

## What is the largest size email attachment I can send from my CSU email account?

When you are sending emails from your CSU email account, you are limited to the size of the file you can send.

The maximum attachment size which you are able to send and receive (from CSU and non-CSU email addresses) is 20MB.

You will not necessarily receive a notification that your message has not been delivered.

Please be aware that the CSU staff email server only has a limited amount of space. As a result, each staff member has a maximum quota for email storage on the server. To find out more information, see <https://www.csu.edu.au/division/dit/services/service-catalogue/email/archiving>

As an alternative to emailing large files, you can:

- Save your file to the common area of the S drive and send a hyperlink to the recipient so they can open and view it. **Note** - the S drive is only accessible to staff; or
- Use the 'Large File Sending' facility available to staff, see <https://www.csu.edu.au/division/dit/services/service-catalogue/large-file-sending>

This service can deliver files up to 100GB (with a HTML 5 compatible browser) and 2GB (with a non HTML 5 compatible browser) and be used to share files with non CSU staff and students.