

From: [Senthil Raj P](#)
To: [Asad Shamsi](#)
Cc: [Nikhil Bhushan](#); [Venu Madhav Singaraju](#); [Bangalore IT](#)
Subject: Re: Your archive mailbox is almost full.
Date: Wednesday, April 17, 2024 3:48:21 PM
Attachments: [image001.png](#)
[Outlook-f10aakfk.png](#)
[Outlook-bh0ma5nu.png](#)
[Outlook-fo33v1w1.png](#)
[Outlook-01zcmr3a.png](#)
Importance: High

Hi Asad,

Kindly refer to the below mail pertain to archive space increase of few BLR T1 users (GM's approval)

Best Regards,

Senthil Raj P.
Sr.Manager - IT.
BLR Lounge Services Pvt Ltd.
☎ +91 - 9789079708 | 🌐 www.travelfoodservices.com

For support, contact:

T1 - Help Desk : ✉ bangalore.it@blrlounge.in
Mob No. : ☎ +91 - 86575 41674
T2 - Help Desk : ✉ t2.blr@travelfoodservices.com
Mob No. : ☎ +91 - 81475 31664

IT Support processes : Please raise an incident/ticket using the links provided below.

Self Service : <https://app.assetinfinity.io/login>

Disclaimer : Minimal IT Support to be provided without incidents raised.

From: Rohan Choudhury <rohan.choudhury@blrlounge.in>
Sent: Wednesday, April 17, 2024 3:32 PM
To: Senthil Raj P <senthilraj.p@blrlounge.in>
Cc: Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>; Bangalore IT <bangalore.it@blrlounge.in>
Subject: Re: Your archive mailbox is almost full.

Hi Senthil,

Please proceed.

Thanks.

Kind Regards

Rohan Choudhury
General Manager

BLR Lounge Services Pvt Ltd
Room # 20 1st Floor Alpha 3 Building,
Kempegowda International Airport, KIAL Road,

Devanahalli, Bengaluru, Karnataka 560300.

M: 88790 10181

www.travelfoodservices.com



From: Senthil Raj P <senthilraj.p@blrlounge.in>

Sent: 16 April 2024 23:59

To: Rohan Choudhury <rohan.choudhury@blrlounge.in>

Cc: Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>; Bangalore IT <bangalore.it@blrlounge.in>

Subject: Re: Your archive mailbox is almost full.

Dear Rohan,

Kindly request your approval to increase the Online Exchange sizes (50 GB to 100 GB) to the below listed user.

ranjandas.s@blrlounge.in

tanmay.adhikari@blrlounge.in

duty.manager@080-blr.com

Please note that "Online Exchange license" per user costs Rs. 2231/- annually.

Best Regards,

Senthil Raj P.

Sr.Manager - IT.

BLR Lounge Services Pvt Ltd.

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From: Senthil Raj P <senthilraj.p@blrlounge.in>
Sent: Tuesday, April 16, 2024 7:21 PM
To: Asad Shamsi <asad.shamsi@travelfoodservices.com>
Cc: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>; Bangalore IT <bangalore.it@blrlounge.in>; HO IT Support <ho.itsupport@travelfoodservices.com>
Subject: Re: Your archive mailbox is almost full.

Thanks Asad.

We will raise the PR together with required other pro-rata licenses.

Best Regards,

Senthil Raj P.
Sr.Manager - IT.
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From: Asad Shamsi <asad.shamsi@travelfoodservices.com>
Sent: Tuesday, April 16, 2024 6:34 PM
To: Senthil Raj P <senthilraj.p@blrlounge.in>
Cc: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>; Bangalore IT <bangalore.it@blrlounge.in>; HO IT Support <ho.itsupport@travelfoodservices.com>
Subject: RE: Your archive mailbox is almost full.

Dear Senthil,

As confirmed I have set 2 Years archive policy as of now on email id tanmay.adhikari@blrlounge.in
Please note that "Online Exchange license" per user costs Rs. 2231/- annually.

Exchange Online archive increases space of archive mailbox from 50 to 100 GB.

Regards
Asad Shamsi
+91 9930909463

From: Senthil Raj P <senthilraj.p@blrlounge.in>
Sent: Tuesday, April 16, 2024 12:21 PM
To: Asad Shamsi <asad.shamsi@travelfoodservices.com>; HO IT Support <ho.itsupport@travelfoodservices.com>
Cc: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>; Bangalore IT <bangalore.it@blrlounge.in>

Subject: Re: Your archive mailbox is almost full.

Hi Asad,

Kindly initiate 2 yrs. retention policy this time immediately as 40% storage is available.

What is the cost involved to increase the achieve space.?

Best Regards,

Senthil Raj P.

Sr.Manager - IT.

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From: Asad Shamsi <asad.shamsi@travelfoodservices.com>

Sent: Monday, April 15, 2024 11:50 AM

To: Senthil Raj P <senthilraj.p@blrlounge.in>; HO IT Support <ho.itsupport@travelfoodservices.com>

Cc: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>

Subject: RE: Your archive mailbox is almost full.

Dear Senthil,

As checked the current mailbox usage is **29.41 %** out of 50 GB and archive mailbox usage is **45.43 %** out of 50 GB whereas the archive retention policy is set to **1 year**.

Since still there is room in current mailbox, we can change archive retention policy to **2 years**.

This will keep more mails in current mailbox and will stop archiving mails for another year.

Archive full notifications will still be received since it has crossed notification alert which we'll have to ignore but usage will not grow until next change.

Kindly confirm if this works for you. Else we'll have to increase the archive size.

Regards

Asad Shamsi

+91 9930909463

From: Senthil Raj P <senthilraj.p@blrlounge.in>

Sent: Monday, April 15, 2024 9:50 AM

To: Asad Shamsi <asad.shamsi@travelfoodservices.com>; HO IT Support <ho.itsupport@travelfoodservices.com>

Cc: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>; Nikhil Bhushan <nikhil.bhushan@travelfoodservices.com>

Subject: Fw: Your archive mailbox is almost full.

Hi Asad,

Kindly refer to the mail below and check on retention policy.

Best Regards,

Senthil Raj P.

Sr.Manager - IT.

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From: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>

Sent: Monday, April 15, 2024 8:57 AM

To: Senthil Raj P <senthilraj.p@blrlounge.in>

Subject: FW: Your archive mailbox is almost full.

Dear Senthil,

FYI

Warm regards,

Tanmay Adhikari

Senior Operations Manager

BLR Lounge Services Pvt Ltd

Room # 20 1st Floor Alpha 3 Building,

Kempegowda International Airport, KIAL Road,

Devanahalli, Bengaluru, Karnataka 560300.

M: 8951911802



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From: Microsoft Outlook
<MicrosoftExchange329e71ec88ae4615bbc36ab6ce41109e@travelfoodservices.onmicrosoft.com>
Sent: Sunday, April 14, 2024 5:33 PM
To: Tanmay Adhikari <tanmay.adhikari@blrlounge.in>
Subject: Your archive mailbox is almost full.
Importance: High

Your archive mailbox is almost full.

45.43 GB

50 GB

To make room in your archive mailbox, delete any items you don't need and empty your Deleted Items folder.

Learn more about [archive mailboxes](#) and [storage limits](#).

Mailbox address:

tanmay.adhikari@blrlounge.in

Mailbox type:

Archive