB
Group	Manage		More

Manage Files Manage Policy Manage Shares Mobile Devices Reset Password Send Email Manage Notifications Manage Backups Delete Account

Profile Image 
[Update](#) [Remove](#)

Access Level Full

Authentication Default

[Save](#) [Close](#)

Set a Custom Quota for a Group

To set a storage quota for a specific group, create a custom policy and assign the group to that policy.

If you need to change the quota for a custom group of users, you can create a custom policy.

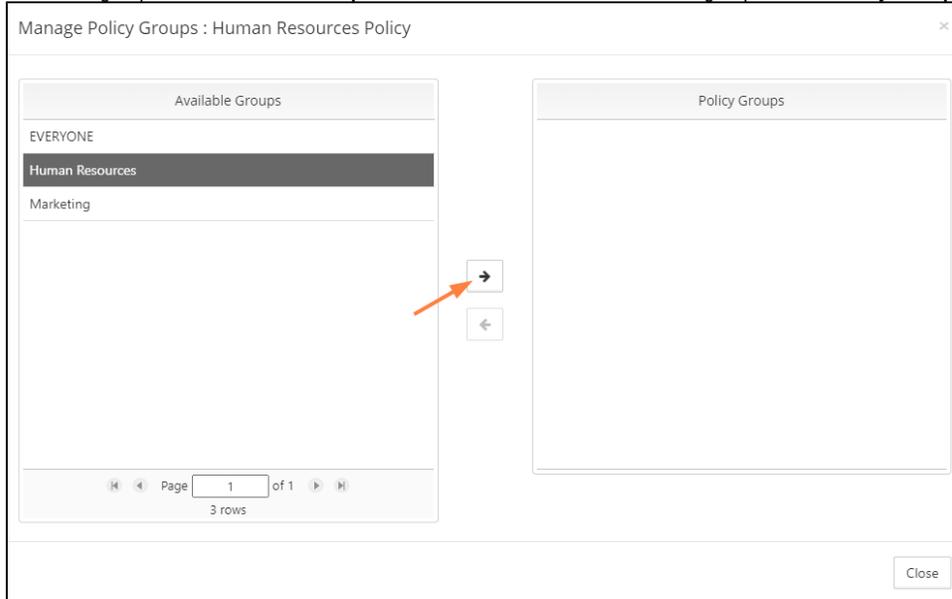
To create a group custom policy:

1. Follow steps 1 to 4 in [Set a Quota for a Specific User](#), above.
2. Click the group icon for the policy.



The **Manage Policy Groups** dialog box opens.

3. Select the group in the **Available Groups** box, and click the arrow to move the group into the **Policy Groups** box.

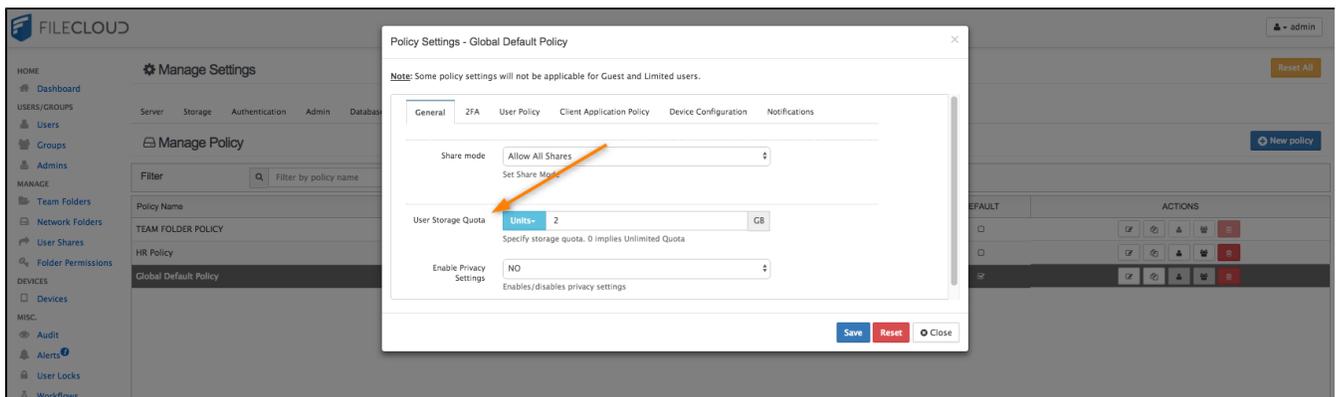


The new policy automatically becomes the group's effective policy.

4. Click **Close**.

Set a Default Quota for All Users

To change the default storage quota, change the **User Storage Quota** in the **Global Default Policy**.



To Increase the storage quota for all users:

1. In the left navigation pane, click **Settings**.
2. Click the **Policies** tab.
3. On the **Manage Policy** screen, click the edit button () for **Global Default Policy**.
4. In the **Policy Settings** dialog box, click the **General** tab.
5. On the **General** tab, enter the new value in **User Storage Quota**.
6. Click **Save**.